



Kingsbrook View Primary Academy

(Aylesbury)

Job Role

Teaching Assistants

(Full and part time roles available)

To start: September 2024

The newest primary Academy in Buckinghamshire is growing rapidly, creating a number of exciting opportunities. Are you ready to join our expanding team and become part of something very special and rewarding?

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



Part of Inspiring Futures Partnership Trust





Welcome from Head of Academy

It is an absolute pleasure to introduce you to Kingsbrook View Primary Academy and I thank you for taking the time to show an interest in the position of Teaching Assistant at our brand-new Academy.

I am beyond excited for the journey ahead because, although we are still within our infancy, we have plenty of opportunities to grow and we are now in the process of expanding our staff team. We have had an incredibly successful start and we have already made a positive impact on our children, families, staff and community. It's not every day that you are given the opportunity to help shape a brand-new Academy that will be at the forefront of inspiration and innovation.

At my heart sits a passion for learning and a passion for children and young people to flourish. Why? Because they deserve it! Children, our future, deserve the best chances and at Kingsbrook View we nurture and encourage each and every individual child to reach their potential and give them the knowledge, skills and tools they need to thrive in life. We get to know and understand our children and build our curriculum to inspire and meet the needs and interests of our learners.

I have high expectations both of myself and others and this goes hand in hand with being the best version of ourselves we can be. This way, we can all be highly aspirational and dream big.

Opportunity is really important to me because that's exactly what education should do: open doors so that everyone can learn and aspire to reach for something great. It doesn't matter who you are or what background you come from, if you are in the right environment, encouraged and supported by the right people, you can succeed. I am honest and open and have created a culture of integrity amongst everyone who is involved in Kingsbrook View.

Every member of the Kingsbrook View community is respected and the safety and well-being of is a priority. I value community and working collaboratively and it is my desire for Kingsbrook View to represent the community it serves and for the community to be proud of us. I have a fantastic team around me and every one shares the Academy's vision and appetite for lifelong learning. This is because learning is valuable and powerful and learning is even stronger when we all do it together. Therefore, the ethos and vision for Kingsbrook View culminates in our motto: **Growing together to achieve dreams.**

I very much look forward to you joining us on this journey that will continue to make Kingsbrook View a happy and exciting place to learn and work.

Mr Jon Turner



About Kingsbrook View Primary Academy

Kingsbrook View opened in September 2021, with just 3 classes (90 pupils), and was built to serve the primary education needs of the new Kingsbrook residential development. We currently have 9 classes, up to Year 4. **In September 2024, we will have 11 classes, up to Year 5, totalling 330 pupils.** Our rapid growth means that we have a number of opportunities to join our expanding and dedicated staff team. We will continue to grow until we reach our final capacity of 472 places, up to the end of KS2.

At Kingsbrook View Primary Academy we are committed to delivering inspirational learning opportunities that are engaging, purposeful and challenging as **everyone** has the potential to achieve and excel. We have a passion for learning and we value the power of learning in securing a successful future. Our pupils take ownership of their learning to become highly aspirational and be able to make positive contributions to life in modern Britain.

Kingsbrook View Primary Academy:

- Has a strong set of values, modelled and followed by all
- Provides an excellent primary education for all children attending
- Enables all children to be highly aspirational and reach their potential
- Has high expectations of all
- Develops resilience, independence and self-regulation
- Provides a broad, rich, engaging and challenging curriculum
- Is an active and prominent establishment within the local community
- Provides a secure and happy environment where everybody's safety and wellbeing matters: children, parents and staff.
- Meets the individual needs of children and their families through a proven model of outstanding teaching and learning
- Values the contribution outdoor learning makes to a stimulating curriculum as well as wellbeing
- Celebrates diversity through an inclusive culture based on equality and respect
- Is a member of the Inspiring Futures Partnership Trust, drawing on the expertise and capacity of other Trust members to deliver outstanding provision

Our values permeate all that we do and we expect all children, parents, staff, Trustees and visitors to live and breathe these values. These values underpin our curriculum as they are central to being successful individuals, who make a valued contribution as citizens in the modern world.

Aspiration: aiming high, having high expectations and striving for the best

Resilience: responding to challenge, overcoming difficulty and learning from mistakes by having a growth mindset

Respect: valuing everyone's contributions and demonstrating respect for ourselves and others

Integrity: being open and honest, showing commitment to what is right and being proud of who we are



Teaching Assistant - Job Role

As a Teaching Assistant, you will work alongside teachers to support the educational, social and developmental needs of children. You will help enable children to achieve and be successful. You will take ownership of, and support the shared responsibility for, the well-being, education and behaviour of children. As a Teaching Assistant you treat all pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the professional position. Successful candidates will be positively committed to shaping and changing the lives of children. This role involves being a strong team member and having the ability to work in partnership with all stakeholders.

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.

In turn, we offer you:

- A chance to work alongside amazing children who are keen to learn and have high aspirations
- An opportunity to work alongside a highly professional, committed and talented staff team
- An opportunity to grow and develop as a professional through high quality bespoke personal and professional development
- A brand new, state-of-the-art building with dedicated facilities and spaces for supporting learning
- A vibrant and inclusive community





Job title	Teaching Assistant
Salary	Bucks Pay Range 1B to 2 Actual salary 32.5 hours (approx.) £17,354 to £18,533 Actual salary 20 hours (approx.) £10,679 to £11,405 Based on 39 weeks per year this includes INSET days
Hours	Full time: 32.5 hours per week (Monday to Friday 8:30am – 3:30pm) Part time (example): 20 hours per week (Monday to Friday 9am – 1pm) Other hours will be considered. Candidates should specify full or part time on their application
Contract type	Permanent
Closing date	12pm Friday 24 th May 2024
Starting date	1 st September 2024
Responsible for	Teaching and learning of pupils
Line managed by	SENDCo/SLT

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

- 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 Process

For more information about our Academy please visit our website www.kvpa.org.uk or to discuss the role further or arrange a visit please contact our Academy office, via email: office@kvpa.school or telephone: 01296 255000

How to apply:

Interested candidates should complete the online application on the **My New Term** portal, which includes a personal statement that should outline your suitability for the post by referring to the job description and person specification detailed above.

In compliance with Safer Recruitment guidelines, CV's cannot be accepted and you will need to complete an online application form to be considered for this position

Closing Date: 12pm Friday 24th May 2024

Interviews will be held the weeks beginning: 3rd and 10th June 2024

Interviews may be offered prior to the closing date, upon receipt of an exceptionally strong application.



Shortlisting:

Candidates will be notified if they have been successful for interview. Interviews may be offered prior to the closing date, upon receipt of an exceptionally strong application.