

Welcome



Thank you for your interest in the position of HLTA/Teaching Assistant at Kingham Primary School. We are looking for a hard-working, highly-motivated, and positive person to support the learning and development of our children aged 3-11.

Tucked away off the corner of the village green, Kingham Primary School looks out over woods and open fields in the countryside of the Cotswolds. Kingham Primary School has an outstanding reputation for its creative and innovative approach to teaching and learning and for its high standards. We are passionate about ensuring children are at the heart of all that we do. Parents choose to send their children to our school because it is a friendly place where learning is fun and exciting; because our environment is inspirational where we take pride in our achievements and because everyone here is personally valued and respected as an individual.

The successful candidate should

- have exceptional communication skills
- be an excellent role model
- Enjoy working within a team
- Be extremely well organised & efficient
- Be flexible, pro-active and show initiative
- Have high expectations of students
- Be a qualified teacher /HLTA or a very experienced Teaching Assistant

All our staff are provided with opportunities to grow and develop in their roles and we actively ensure clear career progression for all. Well-being is also something we are deeply committed to, and we constantly aim to ensure all our personnel are valued and looked after.

I really hope that you are able to share this passion and consider applying for a role within our school. If you wish to discuss this position further, please call me on 01608 658366 or email recruitment@kingham.oxon.sch.uk .

Kingham Primary School is committed to safeguarding children and successful candidates will be subject to an Enhanced DBS check and satisfactory reference checks. Our commitment to safeguarding is underpinned by consistently robust processes and checks including online searches of shortlisted candidates.

Please email completed applications to recruitment@kingham.oxon.sch.uk by Thursday 4th July 1pm – earlier applications are encouraged.

I wish you the best of luck with your application.

Yours sincerely

NProckter

Nicholas Prockter
Headteacher

School

Kingham Primary School

The Green
Kingham
Chipping Norton
OX7 6YD

Tel: 01608 658366
Email: contact@kingham.oxon.sch.uk
Web: www.kingham.oxon.sch.uk

Type: Maintained community school
Local authority: Oxfordshire County Council
Age range: 3 to 11
Standard Admission Number: 30
Number of pupils: 234, including nursery
Ofsted rating: Outstanding

Tucked away off the corner of the village green, Kingham Primary School looks out over woods and open fields in the countryside of the Cotswolds.

As well as Kingham, Churchill and other local villages in West Oxfordshire within its catchment, the school serves a wider area, including the nearby town of Chipping Norton and parts of neighbouring Gloucestershire and Warwickshire, subject to the availability of places.

Kingham Primary School has around 200 children in seven year groups. There is also a nursery class offering pre-school places to children from the age of three. The school is highly regarded by parents and is rated as outstanding by Ofsted. Although secular in outlook, it has links to the local church and welcomes children of any faith.

The main school building is about a hundred years old and has been subsequently extended to provide seven classrooms, a modern school hall, kitchen, library area, and a purpose-built early years building, which accommodates the nursery and reception class.

Situated in leafy grounds, there is a large playground, forest area, school garden, and a large playing field.

Location

Kingham in West Oxfordshire is four miles from the market town of Chipping Norton. It is 25 miles northwest of Oxford and has a direct train service to Oxford and London Paddington.

A traditional English village, Kingham has a 14th-century church, two pubs with restaurants of national reputation, a village shop and post office. It has been recognised by *The Sunday Times* as the best place to live in the southeast of England.

"Kingham, in Oxfordshire, also boasts an outstanding primary school, houses of Cotswold stone, direct trains to London... It is identified as the best place to live in the southeast."

The Sunday Times, 13 March 2016

The school is within a couple of miles of neighbouring Gloucestershire and Warwickshire. It is an easy drive from numerous nearby villages and towns, which offer a range of housing and amenities.

The surrounding Cotswolds countryside is a designated area of outstanding natural beauty, the second largest protected landscape in England. The low rolling hills provide the honey-coloured limestone that characterises the stone buildings that are typical of the region.

Provision

Kingham Primary School provides a nursery class for 26 children from the age of three. The Nursery was previously run by the community and has successfully transferred to the school to form part of the purpose-built Early Years Foundation Stage Unit.

The Reception class has an annual intake of 30 children, subject to availability and the local authority admissions policy. School admissions are generally oversubscribed and any places that become available in later years are generally filled through a register of continuing interest.

The school has a relatively small number of children with special educational needs or receiving free school meals, compared to the national average. The children are well-behaved and eager to learn. They consistently achieve well above the national average at the end of the Foundation Stage, Key Stage One and Key Stage Two. We would expect them to do so, and we are committed to continuously improving and extending our curriculum.

The school offers a wide range of extra-curricular activities, including clubs covering a range of activities, such as art, archery, coding, construction, cookery, French, football, gardening, golf, hockey, and tennis.

A Breakfast Club and afternoon Kidz Club provide optional wraparound care from 7.45am to 5.15pm to support working parents and carers.

The supportive community of parents has high expectations for their children and appreciate the happy, hard-working and harmonious atmosphere the school provides. Parents play a key part in the life of the school and this is greatly encouraged.

The Kingham Primary School Association, or KPSA, is a charitable organisation run by parents, which is very successful at raising funds for enrichment resources and activities for the children, while providing a social focus for the school community.

The children go on to a range of excellent secondary schools in the area, including The Chipping Norton School, Burford School, The Cotswold Academy, and the nearby independent Kingham Hill School.



Vision

Always learning to be our best

Kingham Primary School provides a safe, supportive and stimulating environment, which inspires our children to be composed, confident, and considerate, responding positively to every opportunity to develop their full potential. We encourage children to explore, expand and express their skills and talents through a carefully crafted creative curriculum tailored to the needs of every individual.

Vision

Our Vision is simple:

A truly exceptional education for our next generation

Mission

Our stated Mission is:

- **To provide magical experiences, friendships and memories;**
- **To develop the talents, skills and knowledge needed to excel in all that we do and thrive in a rapidly changing world;**
- **To be a supportive and inclusive community, where we care for ourselves, each other, and our environment.**

Values

Underpinning our Vision and Mission are three core values. We aim to be:

- **Inspirational**
- **Ambitious**
- **Kind**

Constantly striving to improve, at Kingham Primary School we are:

Always learning to be our best



Job Description

This is a split role – 50% HLTA and 50% TA

Higher Level Teaching Assistant Grade 8

Purpose of the HLTA role

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupil achievement, progress and development.

The holder will be responsible for the management and development of a specialist subject area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training

Responsible to: The Deputy Headteacher

HLTA Duties

SUPPORT FOR PUPILS

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Develop and implement my plans/individual education plans when required
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

SUPPORT FOR TEACHERS

- Organise and manage appropriate learning environments and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Follow established policy to anticipate and manage behaviour constructively, promoting pupils' self-control and independence
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests
- Produce lesson plans, worksheet, plans etc.

SUPPORT FOR THE CURRICULUM

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Deliver local and national learning strategies e.g. reading, phonics, maths, EYFS and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid / resources / equipment

SUPPORT FOR THE SCHOOL

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Deliver out of school learning activities within guidelines established by the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

LINE MANAGEMENT RESPONSIBILITIES WHERE APPROPRIATE

- Manage other teaching assistants when required
- Liaise between managers/teaching staff and teaching assistants
- Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants when required

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Teaching Assistant Grade 5

Purpose of the TA role

To work under the instruction/guidance of teaching and senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Responsible to: The Deputy Headteacher

TA Duties

SUPPORT FOR PUPILS

- Supervise and provide support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Supervise pupils at play and engage them in meaningful conversations and activities
- Offer comfort and support to pupils who are unsettled or distressed.
- Encourage independence self-help skills and good standards of personal hygiene and care in pupils through social training and modelling.
- Attend to pupils' physical welfare such as assisting a child changing, sickness etc.

SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupil achievement, progress, issues etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses

- Undertake programmes linked to local and national learning strategies e.g. reading, phonics, maths, EYFS, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- Prepare and routinely maintain the materials / resources / displays, assist pupils in their use, clear up afterwards in both classroom and outdoor learning spaces to ensure a high quality, tidy learning environment is maintained and appropriate care is modelled.
- Display pupils' work in the classroom

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Promote the safeguarding of all pupils in the school
- Undertake any other duties which may be reasonably required by the teacher in charge or headteacher.

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person Specification

The following criteria will be used for shortlisting purposes:

Qualifications

- Be a qualified teacher or possess HLTA* qualification or equivalent qualification
- Excellent numeracy/literacy skills – equivalent to GCSE (Grade C+ /Grade 4+)

Experience

- Experience of teaching or covering teachers in schools
- Experience of teaching/supporting in more than one year group.
- Good understanding of child development and learning processes

Knowledge and skills

- Ability to work as part of a team and individually as required
- Able to adapt practice to meet the needs of all learners
- Ability to use IT to support teaching & learning across the curriculum
- Can demonstrate & articulate characteristics of effective teaching and learning.
- Ability to manage behaviour effectively using positive strategies
- Prepared to ask for advice and support where necessary
- Exceptional communication skills.
- Working knowledge and experience of implementing primary national curriculum and EYFS
- Ability to relate well to children and adults
- Ability to work with and support children with a variety of needs
- Extremely well-organised
- Flexible with the ability to adapt to changing workload demands
- Positive attitude and a good sense of humour
- A strong commitment to maintaining confidentiality at all times
- A commitment to promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education and our school's child protection

**May consider exceptional candidates who are working towards/willing to work towards their HLTA qualification*

Application

Process

Please complete the official Oxfordshire County Council application form.

To ensure consistency for all candidates, we are unable to accept a curriculum vitae without a completed official Oxfordshire application form. Please ensure you complete the application form fully, ensuring all details are accurate and all declarations are signed.

We need a full employment history outlining all employment since leaving school.

Suitable referees will be required from your current and previous employer.

Further information about interview arrangements will be provided to shortlisted candidates.

Our selection process will further assess the suitability of candidates and their commitment to safeguarding children. Appointment to this post will be subject to an enhanced Disclosure and Barring Service check.

Deadline: Thursday 4th July - 1pm

Email your application to: recruitment@kingham.oxon.sch.uk

If you would like to visit the school, or you require further information, please call our Business Manager, Helen Davies, on 01608 658366 (term time only). Visits are welcomed and strongly encouraged. You can also watch a video tour here: <https://www.kingham.oxon.sch.uk/school/tour>

We look forward to receiving your completed application.

