



Kingsbrook View Primary Academy (Aylesbury)

Job Role Higher Level Teaching Assistant (HLTA)

Monday – Friday 8:30am – 3:30pm

Provisional start date: September / October

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.





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 12 classes, up to Year 6, totalling 390 pupils. We will continue to grow until we reach our final capacity, 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



Higher Level Teaching Assistant (HLTA) - Job Role

To work as part of our dedicated Academy team, supporting the education, welfare and development of pupils across the primary age range. A HLTA will complement the professional work of teachers by delivering learning activities, covering classes when required, supporting interventions and contributing to the wider life of the Academy. The role includes undertaking first aid responsibilities and supervising pupils during lunchtime duty.

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 Math's, 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	Higher Level Teaching Assistant (HLTA)
Salary	Bucks Pay Range 2 Point 11-15 £26,522-£28,742 FTE (depending on skills & experience) Actual estimated gross salary based on 32 hours 30 minutes per week £19,757-£21,410 pro rata per annum. Based on 39 weeks per year (plus INSET days as set by the Trust)
Hours	Full time: 32 hours 30 minutes per week (Monday to Friday 8:30am – 3:30pm with 30 mins unpaid lunch)
Contract type	Permanent
Starting date	September/ October 2026
Responsible for	Teaching and learning of pupils

Job Description

Job purpose

To work as part of our dedicated Academy team, supporting the education, welfare and development of pupils across the primary age range. A HLTA will complement the professional work of teachers by delivering learning activities, covering classes when required, supporting interventions and contributing to the wider life of the Academy. The role includes undertaking first aid responsibilities and supervising pupils during lunchtime duty.

Key responsibilities:

Teaching and Learning

- Deliver learning activities and programmes to individuals, small groups and whole classes.
- Plan, prepare and adapt learning activities under the guidance of teaching staff.
- Provide high-quality classroom cover for planned teacher absence, PPA time and short-term absences.
- Assess, monitor and record pupil progress, providing feedback to teachers and Academy leaders.
- Support pupils with a range of learning needs, including those with SEND.
- Promote high standards of behaviour and engagement in learning.
- Help create an inclusive and stimulating learning environment.

Pupil Support

- Foster positive relationships with pupils and support their wellbeing.
- Encourage pupils' independence, confidence and resilience.
- Support the implementation of individual education plans and behaviour support strategies where appropriate.

First Aid Responsibilities



- Act as a designated First Aider for the Academy.
- Provide first aid treatment to pupils and staff when required.
- Maintain accurate records of incidents, treatments and communications with parents/carers.
- Ensure first aid supplies are monitored and replenished as necessary.

Lunchtime Supervision

- Supervise pupils during lunchtime and playtimes as directed.
- Promote positive behaviour and safe play.
- Support pupils in resolving minor disputes and maintaining positive relationships.

Communication and Partnership

- Work closely with teachers, support staff, parents and external agencies as required.
- Contribute to meetings relating to pupils' progress and wellbeing.
- Maintain confidentiality and professionalism at all times.

General Responsibilities

- Safeguard and promote the welfare of children and young people.
- Comply with all Academy policies, including safeguarding, health and safety, behaviour and equality policies.
- Participate in training and professional development opportunities.
- Undertake other reasonable duties commensurate with the grade of the post and as directed by the Senior Leadership Team.



Person Specification

Essential:

Qualifications

- HLTA status or equivalent experience working at a higher level within a primary school setting.
- GCSE Grade C/4 or above (or equivalent) in English and Mathematics.
- First Aid qualification or willingness to undertake training.

Experience

- Background working within a primary school environment.
- Proven ability supporting teaching and learning across a range of age groups.
- Skilled in delivering interventions for individuals and small groups.
- Demonstrated success in managing pupil behaviour positively and effectively.
- Competent in covering classes or leading learning activities.

Knowledge and Skills

- Strong understanding of the primary curriculum.
- Ability to support pupils with differing needs and abilities.
- Excellent communication and interpersonal skills.
- Good organisational and time-management skills.
- Ability to work independently and as part of a team.
- Competent ICT skills.
- Ability to maintain accurate records and monitor pupil progress.

Personal Qualities

- Enthusiastic, positive and flexible.
- Calm and resilient under pressure.
- Committed to inclusive education and high expectations for all pupils.
- Reliable, professional and approachable.
- Committed to safeguarding and promoting the welfare of children.

Desirable:

- Current Paediatric or Emergency First Aid at Work qualification.
- Experience supporting pupils with SEND.
- Experience delivering targeted interventions.
- Relevant additional qualifications in education, child development or SEND.



Application Process

Further Information:

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

Visits:

Visits to the Academy are warmly welcomed but need to be arranged in advance. Please email: office@kvpa.school or call 01296 255 000 to arrange a visit.

How to apply:

Interested candidates should complete the online application via our online recruitment portal **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

Shortlisting:

Candidates will be notified if they have been successful for interview. early applications are encouraged, we reserve the right to interview strong applicants prior to the closing date

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