



We are proud to be part of

Prime
Multi Academy Trust

Teaching Assistant **Application Pack**



Contents

Letter from our CEO

About our Trust/Our School

Job Description/Personal Specification

Post Information/Advert

Contact Details





Letter from our CEO

Dear Applicant

On behalf of the Trust board, Governors, staff, parents and pupils, I am delighted to welcome your interest in the role of Teaching Assistant at King's Sutton Primary Academy, part of Prime7 MAT. This is a permanent contract for 30 hours/25 minutes per week, Term Time Only (Mon-Fri 8.45am – 3.20pm 30 minutes for lunch) starting as soon as possible.

We can offer

- A passion for inclusion • A voice in developing yourself professionally • Pupils that come to school happy
- Leaders and staff support every pupil to reach their full potential • Staff benefit from regular training to develop their expertise • We have a fantastic staff team and a supportive parent/carers community • We offer a high quality, well-resourced and carefully structured provision, within an excellent broad and balanced curriculum. We strive to meet the needs of all children – doing 'Whatever It Takes' to help children fulfil their potential.

If you share our values and vision and are enthusiastic, dedicated and passionate about children, their learning and their development, I invite you to make an appointment to visit King's Sutton Primary Academy and see for yourself the opportunities we can offer.

The closing date for applications is Friday 20th February at 9.00am and interviews will take place on Monday 2nd March 2026.

We look forward to meeting you and receiving your application.

Yours sincerely
Ian Lowe
CEO

Responsibility, Respect, Ambition,
Courage & Pride



About Our Trust

Prime7 was formed in 2013 and joined together Middleton Cheney Primary, King's Sutton Primary and Chipping Warden Primary Academies. The aim of the Trust has always been to work collaboratively across all three schools. We strive to ensure that our schools offer the very best education for all our pupils. We also want to ensure that our staff enjoy working across the Trust and feel valued as part of a collaborative team.

At Prime7, we aim to provide the best opportunities for all pupils to develop strategies to face life's challenges. We want them to show courage and take risks in their learning whilst enjoying an enriched school experience. Community is important to us, and each school is valued for its own individuality, but it also plays an important part of the Trust as a whole. Across our schools we foster an environment where respect is earned and given in equal amounts. Our school communities promote kindness, friendship and trust so that our pupils will grow up to be young citizens that are able to show empathy towards others and become role models that are an inspiration to others.

Our Vision and Values

Our ethos is to provide the best possible environment for children to learn and develop, as well as to cultivate a sense of wonder, empathy and understanding of the modern society they are growing up in. Together, we will strive to realise the potential in all of our children so that they are fully prepared for the next stage of their education. We want to empower our children to succeed. The Trust's mission is to ensure that our staff, parents and carers are valued and well cared for so that we can work together to provide children with the best education and to know how to stay safe and healthy. We want them to take their place as responsible citizens that promote sustainability in order to protect the world around them for future generations to come.



Prime7 has seven core values and principles to support the delivery of our mission.

AMBITION: to have high expectations in all we do and to have ambition for continuous improvement whoever we are. **ENJOYMENT:** to create schools that foster creativity and curiosity so that children thrive on enrichment and thoroughly enjoy their school experience. We want our children to be excited learners. **RESILIENCE:** to provide the best opportunities for all children to develop strategies to face life's challenges. We want to have children that can show courage and take risks in their learning. **RESPECT:** to foster an environment where respect is earned and given in equal amounts. Our school communities promote kindness, friendship and trust. We want our children to grow up to be young citizens that are able to show empathy towards others. Our children take responsibility for their future and the future of others by respecting the world around them and promoting sustainability. **INSPIRE:** to empower children to take responsibility to strive and achieve in their learning and to be the very best that they can be. They will be responsible citizens that model sustainable practices and behaviours to protect the natural world. They will be role models and a source of inspiration to others. **COMMUNITY:** to establish schools that are at the heart of the local communities they serve. Each school is valued for its own individuality but it also plays an important part of the Trust as a whole. All stakeholders within our community will strive to prepare and empower individuals to become responsible for contributing to a sustainable future. **TRUST:** to belong as part of a team is a core part of who we are and our relationships are based at all times on openness and honesty.

Our values and principles are drawn from each of our schools and will support Prime7 in providing an excellent educational experience for all. We will work together with all of our stakeholders to ensure that the children in all of our schools achieve their full potential.

Our School

King's Sutton Primary Academy

Richmond Street, King's Sutton, Banbury, Oxon, OX17 3RT

Tel: 01295 811289

www.kingssuttonpa.co.uk



At King's Sutton Primary Academy, we want our children to enjoy a safe and happy school life that offers the very best quality of education through a broad curriculum design that develops the whole character of the child. Our vision is that all of our children develop in all the aspects that are important for their future success both personally and academically. This includes preparing them for the next stage of their education and developmental journeys as individuals, to allow them to fulfil their ambitions and lead healthy and happy lives.

As a school, we provide pupils with meaningful opportunities to understand how to be responsible, respectful, active citizens who contribute positively to society. We give pupils occasions to discuss issues and ideas in a considered way. We actively promote our core values 'Responsibility, Respect, Ambition, Courage and Pride' and the associated key characteristics in all that we do. These are threaded through our curriculum design and taught through our assembly programme. As a rural primary school, with an exciting new Autism Unit Provision supporting our community, we recognise the importance of promoting equality of opportunity and diversity effectively and teach pupils to show respect to everyone. We want the children to appreciate and respect cultural, religious and ethnic similarities and differences as well as neurodiversity across a wide range of countries, people, and socio-economic communities.

We are a 'Good' school (Ofsted Mar 2022). While we are fully pledged to raising standards in literacy, mathematics, science and computing we are passionate about celebrating and empowering the 'whole child' and retain our commitment to all the foundation subjects including sport, music, and the arts. Our website will give you a taster of life at King's Sutton Primary but please do not hesitate to contact us should you wish to arrange a tour of the school.

Mrs Laura Wade
Headteacher





Job Description

Job Details

Job title: Teaching Assistant

Salary:

Reporting to: Headteacher

Main purpose

Work with class teachers to raise the learning and attainment of pupils

Promote pupils' independence, self-esteem and social inclusion

Give support to pupils, individually or in groups, so they can access the curriculum, take part in Learning and experience a sense of achievement.

Duties and responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons



Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents
- Administer basic first aid if needed

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Personal Specification

Qualifications and Experience

- Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held)
- GCSEs at grades 9 to 4 (A* to C) including English and Maths
- Experience of working with children
- First Aid

Skills and Knowledge

- Good literacy and numeracy skills
- Good organisational skills
- Ability to build effective working relationships with pupils and adults
- Skills and expertise in understanding the needs of all pupils
- Knowledge of how to help adapt and deliver support to meet individual needs
- Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils
- Excellent verbal communication skills
- Active listening skills
- The ability to remain calm in stressful situations
- Knowledge of guidance and requirements around safeguarding children
- Good ICT skills, particularly using ICT to support learning
- Understanding of roles and responsibilities within the classroom and whole school context

Personal Qualities

- Enjoyment of working with children
- Sensitivity and understanding, to help build good relationships with pupils
- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding pupil's wellbeing and equality





Post Information/Advert

TEACHING ASSISTANT VACANCY

Contract of employment: Permanent

Working hours: 30 hrs/25 minutes per week (Mon-Fri 8.45am–3.20pm 30 mins for lunch) Term-Time

Pay: Point 5 = £17648 per annum = (£13.26 per hour)

We wish to appoint an experienced Teaching Assistant to start as soon as possible. The successful candidate will be enthusiastic, highly motivated and demonstrate a passion for teaching and learning.

King's Sutton Primary Academy is part of the Prime7 Multi-Academy Trust and is a popular, friendly and lively small village school (NOR 80). The school prides itself on its positive learning atmosphere and children who are enthusiastic about learning.

Prime7 MAT/King's Sutton Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore the successful candidate would need to undergo a DBS check and be committed to the safeguarding of children.

We are an equal opportunities employer.

The new role will begin as soon as possible and will be on a permanent contract. The closing date for applications is Friday 20th February at 9am and interviews will take place on Monday 2nd March. .

For further information, please visit <https://www.kingssuttonpa.co.uk/job-opportunities/> If you wish to find out more about the role, please contact Laura Wade – Headteacher at head@kspa.prime7.org.uk or call 01295 811289. Visits to the school are welcomed and we look forward to showing you around our school.

How to Apply

To apply for this position, please complete the Trust Application Form that can be found at <https://www.kingssuttonpa.co.uk/job-opportunities/>

and submit, together with a letter of application. Please return by email to Lisa Macdonald at admin@prime7.org.uk



King's Sutton Primary Academy, Richmond Street King's Sutton, Banbury, Oxfordshire, OX17

 **01295 811289**

 **office@kspa.prime7.org.uk**

<https://www.kingssuttonpa.co.uk>