

We are proud to be part of Prime Multi Academy Trust

Teaching Assistant

(with PPA Cover)

Application Pack

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Letter from our CEO

Dear Applicant

On behalf of the trust board, local school committee representatives, staff, parents and pupils, I am delighted to welcome your interest in the role of Teaching Assistant (including PPA cover) here at Prime7 MAT. We are currently looking for a permanent part-time Teaching Assistant (inc PPA cover), to join our friendly, passionate and committed teaching staff at Middleton Cheney Primary Academy from January 2027.

We can offer

- A position in a popular, friendly and lively village school (NOR 319)
- A dedicated and experienced team of teachers and support staff
- A Trust/school that prides itself on its high standards of behaviour and positive attitudes to learning
- Pupils who are enthusiastic about their learning and want to reach their potential
- Supportive parents
- CPD development opportunities both within the school and across the Multi-Academy Trust

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

The closing date for applications is Thursday 3rd December at 12 noon and interviews will take place on Friday 11th December 2026.

We look forward to meeting you and receiving your application.
Yours sincerely
Ian Lowe -CEO



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 of 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 in 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

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.



Our Ethos and Values

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

Middleton Cheney Primary Academy

Main Road, Middleton Cheney, Banbury, Oxon, OX17 2PD

Tel No. 01295 710218

www.mcpa.org.uk

Middleton Cheney Primary Academy is a two form entry Primary School with shared 1/2 and 3/4 classes, based in the beautiful village of Middleton Cheney. At MCPA we want our children to be confident in their own abilities and to reach their fullest potential through high quality teaching and pastoral care. We provide a nurturing and supportive community where every child and adult is valued and respected. Underpinning all our teaching and activities are our school aims: Enrich, Encourage and Empower. We aim to enrich children's life with a life-long enthusiasm for learning, encourage children to value their role as members of the school, village and local communities and empower them to take a proactive role in their futures by equipping them with skills, knowledge and understanding to explore the margins of their potential.

We had a good Ofsted report (Ofsted Mar 26) with strong in EYFS and expected in all other arears. 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. We embrace the outdoors, advocate key skills for learning including Independence, Risk-taking, Communication, Challenge, Responsibility, Creativity, Leadership & Questioning, promote our School values of Respect, Trust, Teamwork, Resilience, Kindness, Empathy, Honesty & Friendship and endorse the British Values of Democracy, Rule of Law, Individual Liberty, Mutual respect & Tolerance.

Our website will give you a taster of life at Middleton Cheney Primary but please do not hesitate to contact us should you wish to book a visit.

Miss Hillier – Headteacher





Job Description

Job Details

Job title: Teaching Assistant (including 5 hours a week PPA Cover)
Salary: Point 5 T/A and point 12 for PPA Cover = £17445 per annum
Hours: 27.5 hours per week Mon - Fri 8.55am - 3.25 pm (23.5 hours general T/A + 5 hours per week PPA cover for Class Teacher)
Contract type: Permanent - Term Time Only

Main Purpose

The Teaching Assistant including PPA cover will:

- 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
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- 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



Duties and responsibilities

- 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
- To cover and lead class teaching (under supervision) as and when appropriate
- Direct the work, where relevant, of other adults in supporting learning

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
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities

Working with staff, parents/carers and 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



Duties and responsibilities

- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- 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

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents

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

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

The TA / HLTA will be required to follow school policies and the staff code of conduct.

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 TA / HLTA 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.

Personal Specification

Qualifications and Experience

- GCSEs at grades 9 to 4 (A* to C) including English and Maths
- Experience of working with children in a school environment or other educational setting
- Experience planning and delivering learning activities

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
- Understanding of effective teaching methods

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

We wish to appoint an outstanding Teaching Assistant (including PPA cover) to join our Academy from January 2027 on a part-time (term-time only) permanent contract.
The successful candidate will be enthusiastic, highly motivated and demonstrate a passion for teaching and learning.
We are a welcoming and supportive team, committed to the education of the children in our care. We work closely with the other schools in Prime7 to provide opportunities for professional development both within our school and across the Trust.

Middleton Cheney Primary Academy is part of the Prime7 Multi-Academy Trust and is a popular, friendly large village school. The school prides itself on its positive learning atmosphere and children who are enthusiastic about learning.
We can offer

- A popular, friendly and lively village school (NOR319)
- A dedicated and experienced team of teachers and support staff
- A Trust/school that prides itself on its high standards of behaviour and positive attitudes to learning
- Pupils who are enthusiastic about their learning and want to reach their potential
- Supportive parents
- CPD development opportunities both within the school and across the Multi-Academy Trust

Prime7 MAT/Middleton Cheney 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 role will begin from January 2027 and is a permanent contract. The closing date for applications is Thursday 3rd December at 12 noon and interviews will take place on Friday 11th December 2026.

For further information and an application pack please visit www.mcpa.org.uk/vacancies/ if you wish to find out more about the role, please contact Theresa Hillier – Headteacher at head@mcpa.prime7.org.uk or call 01295 710218. 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 www.mcpa.org.uk/vacancies/ and submit, together with a letter of application. Please return by email to Lisa Macdonald at lisa.macdonald@mcpa.prime7.org.uk



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01295 710218

office@mcpa.prime7.org.uk

https://www.mcpa.org.uk