



We are proud to be part of

Prime
Multi Academy Trust

Teaching Assistant (SEN) Application Pack



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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 (SEN) at our expanding Autism Unit at King's Sutton Primary Academy, part of the Prime7 MAT. This is a term time only permanent contract, and we wish for you to join our friendly, passionate and committed team at the academy from 3 September 2026.

We can offer

A passion for inclusion. Pupils 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/carer 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 Tuesday 19th May at 9.00am and interviews will take place on Thursday 4th June 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: SEN teaching assistant

Salary: £17648.34 per annum plus a £500 SEN Allowance per annum

Hours: 30 hours and 25 minutes per week - Mon - Fri 8.45am - 3.20pm (30 minutes for lunch)

Contract type: Permanent - Term Time Only

Main purpose

The SEN teaching assistant (TA) will:

- Provide learning and care support for pupils with special educational needs (SEN)

Duties and responsibilities

Supporting pupils

- Build positive relationships with pupils, promoting high self-esteem and independence
- Adapt communication style to respond to pupils according to their individual needs
- Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention
- Assist with the development and delivery of individual education and support plans

Teaching and learning

- Contribute to the planning of differentiated learning activities for individual or small groups of pupils with SEN
- Support the teacher in adaptive teaching, so that all pupils can access the same curriculum expectations through modified resources and support
- Adapt the level of support offered according to the task and the needs of the pupil, allowing pupils to work as independently as possible
- Deliver structured, evidence-based interventions inside or outside the classroom
- Facilitate opportunities for the class teacher to work directly with SEN pupils, by supporting other pupils or groups within the classroom
- Use IT skills to advance pupils' learning
- Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment



- Monitor, record and report on progress and attainment
- Supervise a class if the teacher is temporarily unavailable
- Contribute to the overall ethos, aims and work of the school
- Undertake any other relevant duties given by the class teacher or SENCO

Working with staff, parents/carers and relevant professionals

- Share 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
- Communicate effectively with parents and carers under the direction of teachers
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

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

Other areas of responsibility

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 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.

Personal Specification

Qualifications and Experience

- GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths
- Experience working in a school environment or other educational setting
- Experience working with children / young people with SEN
- 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
- Ability to work as part of a team and to be flexible in their approach to daily routines
- Active listening skills
- The ability to remain calm in stressful situations
- Knowledge of guidance and requirements around safeguarding children
- Good IT skills, particularly using IT to support learning

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
- Resilient, positive, forward-looking and enthusiastic about making a difference
- Capacity to inspire, motivate and challenge children and young people





Post Information/Advert

Teaching Assistant SEN (Autism Unit) VACANCY

We wish to appoint an outstanding Teaching Assistant to join our team in our Autism Unit from 3 September 2026 on 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.

King's Sutton Primary Academy is part of the Prime7 Multi-Academy Trust and is a popular, friendly village school. The school prides itself on its positive learning atmosphere and children who are enthusiastic about learning.

What the school offers its staff

- A passion for inclusion
- A dedicated professional development programme
- A voice in developing yourself professionally
- Pupils 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/carer 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

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 role will begin on 03 September 2026. The closing date for applications is Tuesday 19th May at 9am and interviews will take place on Thursday 4th June 2026.

For further information and an application pack please visit Job Opportunities | King's Sutton Primary Academy (kingsuttonpa.co.uk) if you wish to find out more about the role, please contact head@kspa.prime7.org.uk or 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 Job Opportunities | King's Sutton Primary Academy (kingsuttonpa.co.uk) and submit, together with a letter of application. Please return by email to 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>