Orchard View Primary Academy

Together we Learn, Together we Succeed

ORCHARD VIEW
PRIMARY ACADEMY

Job Role

Teaching Assistants required

for The Glade

(SEMH ARC)

To start: 1st September 2026

For further information please visit our website www.ovpa.org.uk or to discuss the role further please contact our Head of Academy, Mrs Liz Jones, via email at office@ovpa.school

Part of Inspiring Futures Partnership Trust

Inspiring Futures Partnership Trust

About Orchard View Primary Academy

At Orchard View Primary Academy, we are creating a vibrant new learning community where strong relationships sit at the heart of everything we do. Through meaningful partnerships and a shared passion for learning, we empower everyone to grow with confidence, meet challenge with determination and strive for excellence.

As a brand-new academy, this is a unique opportunity to be part of something special from the very beginning — a school shaped by strong values, high expectations and an unwavering belief in the potential of every learner.

Orchard View first opened this academic year in September 2025, with 60 pupils: a Foundation Stage class and a mixed Y1/Y2 class. Due to planning delays, Orchard View opened within Kingsbrook View Primary Academy, a neighbouring partner academy of **Inspiring Futures Partnership Trust.**

From **September 2026**, Orchard View Primary Academy will move into a **state-of-the-art new building**, designed to support outstanding teaching, learning and wellbeing. We will expand to a capacity of 180 pupils across Foundation Stage, Year 1, Year 2 and Year 3. As the academy grows, we are excited to expand our team and welcome **new staff** who are passionate about helping to shape our culture, curriculum and future success. We strongly believe in the power of education to transform lives and secure successful futures.

Our work is underpinned by our **PRIDE values**, which guide our decisions, relationships and ambitions:

- **Partnership** – we work together, supporting each other towards success.
- **Respect** – we treat everyone with kindness and understanding, respecting the unique strengths, backgrounds and perspectives of others.
- **Integrity** – we always try to do what is right. We are honest, trustworthy and take responsibility for our actions.
- **Determination** – we face challenges with courage and determination, learning and growing from every experience.
- **Excellence** – we aim high, work hard and believe in ourselves so we can be the best we can be.

This means that Orchard View Primary Academy will:

- Be driven by a clear and strong set of **values**, modelled and upheld by all
- Provide an **outstanding primary education** for every child
- Enable all pupils to be **highly aspirational** and reach their full potential
- Maintain **high expectations** of both pupils and staff
- Develop **resilience, independence and self-regulation**
- Deliver a **broad, rich, engaging and challenging curriculum**
- Value the contribution of **outdoor learning** to curriculum enrichment and wellbeing
- Celebrate diversity through an **inclusive culture** based on equality and respect
- Be a **visible and active partner** within the local community
- Provide a **safe, happy and nurturing environment** where wellbeing is prioritised
- Meet the individual needs of pupils and families through **high-quality teaching and learning**
- Work as part of the **Inspiring Futures Partnership Trust**, drawing upon shared expertise and collective strength to deliver excellence

Our PRIDE values permeate all that we do. We expect all children, parents, staff, Trustees and visitors to live and breathe these values as we work together to develop successful individuals who contribute positively to the modern world.

Teaching Assistant – The Glade

Job Description

As a Teaching Assistant in **The Glade**, you will play a vital role in supporting pupils with social, emotional and mental health needs. You will work closely with teachers and leaders to provide a calm, nurturing and structured environment that helps pupils feel safe, understood and ready to learn.

This role requires patience, empathy and resilience. You will build strong, trusting relationships with pupils, helping them develop emotional regulation, positive behaviour and the confidence to engage with learning.

Successful candidates will be positively committed to supporting children who may find school challenging and will believe wholeheartedly in every child's ability to grow, succeed and achieve.

Does this sound like you?

• You are calm, patient and resilient, even in challenging situations
• You are passionate about supporting children with social, emotional and behavioural needs
• You believe that strong relationships are the foundation for learning
• You are able to remain positive and solution-focused
• You understand that behaviour communicates need and respond with empathy and consistency
• You are able to engage children who may find learning difficult
• You are flexible, adaptable and able to work on your own initiative
• You have enthusiasm and the qualities of a strong team member
• You communicate effectively with pupils, staff and families
• 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, with training opportunities provided within Inspiring Futures Professional Development
- Training and professional development in SEMH support, behaviour strategies and trauma-informed practice
- A brand new, state-of-the-art building with dedicated facilities and spaces for supporting learning
- A vibrant and inclusive community
- Well-being day (after one year of service, one paid day off per year)

Job title	Teaching Assistants The Glade (SEMH ARC) This role will include cover for The Glade office before and after the academy day, supporting the smooth running of the academy and acting as a welcoming point of contact for pupils, parents and visitors.
Salary:	Buckinghamshire Pay Range 2 £25,625- £27,770 FTE depending on experience & qualifications. Actual £19,676-£21,323 pro rata per annum
Weeks:	Based on 39 weeks per year this includes INSET days
Hours:	Full time: 33 hours 30 mins per week (inc. 30 min daily lunch duty cover). Specific hours to be agreed.
Contract type:	Permanent
Closing date:	Sunday 26th April
Interviews:	Interviews will be conducted upon receipt of suitable candidates, with any outstanding interviews scheduled for the week commencing 27th April 2026 & 4th May 2026
Provisional start date:	1st September 2026- Pending satisfactory clearance of all pre-employment checks

Main responsibilities

As a Teaching Assistant in the Glade you will play a vital role in supporting pupils with social, emotional and mental health needs. You will work closely with teachers and leaders to provide a calm, nurturing and structured environment that helps pupils feel safe, understood and ready to learn.

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

- Support pupils to develop self-regulation, emotional literacy and positive behaviour 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
- Support pupils to develop the confidence and skills needed to reintegrate into mainstream learning where appropriate

Working collaboratively

- Help create a structured, predictable and nurturing environment
- 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
- Work closely with the SENDCo and external professionals supporting pupils' SEMH needs

Administrative Assistance

- Provide cover for The Glade office before and after the academy day, supporting the smooth running of the academy and acting as a welcoming point of contact for pupils, parents and visitors.
- 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
- Undertaking 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
- Support the implementation of individual behaviour support plans and provision maps
- Use de-escalation strategies and relational approaches to support pupils in moments of difficulty

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

Why join The Glade at Orchard View Primary Academy now?

Orchard View Primary Academy is at the beginning of an exciting journey. Joining our team now offers a rare opportunity to help shape the culture, routines and relationships that will define the academy for years to come. As our academy grows and moves into a brand-new purpose-built building in September 2026, staff joining us now will play a key role in building something special from the ground up.

Working in The Glade is both challenging and deeply rewarding. Many pupils who attend our provision will have experienced barriers that make school feel overwhelming. In The Glade, we believe that the right relationships, structure and support can transform a child's experience of education. Our staff will work with patience, consistency and genuine care to help pupils develop emotional resilience, rebuild confidence and re-engage with learning. The progress our pupils make may start with small steps, but those steps can change the direction of a child's life.

Person Specification

	Essential	Desirable
Qualifications	• Education to GCSE standard, or equivalent (i.e. minimum grade C in English and Maths)	• Any further relevant qualifications relating to education and/or children's development
Knowledge and understanding	• An understanding of child protection and safeguarding • Experience of working with/leading individuals or small groups in EYFS/KS1 • Experience of working with/leading individuals or small groups	• Knowledge of the National Curriculum and/or Early Years • 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	• 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 • Ability to communicate effectively with children, staff and parents	• Experience of working/volunteering within an educational setting Skills in working with children with SEN or additional needs • Ability to establish positive and professional working relationships with pupils, staff and parents
Personal qualities	• 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	• Own life experiences in order to enhance the cultural capital of our children

Application Process:

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, please use link provided.

Early applications are encouraged, we reserve the right to interview strong applicants before the closing date of this advert.

In compliance with 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.

For further information please visit our website:
https://orchardviewprimaryacademy.org/ or to discuss the role further please contact our Head of Academy, Mrs Liz Jones via email: office@ovpa.school

Visits:

Visits to our current setting at Kingsbrook View Primary Academy to meet our Head of Academy, Mrs. Liz Jones, are warmly welcomed but need to be arranged in advance. Please email: office@ovpa.school or call: 01296 254042 to arrange a visit.

Shortlisting:

Candidates will be notified if they have been successful for interviews. Interviews will be held on receipt of strong applications

Orchard View Primary Academy and the Inspiring Future's Partnership Trust are committed to safeguarding children, promoting the welfare of children and young people, and expect 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