



## **Job Role**

Teaching Assistant with one-to-one responsibilities

## **Start date**

April/May 2026 - Pending satisfactory clearance of all pre-employment checks

For further information please visit our website: [www.cvpa.org.uk](http://www.cvpa.org.uk) or to discuss the role further please contact our Vice Principal Sabia Rafique , via email at [srafique@CVPA.school](mailto:srafique@CVPA.school)





## About Chepping View Primary Academy

Chepping View is set in large grounds, with plenty of green spaces including a field and a meadow for outdoor learning. The academy provides children with a wide range of stimulating and innovative learning opportunities, such as using our DT room for cooking and playing sport on the Astroturf.

## Message from the Principal

Welcome to Chepping View Primary Academy where we strongly believe our school motto that “Everybody Matters” and all our staff work hard to ensure that every child receives an excellent education.

The pupils, staff and Trustees of Chepping View are all very proud of our two-form entry school which sits at the heart of its local community and is part of the Inspiring Futures Partnership Trust.

Chepping View is set in large grounds, with plenty of green spaces including a field and a meadow for outdoor learning. The academy provides children with a wide range of stimulating and innovative learning opportunities, such as using our DT room for cooking and playing sport on the Astroturf.

We aim to ensure our pupils develop enquiring minds and acquire the relevant skills, attitudes and knowledge to fully prepare them as they progress from Chepping View onto Secondary School and beyond. A wide range of extra-curricular activities are offered so that children can further develop other talents.

As a team, we aspire to be the best we can be and we are committed to providing excellent learning opportunities for all of our children. We believe that every child has the potential to achieve and it is our core purpose to do everything we can to maximise the opportunities for their success. Educating children is a great responsibility and privilege and at Chepping View we readily accept this, working in partnership with parents and carers.

Visitors often comment on the warm and friendly atmosphere at Chepping View and the positive attitude of the children, parents and staff. We have both worked at the academy for a long time, care a great deal about our community of pupils, staff and parents and fell very lucky to lead such a wonderful school.

**Kirsty Elliott**  
Principal



## Vision, Values and Ethos

### Vision:

Chepping View Primary Academy's vision is to work collaboratively to educate and nurture our community, giving everyone access to opportunities so that they can thrive in every facet of life, fulfil their potential and make a positive contribution to the world.

### Values:

At Chepping View we believe that every child has the right to an outstanding education and should take responsibility for their learning and behaviours. We promote our ethos through 'Creating Excellent Learners', known as the 5 Rs which are embedded throughout academy life:

- **Resilience:** Pupils are encouraged to never give up by managing their distractions, persevering, being attentive and making links. They are taught to self-regulate their emotions, learning to recover from setbacks and tackle challenges in a positive and healthy way
- **Relationships:** Pupils are encouraged to build relationships within their academy journey, ensuring they are well prepared for the next stage of education and life in their community. Adults model and promote positive relationships with children and each other. Pupils can work alongside others by teaching them to collaborate, respect, empathise and communicate well
- **Reflectiveness:** Pupils are encouraged to reflect on what they do and why they are doing it, the impact of this and what they might do differently next time. Adults support children to develop reflectiveness in all aspects of their learning. Pupils are encouraged to learn how they learn and behave best through discussing, planning, reviewing, and coaching
- **Resourcefulness:** Pupils are encouraged to meet challenges in a variety of ways, learning to find quick and clever ways of overcoming difficulties. Adults support children to draw upon their unique abilities and promote a creative approach to problem solving. Pupils learn what to do when they have a problem through questioning, making links, imagining, reasoning, and looking
- **Risk-Taking:** Pupils are encouraged to overcome barriers by being flexible, fearless, brave, adventurous and by demonstrating strength and endurance. Pupils are supported to take risks safely and develop confidence to be able to cope with challenging situations

### Ethos:

'Everybody Matters at Chepping View' underpins the school's culture and behaviour. This means that Chepping View Primary Academy:

- Safeguards all members of the academy community, ensuring that the academy is a safe and secure learning and working environment
- Values, respects, and embraces the diversity of our community and the world in which we live
- Is aspirational for all pupils, providing them with a broad, rich, engaging, and challenging curriculum



- Meets the individual needs of the children and families that attend our academy
- Has high expectations of the whole community
- Promotes British Values in everything that we do
- Works closely with all academies within the Inspiring Futures Partnership Trust
- Works within the wider community, including supporting other schools, to ensure their children have access to an excellent education



## Teaching Assistant with one-to-one responsibilities Job Description

Are you ready to be part of something exciting?  
Are you ready to become a valued?  
Are you ready to grow together and achieve great things?

If you answered 'yes', then you could be one of the unique individuals who will be shaping and changing the lives of children within a stimulating and fresh context. Chepping View Primary Academy is a partner academy within Inspiring Futures Partnership Trust. Chepping View's vision will be guided by its motto: "Everybody Matters" and the Trust's ambition to inspire and nurture every child so they excel in all aspects of life.

### Does this sound like you?

- You are child-centered and put children's best interests at the heart of your teaching
- You can engage, motivate and inspire children
- You have a passion for providing opportunities that enable children to flourish and grow
- You have high aspirations of yourself and others - demonstrating tenacity and ambition
- You are committed to personal and professional development and thrive in a culture of learning
- You have enthusiasm and the qualities of a strong team member
- You embrace challenge and relish the opportunity to grow
- You embrace core moral values such as integrity, resilience and respect

### In turn we offer you:

- Working within a vibrant and inclusive community
- An opportunity to work and develop in an academy with a strong sense of moral and educational purpose, with an embedded Trust culture of learning from one another
- An opportunity to grow and develop as a professional through high quality bespoke professional development
- A commitment to well-being and reduced workload

***Chepping View Primary Academy and the Inspiring Future's Partnership Trust are committed to safeguarding children, promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS and qualifications check will be carried out upon appointment of all successful candidates.***



## Job Description

Job title:	Teaching Assistant with one-to-one responsibilities
Salary:	Buckinghamshire Pay Range 1B £23,996 - £24,950 FTE depending on experience & qualifications. Actual £17,875 - £18,586 pro rata
Hours:	32 hours 30 minutes per week- including 30 minutes lunch duty cover
Weeks:	39 weeks per annum (including INSET days as set by the Trust)
Closing date:	20 <sup>th</sup> March 2026
Contract type:	Permanent
Starting date:	April/May 2026 - <b>Pending satisfactory clearance of all pre-employment checks</b>
Benefits:	Trustee Day (one well-being paid day off per year*) *On completion three months employment.
Interviews:	March 2026 Interviews may be offered prior to closing date, upon receipt of strong applications. Early applications are encouraged

### Main responsibilities:

- Supporting learning (small groups and 1 to 1) during and outside of teacher input
- Supporting pupils with additional needs with their specific learning goals, including those with social, emotional and mental health needs
- Helping children to develop both socially, emotionally and academically
- Supporting pupils with their reading, writing and maths
- Providing verbal feedback to pupils, helping to move their learning on
- Promoting the inclusion of different cultures and life experiences
- Managing behaviour and routines within the academy behaviour policy
- Preparing resources and activities as necessary
- Carrying out medical duties (training will be provided)
- Supporting children for part of lunch time
- Contributing to the safeguarding culture of the academy and ensuring children are safe in school
- Contributing to the Chepping View staff team effectively

An up-to-date understanding of the EYFS is very desirable but induction and training will be provided including First Aid and Child Protection.

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 Principal's or another designated teacher, for promoting and safeguarding the welfare of all children within the



Academy to ensure that safeguarding is a priority by following procedures effectively and immediately. Vigilance and sensitivity are essential.

#### 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.
- Attend up to date and relevant first aid training.

#### Break and Lunchtime duties:

Teaching assistants will be required to supervise children at lunchtimes and take their lunchbreak before or after children's lunch time.

- 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
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Education to GCSE standard, or equivalent (i.e. minimum grade C in English and Maths)</li> </ul>	<ul style="list-style-type: none"> <li>Any further, relevant qualifications relating to education and/or children's development</li> </ul>
<b>Knowledge &amp; understanding</b>	<ul style="list-style-type: none"> <li>An understanding of child protection and safeguarding</li> <li>Experience of working with/leading individuals or small groups</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the National Curriculum</li> <li>Experience of working with children with SEN or additional needs</li> <li>Experience of working with children with social, emotional and mental health needs</li> <li>Understanding of positive and negative factors that may affect children's learning and wellbeing</li> </ul>
<b>Skills &amp; abilities</b>	<ul style="list-style-type: none"> <li>Experience of leading child-based activities</li> <li>Proven ability to communicate effectively</li> <li>Experience of establishing positive and professional working relationships</li> <li>Ability to correctly model written and spoken language</li> <li>Have high expectations for all learners</li> <li>Good organisational skills and efficiency</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working/volunteering within an educational setting Skills in working with children with SEN or additional needs</li> <li>Ability to communicate effectively with children, staff and parents</li> <li>Ability to establish positive and professional working relationships with pupils, staff and parents</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>An enthusiastic and optimistic outlook</li> <li>Experience of working successfully as part of a team</li> <li>Flexibility and co-operation</li> <li>To hold a growth mindset and believe that all children can achieve</li> <li>Reflective and open to feedback</li> <li>Creative in problem solving with a willingness to try new ideas</li> <li>Reliability and integrity</li> <li>To have a work life balance</li> </ul>	<ul style="list-style-type: none"> <li>Own life experiences in order to enhance the cultural capital of our children</li> </ul>



### Visits:

For more information about our Academy please visit our website [www.cheppingviewprimaryacademy.org.uk](http://www.cheppingviewprimaryacademy.org.uk) or to discuss the role further please contact our Vice Principal, Sabia Rafique, via email: [srafique@CVPA.school](mailto:srafique@CVPA.school) or telephone: 01494 535 564

### Application and Selection Process:

As part of the application process we invite applicants to complete the online My New Term online application form, which includes a personal statement that should outline your suitability for the post by referring to the job description and person specification.

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

### Shortlisting:

Candidates will be notified if they have been successful for interview. Early applications are encouraged, we reserve the right to interview strong applicants before the closing date of this advert.

**Chepping View Primary Academy and the Inspiring Futures Partnership Trust is committed to safeguarding and 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 check will be sought from the successful candidate.**