



Kingsbrook View Primary Academy

Growing Together to Achieve Dreams

Job Role

Teaching Assistant

(Initially to support a named pupil)

To start: ASAP

For further information please visit our website: www.kvpa.org.uk or to discuss the role further please contact our Head of Academy, Mr Jon Turner, via email at office@kvpa.school



Teaching Assistant
Are you ready to be
part of something



exciting? Are you ready to become a valued team member at the newest primary academy in Buckinghamshire? Are you ready to grow together and achieve great things?

If you answered 'yes', then you could be one of the unique individuals who will be shaping and changing the lives of children within a stimulating and fresh context. An exciting opportunity has arisen to appoint a Teaching Assistant who will support pupils with additional needs.

Kingsbrook View Primary Academy is a partner academy within Inspiring Futures Partnership Trust. Kingsbrook View's vision will be guided by its motto: "Growing together to achieve dreams" and the Trust's ambition to inspire and nurture every child so they excel in all aspects of life.

Does this sound like you?

- You are child-centred and put children's best interests at the heart of all you do
- You understand the needs of the children you are supporting and respond accordingly
- You are able to engage children, allowing them to make progress
- You can demonstrate suitable experience and/or qualifications for working in a school context
- You are flexible, adaptable and able to work on your own initiative
- You have enthusiasm and the qualities of a strong team member
- You foster positive relationships with pupils, staff and parents/carers and communicate effectively
- You embrace core moral values such as integrity, resilience and respect
- You have a good sense of humour and a positive outlook

This role requires you to have a suitable standard of English and Maths, as well as a strong grasp of spoken English. Successful candidates will be required to engage in the statutory training needed for this post.

Please see Job Description and Person Specification below.

Kingsbrook View Primary Academy and the Inspiring Future's Partnership Trust are committed to safeguarding children, promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS and qualifications check will be carried out upon appointment of all successful candidates.





Job title	Teaching Assistant
Salary	Bucks Pay Range 1B Pro rata: £8,490- £8,915 (Full Time: £18,522- £19,448) based on 39 weeks per year (equal to 38 weeks term time plus 5 training days)
Hours	20 hours per week (Monday – Friday 9:00am -1:00pm)
Contract type	Fixed Term- To be reviewed in June 2023
Starting date	ASAP-Pending satisfactory checks
Reporting to	Head of Academy/Class Teacher
Responsible for	Teaching and learning of class pupils
Line managed by	Head of Academy or SENCO

Job Description

Main responsibilities

The post-holder will be expected to support whole class learning, groups of children or individual children having specific or particular needs, as directed. The post-holder will share in the care and wellbeing of pupils throughout the academy. Teaching Assistants will be fully informed about the needs of groups and individuals' they are supporting and where working with named children the outcomes of their Educational Healthcare Plan and those targets set by external professionals.

Teaching assistants will work under the direction of class teachers and the Head of Academy to support and deliver planned learning interventions.

This Job Description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Safeguarding

To be responsible, under the direction of the Head of Academy or another designated teacher, for promoting and safeguarding the welfare of all children within the establishment and to ensure that safeguarding is a priority by following procedures effectively and immediately. Vigilance and sensitivity is essential.

Teaching and learning

- Plan, provide and adapt support for children inside and outside the classroom in order to enhance their learning, accelerate their progress and enable them to fully participate in activities
- Provide timely and incisive feedback on pupil progress and the impact of interventions
- Support the emotional, social, behavioural and pastoral needs of pupils under the direction and guidance of teachers and leaders, assisting with any specific behaviour management strategies
- Assist teachers with summative and formative assessment and setting next step targets
- To access and prepare resources that meet the learning needs for groups and individuals
- To assist with general classroom management and the organisation of resources and equipment
- Assist in the implementation of provision maps and EHC plans for individuals or groups of children and assess and monitor their progress
- Support the school's curriculum through attendance at educational visits



Working collaboratively

- Where appropriate, foster links between home and the academy
- Where appropriate, and under the direction of class teachers and the Head of Academy, communicate and meet with parents
- Work with external professionals, such as speech therapists and occupational therapists, as necessary
- Attend and contribute to annual reviews, as appropriate, and contribute to the writing of reports on pupil progress for SEN children
- To participate in relevant professional development and attend any training courses wherever possible to benefit the education and wellbeing of the children
- Attend staff and team meetings and training days, as required, to develop experience and broaden awareness, expertise and skills
- Participate in the academy's procedures for performance management

Administrative assistance

- Support the teacher in record keeping and other tasks in order to advance teaching and learning
- Carry out administrative and clerical tasks e.g. photocopying, inputting pupil data and classroom display to assist in the smooth running of the class
- Undertake other duties from time to time as the class teacher or Head of Academy requires

Standards and quality assurance

- Comply with the academy's rigorous approach to safeguarding
- Support the vision and ethos of the academy
- Act as a role model for the academy's values
- To be aware of and follow the academy's policies and procedures
- To maintain confidentiality about home-school/pupil-teacher/academy work matters
- Be proactive in matters relating to health and safety
- Set a good example in terms of dress, punctuality and attendance
- Undertake any other professional duties that may be reasonably assigned by the Head of Academy

Behaviour and classroom management

- Have high expectations of pupils
- To deal with incidents in accordance with academy policy
- To support the class teacher by modelling the correct behaviours for learning

Health and welfare of children

- To have an overview of children with identified medical needs
- To support and care for children who are injured or sick
- Assist in keeping accurate medical records when necessary
- Supervise and assist children with dressing and undressing, in line with academy policy, when necessary
- To attend to any personal care needs as required
- Attend up to date and relevant first aid training

Break and lunchtime Duties

Teaching assistants will be required to supervise children at lunchtimes and take their lunchbreak before or after children's lunch time.

- Supervise children during break or lunch either inside or outside. This involves supervision of children before, during and after they have eaten their lunches as per the rota of responsibilities
- Ensure the safety of children at all times
- Be on duty on the playground to support positive play, effective playground behaviour and to ensure the smooth running of break/lunch sessions



- To undertake break duties and be prepared to cover for members of staff when required

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Education to GCSE standard, or equivalent (i.e. minimum grade C in English and Maths) 	<ul style="list-style-type: none"> • Any further, relevant qualifications relating to education and/or children's development
Knowledge and understanding	<ul style="list-style-type: none"> • An understanding of child protection and safeguarding • Experience of working with/leading individuals or small groups 	<ul style="list-style-type: none"> • Knowledge of the National Curriculum • Experience of working with children with SEN or additional needs • Understanding of positive and negative factors that may affect children's learning and wellbeing
Skills and abilities	<ul style="list-style-type: none"> • Experience of leading child-based activities • Proven ability to communicate effectively • Experience of establishing positive and professional working relationships • Ability to correctly model written and spoken language • Have high expectations for all learners • Good organisational skills and efficiency 	<ul style="list-style-type: none"> • Experience of working/volunteering within an educational setting Skills in working with children with SEN or additional needs • Ability to communicate effectively with children, staff and parents • Ability to establish positive and professional working relationships with pupils, staff and parents
Personal qualities	<ul style="list-style-type: none"> • An enthusiastic and optimistic outlook • Experience of working successfully as part of a team • Flexibility and co-operation • To hold a growth mindset and believe that all children can achieve • Reflective and open to feedback • Creative in problem solving with a willingness to try new ideas • Reliability and integrity • To have a work life balance 	<ul style="list-style-type: none"> • Own life experiences in order to enhance the cultural capital of our children

Application and Selection Process

Further information:

For further information please visit our website www.kvpa.org.uk or to discuss the role further please contact our Head of Academy, Mr Jon Turner via email office@kvpa.school

Visits:

Visits to the Academy are warmly welcomed but need to be arranged in advance. Please email: office@kvpa.school or call: 01296 255000 to arrange a visit.

As part of the application process we invite applicants to:

Complete the attached application form, referring to the job description and person specification detailed above. Please send these by email to: office@kvpa.school

Deadline: 24th February 2023



Shortlisting: Candidates will be notified if they have been successful for interview during the week beginning 27th February 2023. Interviews may be offered prior to then, upon receipt of an exceptionally strong application.

Interview date: w/c 27th February 2023