



## Job Role

Teaching Assistant

## Start date

Provisional start date -1<sup>st</sup> September 2026

(subject to satisfactory completion of all pre-employment checks)

For further information please visit our website:

<https://www.abbeyviewprimaryacademy.org/> or to discuss the role further please contact our Principal Ms Mirza, via email: [office@avpa.school](mailto:office@avpa.school) or telephone: 01494 939 830



## About **Abbey View Primary Academy and Nursery**

Abbey View Primary Academy is a thriving, dynamic academy that has grown from strength to strength since opening just over five years ago. Now a full one form entry primary with children from nursery to year 6, we are excited to welcome a highly motivated and enthusiastic teaching assistant to our warm, inclusive, and high achieving learning community.

Abbey View Primary Academy is set in a beautiful area with views overlooking High Wycombe and the picturesque Wye Valley. The outdoor environment will be a key component of our vision and we are committed to ensuring pupils use this to enrich their learning, through exploration and play.

Abbey View is a vibrant academy where children are enthusiastic and motivated to achieve. We want our children not just to achieve, but to exceed expectations and attain the very best results they can academically, creatively and personally. There is no doubt that Abbey View is an exciting place to be for children, staff, parents and the local community.

## **Message from the Principal**

Abbey View Primary Academy is committed to delivering inspirational learning opportunities that are fun, purposeful and challenging. We want our children not just to achieve, but to exceed expectations and attain the very best results they can academically, creatively and personally.

Our pupils will take ownership of their learning, becoming highly aspirational and resilient learners who are able to make positive contributions to life in modern Britain. Our pupils are at the heart of every decision we make and we offer a safe, nurturing and creative learning environment, which will enable us to foster a passion for learning and curiosity in a happy and supported way.

The academy has a dedicated team that works hard to reach high standards in everything we do and this is further embedded through our successful relationships with parents, the local community and the other academies in the Inspiring Futures Partnership Trust. Staff, supported by trustees, work hard to deliver a rich and challenging curriculum, preparing pupils for the next stage of their education and helping them acquire the skills and enthusiasm needed to embrace the opportunities, responsibilities and experiences of later life. The ethos and vision for the academy culminates in our motto: 'Learning Today...Leading Tomorrow' and this underpins everything we do.

***Ms M Mirza***



## Vision, Values and Ethos

Abbey View Primary Academy has a very clear vision which is shared by all children, staff, parents, carers and trustees. We strive to ensure that our children are always at the centre of what we do and are encouraged to be confident and engaged with their own learning.

### Our Vision

Our Vision is that our pupils will take ownership of their learning, become highly aspirational and able to make positive contributions to life in modern Britain.

All members of Abbey View's learning community are driven by our motto: **Learning Today...Leading Tomorrow**'.

To achieve our vision of providing a first class academic and social education for all our pupils, Abbey View Primary Academy will:

- Provide an outstanding primary education for all children attending the academy
- Deliver the highest standards of attainment and outcomes for all children
- Develop children's resilience, independence and creativity
- Provide a healthy, safe and happy environment where everybody matters (children, parents and staff) and feels safe
- Promote equality and appreciation of diversity through an inclusive culture
- Be a key focal point of the new local community helping that community to thrive
- Meet the individual needs of children and their families within a trust-wide framework based on a proven model of outstanding teaching and learning
- Recognise the individuality of the academy within the Trust
- Be a member of the Inspiring Futures Partnership Trust, drawing on the expertise and capacity of Chepping View Primary Academy and Kingsbrook View Primary Academy to deliver outstanding provision

### Our Values:

At Abbey View, we believe that a strong moral code will empower children to be effective learners and good citizens.

We work hard to instil our core values of determination, aspiration, respect and teamwork throughout our academy. These values are central to our unique character and ethos and will help our children on their journey to achieving success for themselves and success for others.

Abbey View Primary Academy also positively promotes fundamental British values which include mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.



## Teaching Assistant -Job Description

Are you ready to be part of something exciting?

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.

Abbey View Primary Academy is a partner academy within Inspiring Futures Partnership Trust. Abbey View's vision will be guided by its motto: "Learning Today...Leading Tomorrow" 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-centred and put children's best interests at the heart of your teaching
- You are an exceptional classroom practitioner; able to 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:

- A state-of-the-art building with dedicated facilities and spaces for supporting learning
- A warm, inclusive, and child centred academy and wider Trust community
- Working within a new, 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
- A commitment to well-being and reduced workload
- Career growth prospects within our Multi Academy Trust

***Abbey 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
Salary:	Bucks Pay Range 1B Point 6-10, dependent on experience & skills. Salary to be pro-rata to weeks & hours, example actual gross salary based on 32.5 hours from £18,501 approx. to £19,236 approx.
Hours:	32.5 hours per week
Contract type:	Permanent
Closing date:	1 <sup>st</sup> June 2026
Provisional start date:	1 <sup>st</sup> September 2026
Benefits:	Well-being day (after one year of service, one paid day off per year)
Interviews week commencing	1 <sup>st</sup> June 2026 <b>Early applications are encouraged, we reserve the right to interview strong applicants before the closing date of this advert.</b>

### 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 Principal 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 Principal 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 Principal, 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 Principal 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 Principal



### **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
<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>Experience of working with/leading individuals or small groups in EYFS</li> <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 and/or Early Years</li> <li>Experience of working with children with SEN or additional 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>

### Further Information:

For more information about our Academy please visit our website [www.abbeyviewprimaryacademy.org.uk](http://www.abbeyviewprimaryacademy.org.uk) or to discuss the role further please contact our Principal, Ms M Mirza, via email: [office@avpa.school](mailto:office@avpa.school) or telephone: 01494 939830

### Visits:

Visits to the Academy are warmly welcomed but need to be arranged in advance. Please email: [office@avpa.school](mailto:office@avpa.school) or call: 01494 939830 to arrange a visit.

**Application Process:**

Applications are made available by the Trust's recruitment portal, My New Term. Interested candidates should complete the online My New Term application form, please include a personal statement that should outline your suitability for the post by referring to the job description and person specification.

**In compliance with KCSiE Safer Recruitment Guidelines, CV's cannot be accepted and you will need to complete an online My New Term 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.

**Abbey 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.**