



Acorn
Education Trust

Teaching Assistant (Literacy)

Kingdown School

Welcome from Sara Edwards

Acorn Education Trust CEO

Thank you for your interest in one of our vacancies, I hope the information enclosed in this pack inspires you to apply.

Acorn Education Trust was established in 2014 to provide a local solution to a national strategy. We now serve 21 settings: 16 Primary Schools, 3 Secondary Schools and 2 nurseries.

Our mission is to 'prepare young people for their world in their time' and this sits at the heart of all we do. We strive for excellent leadership, excellent teaching and excellent learning. Our vision is to transform lives through education.

In every Acorn School, you will see:

- A** Active and visible leadership
- C** Care, support and challenge
- O** Opportunities for all
- R** Readiness to reach out
- N** Needs of all are paramount

Every Headteacher focuses on leading teaching and learning in their school. Central teams manage the business element of the Trust which allows us to share resources, improve IT and estates infrastructure and invest in school to school support. We are therefore able to direct as much money as possible into teaching and learning thus improving the life chances of all our young people.

Whatever role you are applying for, whether in a school or as part of the central team, we hope you can align with our vision and values, have the determination to succeed and are up for a challenge. In turn, we will provide you with a comprehensive and supportive induction programme, professional development and a career with Acorn.

We hope this information pack provides you with a flavour of working within our Trust and we look forward to receiving your application.

Sara Edwards

About Kingdown School

Believe. Aspire. Achieve.

Kingdown School is a co-educational, non-denominational secondary school, educating young people between the ages of 11 and 18 years. Located in the charming garrison town of Warminster, Wiltshire, we have a strong reputation in the local community and beyond, built on an unswerving focus on the quality of teaching and learning and great pastoral care.

Our school has a large and friendly team who are dedicated to helping each and every young person achieve their full potential. In 2022, we retained our 'Good' Ofsted rating and were praised for our strong moral leadership and for the wide range of opportunities that we have on offer to support students with their broader development.

As a founding member of Acorn Education Trust in 2014, we work closely with other schools within the Trust to provide the best possible education, opportunities and support for our young people, who are always at the heart of our decision making.

Our well-resourced school has a wide range of excellent facilities, including:

- Sports fields, netball courts, tennis courts, astro turf pitches, a gym and sports hall;
- Dance and drama studios;
- Interactive whiteboards and projectors in classrooms;
- Computer suites in most teaching areas;
- A dedicated sixth form building and suite of rooms;
- A large hall with full AV system and a stage for productions, events and concerts;
- An open-plan library with a wide range of reading materials;
- Subject area suites for science, design technology and art;
- Enhanced provision via our Link and Learning and Welfare Hub, plus a Behaviour Hub.

In a recent survey, 95% of our staff said they enjoyed working at Kingdown and felt well supported here – we value everyone at Kingdown.

Helen Carpenter
Headteacher

For more information, please visit our website: www.kingdown.wilts.sch.uk

Job description

Job title	Teaching Assistant (TA) – Literacy
Reporting to	SENCO / Deputy SENCO

Main purpose

The Teaching Assistant (Literacy) will:

- Work with the SEND team to raise support the learning and attainment of students;
- Promote students independence, self-esteem and social inclusion;
- Give support to students, 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 students' learning and increase achievement of all.
- Promote, support and facilitate inclusion by encouraging participation of all students in learning and extra-curricular activities;
- Use effective behaviour management strategies consistently in line with the school's policy and procedures;
- Support the school by maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment;
- Organise and manage teaching space to help maintain a stimulating and safe learning environment;
- Observe pupil performance and pass observations on to colleagues;
- Supervise a class if the Teacher is temporarily unavailable;
- Use ICT skills to facilitate students' learning;
- Undertake any other relevant duties given by the SENCO.

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of student performance and progress as appropriate to the level of the role;
- Read and understand support materials that have been shared, to enhance intervention sessions or to enable directed support in lessons.
- Prepare specific resources / materials / equipment as directed.

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Job description continued

Duties and responsibilities cont.

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and students, and with parents and carers under the direction of the SENCO
- 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;
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed;
- 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 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.

Please note: This Job Description may be amended at any time in consultation with the postholder.

Person specification

Criteria	Essential
Qualifications and Training	<ul style="list-style-type: none"> GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths; First-aid training, or willingness to complete it.
Experience	<ul style="list-style-type: none"> Experience working in a school environment or other educational setting; Experience working with children / young people; Experience planning and delivering learning activities.
Skills and knowledge	<ul style="list-style-type: none"> 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; Knowledge relevant to the role, and ability to apply this effectively; 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 whole school context.
Personal attributes	<ul style="list-style-type: none"> 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; Resilient, positive, forward looking and enthusiastic about making a difference; Capacity to inspire, motivate and challenge children and young people.

The Teaching Assistant (Literacy) will be required to follow school policies and the staff code of conduct.

Please note that 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 successful applicant will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Support for our staff

Whether your role is in a school or the central team, you will be part of a caring team that will provide you with the support and challenge needed to fulfil your role effectively.

Continued Professional Development (CPD)

- A comprehensive induction programme for all new staff (across all roles), that includes mentor and peer support
- Statutory training on safeguarding, health & safety and GDPR
- Access to over 2,500 world-leading courses, webinars and resources via the National College online training platform
- Support for Early Career Teachers (ECTs)
- Role specific training for Designated Safeguarding Leads (DSLs) and Special Educational Needs and Disability (SEND) roles
- School based training, including mentoring and coaching from senior leaders within school and across the wider Trust; Cross phase and school to school support
- Subject communities, across primary and secondary level, to share good practice across the Trust
- Opportunities to role shadow
- Apprenticeships available at various levels across the Trust for multiple roles, including Teaching, Teaching Assistants, Nursery and IT Technicians

Health and wellbeing

- A strong culture of wellbeing across all schools and the central team
- Family friendly policies, including comprehensive flexible working policy, adoption leave policy, maternity and paternity (including shared parental leave) policies and staff wellbeing policy
- Access to [Care First](#), an employee assistance programme which provides confidential support on health and wellbeing, relationships, money issues, bereavement and loss, stress, anxiety and depression and much more

Pensions

- Teacher pension
- Local government pension
- Nest pension

Staff wellbeing is very important at Acorn Education Trust. We are consistently looking for new ways to improve our offering, and, regularly collect feedback at all levels to check in with our staff and ensure they feel supported in their role.

How to apply

If you would like more information about this role, please contact the school office via email at info@kingdown.wilts.sch.uk or by phone on 01985 215551.

To apply

Please visit our [Acorn careers page](#) to complete an application form.

Shortlisted candidates will be invited for a one-day interview.

Kingdown School, Woodcock Road, Warminster, Wiltshire, BA12 9DR

01985 215551

info@kingdown.wilts.sch.uk

Kingdown School, as part of the Acorn Education Trust, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in obtaining this post you will be subject to a Disclosure from the Disclosure and Barring Service and health screening. We are an equal opportunities employer. As part of our safer recruitment processes, if you are shortlisted for the post, we will carry out a social media account search.