



KINGSBURY GREEN  
ACADEMY



# RECRUITMENT PACK

*Achieving Excellence Together*

# WELCOME FROM THE HEAD

---



## **Nicola Bull** Headteacher

Dear Candidate,

Thank you for considering this opportunity. We are excited to offer a unique opportunity for a knowledgeable and skilled person to join our forward-thinking team at Kingsbury Green Academy, a school with ambitious goals and ever-improving outcomes. This role is perfect for an individual who is eager to contribute to a high-performing educational environment. If you are passionate about making a real impact, we want to hear from you. We seek candidates who are driven to enhance the educational experiences and life chances of our students.

Since joining Kingsbury Green Academy (KGA) in September this year, I can confidently say that it is a vibrant and welcoming place where both staff and students thrive. As an experienced headteacher and trust leader, I sought to return to headship at a school that fosters a strong sense of community and belonging. I was eager to be part of a school dedicated to delivering an ambitious and broad curriculum through excellent evidence-informed teaching. I was searching for a school which was committed to offering a variety of trips, after-school clubs and activities that help students explore their talents and passions.

Most importantly, I wanted to be in an environment where positive relationships amongst staff and students are nurtured through mutual respect. KGA excels in all these areas. Behaviour of students is excellent, outcomes for children improve every year, and there is a dedicated team of staff and governors working in supportive partnerships with parents and students.

When you join KGA, you also become part of The Ascend Learning Trust (ALT), a collaborative network of secondary and primary schools committed to enhancing student experiences through the sharing of best practices, pooling resources, and tackling common educational challenges. At ALT, staff well-being is a top priority. The trust emphasises professional development through exceptional training and coaching while valuing work-life balance. We respect your time by never asking staff to complete tasks that don't directly benefit our students.



We also avoid short deadlines and last-minute calendar changes and we never ask you to complete unnecessary administrative tasks. This dedication to staff well-being is more than just a promise. Each year, every staff member is entitled to book one day's leave on a day of their choosing as a "well-being day". This year's two-week October half-term has also enabled staff and parents to enjoy more affordable holiday options. Moreover, our summer term concludes earlier than most, allowing for an extended summer break.

Joining KGA means joining a supportive and forward-thinking community where your well-being and professional growth are truly valued and our vision and values guide everything we do here:

### **Vision and Values**

We are committed to delivering a rich and diverse curriculum through passionate and knowledgeable teaching. We aim to engage all learners and support them in making exceptional progress, regardless of their starting points.

We believe in achieving excellence collectively by:

- Embracing every opportunity for growth and development.
- Breaking down social, economic, and academic barriers to help students reach their full potential.
- Valuing hard work and perseverance as the keys to success.
- Inspiring every individual to be bold, courageous, and aspirational.
- Fostering a culture of mutual respect and pride in ourselves, our school, and our community.

As Headteacher, I assure you of a supportive and dedicated senior team, a stimulating and happy work environment, and the opportunity to work with exceptional young people. You will join a team of professionals who are committed to making a difference and to shape the future of Kingsbury Green Academy.

**Nicola Bull**  
**Headteacher**

---

# WELCOME FROM THE CEO

## Dear Applicant

Thank you for taking an interest in Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'. As a community of schools, we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued. As a result of our values, we strive to ensure that students receive an incredibly high standard of academic and pastoral care to enable them to leave school with the very best platform for their future. The schools within Ascend Learning Trust are a family, and as such they support each other to continuously improve, providing strength to each other.

As a mother of 3 children at primary, secondary and apprentice level, I know how important young people's school experience is and it is a privilege to lead an organisation whose purpose it is to support this. As the CEO of Ascend Learning Trust (from September 2023) I am fully committed, along with all of our staff to ensuring that each child's education is the very best that it can be.

This pack will give you details of the job description and list the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

## References

We will require two satisfactory references before a job offer is confirmed; one of which must be your Line Manager/ Headteacher in your present or most recent employment. Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment. Further information about the Ascend Learning Trust and the Academies within it, is available on our website [info@ascendlearningtrust.org.uk](mailto:info@ascendlearningtrust.org.uk) We hope you will feel inspired to apply to work within the Trust.

Yours sincerely

**Jane Coley**

Ascend Learning Trust CEO



# JOB DESCRIPTION

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge, and abilities required to do the job.

The criteria listed within the job description detail the areas which will be assessed at both application and interview. It is important that you identify the competencies, experience, qualifications, knowledge, and abilities that will be assessed by application form, as you will need to provide evidence that you meet the criteria.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the Trust brand style.
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, whistleblowing, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Trust Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the Trust and beyond.
- Represent the Trust at events as appropriate and as directed by the Chief Executive Officer.
- Support and promote the Trust ethos, vision, and values.



## **JOB DESCRIPTION – TEACHING ASSISTANT**

### **Purpose:**

- To offer support for students with SEND.
- To work collaboratively with teachers to ensure students who have SEND are appropriately supported.
- Contribute to the development and delivery of the curriculum to support students with SEND.
- Be an effective member of the school community, contributing to all aspects of support within school.

### **Reporting to: SENCo**

Liaising with Support Department, Heads of Year, Curriculum Leaders, Teaching and Administrative staff and parents.

### **Principal (Core) Responsibilities**

#### **Students:**

- Model excellence in day-to-day practice.
- Work with Support Post Holders and other staff to ensure SEND reflects the Schools ethos and aims.
- Develop knowledge of a range of SEND support needs and strategies of support to meet those needs.
- Participate in training to develop the range of skills required to support the full spectrum of students with SEND.

#### **Give in-class support by:**

- clarifying and explain instructions.
- ensuring the student is able to use equipment and materials provided.
- motivating and encouraging the student as required.
- supporting the development of skills in literacy, numeracy, communication and social and behavioural needs.
- helping students to concentrate on, and finish, work set.
- meeting physical needs as required whilst encouraging independence.
- developing appropriate resources to support students with SEND.
- Liaise with HLTAs/SEND support staff to develop reading during morning intervention
- To establish a supportive relationship with students.
- To encourage an acceptance and inclusion of students with special needs.
- To develop methods of promoting/reinforcing self-esteem and independence.
- To accompany the student/s on outings.
- To provide individual supervision in and out of the classroom for students with behavioural problems.

**Staff:**

- To assist and work collaboratively with the class teacher (and other professionals as appropriate) in the development of a suitable programme of support.
- Work collaboratively with staff to make reasonable adjustments to lesson plans, materials and teaching activities to ensure accessibility for students with SEND.
- Understand the language, and contribute to the process, of one-page profiles
- In conjunction with the class teacher, and under direction from the SENCo, ensure that the progress of students with SEND is being monitored and tracked.
- To participate in the evaluation of the support programme as part of school self-evaluation processes.
- To provide regular feedback about students to the teacher and the SENCo.

**Communications:**

- To ensure that there is effective collaboration between Support Department staff, parents, students with SEND and appropriate agencies.

**Other Specific Responsibilities:**

- Attend department meetings for Support (when appropriate and requested to do so by the SENCo).
- If linked to a department, then attend department and training events that support collaborative practice, when requested by Curriculum Leader.
- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- This job description may be changed by the Headteacher in consultation with you to reflect or anticipate changes in the job commensurate with the grade and job title.

**PERSON SPECIFICATION – TEACHING ASSISTANT****ATTRIBUTES****Personal:****Essential:**

- Flexibility.
- Ability to use own initiative
- Resourceful, patient and resilient.
- Calm, unflustered manner.
- Presence in the classroom.
- Ability to work in a team and alone.
- Excellent communication skills.
- Smart appearance

**Desirable:**

- Enjoys working within education
- A friendly manner and good sense of humour

**Competence: Knowledge, Abilities, Skills & Experience****Essential:**

- Experience of working with children, preferably in an education setting.
- Experience of developing positive working relationships.
- Understanding of classroom roles and responsibilities and your own position within these.
- Good interpersonal skills and the ability to establish positive relationships with students and emphasise their needs.
- Ability to be flexible and respond to changing demands.
- Ability to demonstrate active listening skills.
- Ability to use language and other communication skills that students can understand and relate to.
- Ability to provide levels of individual attention, reassurance and empathy to help with learning tasks as appropriate to student's needs, encouraging the students to stay on task.
- Ability to maintain confidentiality

**Desirable:**

- **Knowledge of special educational needs.**
- Experience of specialism in specific curriculum areas or areas of a particular learning difficulty.
- Ability to work under pressure
- Experience of leading 1-1 sessions and small groups.
- A positive attitude to personal development and training
- Good ICT Literacy

**Qualifications and Training:**

- Good level of literacy and numeracy
- 5 GCSE's including grade 4/C in English and Maths

# Kingsbury Green Academy

**Thank you for visiting our employer profile. We hope you'll enjoy learning more about the excellent opportunities for teaching at Kingsbury Green Academy and living in the nearby area.**

Kingsbury Green Academy, which is part of the successful Ascend Learning Trust, opened its doors for the first time on the 5th of September 2019.

We are an ambitious, forward thinking 11-18 Academy situated in a beautiful location on the outskirts of Calne in Wiltshire.

## **Our Facilities**

The school has superb facilities which include: 13 Science Labs, a Design and Technology complex, digital media centre and the latest computer-aided design and ICT facilities. Sport is important at Kingsbury Green and we enjoy a sports hall, gymnasium, tennis courts and 33 acres of sports fields, as well as the use of the neighbouring 'Calne Community Campus'.

The Arts are supported with Art and Design studios, a photography dark room and processing facilities, fully equipped Drama studios and three purpose-built music rooms with practice rooms for instrumental tuition.

We also have a cafeteria with outdoor covered eating area, gardens, an on-site nursery (babies to pre-school) and a purpose-built Sixth Form Centre.

## **Our Location**

Our Campus is set on the edge of town, with views across the beautiful rolling Wiltshire countryside. Calne offers a great rural quality of life but is not far from other nearby towns and the M4, giving easy access to Bristol and to the South West. Wiltshire is home to the World Heritage Site of Stonehenge and boasts many other sites of historical interest.

Calne is some 19 miles east of Bath, 6 miles east of Chippenham, 13 miles west of Marlborough and 16 miles south west of Swindon. We welcome visits to the school for prospective candidates.

***Achieving Excellence Together***



# Ascend Learning Trust

Welcome to Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'.

As a community of schools we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued.

## Compassion

To always show kindness, inclusivity and empathy to each other and to encourage others to behave this way. To care for those around you and to consider the needs of all.

## Aspiration

To 'dream big' and to set your goals with no limits. You work hard towards your goals and follow your dreams and always believe that anything is possible.

## Respect

To treat everyone as you would always wish to be treated in both words and actions. This means listening to others, appreciating differences, showing kindness and always being considerate.

## Dedication

Always try your very best to commit to and achieve all of your goals and never give up even when things are tough. Face challenges courageously and keep focused on your goals.

## Integrity

Holding true to what you believe in and act in a way that shows this. Always be honest and if you are in the wrong accept feedback and apologise.

Our vision at Ascend Learning Trust is to create a sense of belonging for everyone. All our young people receive a holistic world-class education regardless of where they come from or their life challenges. They will leave their Ascend community with outcomes that opens doors to a fulfilling and successful future.



# HOW TO APPLY

---



Please note CVs will not be accepted. You must complete the application in full giving details of all employment, training, and gaps in employment since leaving school.

Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications is it not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

**If you would like to arrange a visit to the school, or for more information about applying, please contact the recruitment team on 01793 781485.**

**Applications should be submitted directly via MyNewTerm, you can access our careers page using the following link:**

**[Kingsbury Green Academy MyNewTerm](#)**

