

# YOUR JOURNEY STARTS HERE

Realising ambition for every pupil - and every career.



## Teaching Assistant Application Pack



## The Brent Primary School



# Who we are



## About us

At Cygnus Academies Trust, we are proud to be a growing network of eight primary schools across South East London, Dartford and Tonbridge. Our mission is simple yet powerful: to realise ambition for pupils and staff alike, by delivering the very best education and creating opportunities for all.

Founded in 2016, we have built a collaborative network of schools that nurtures, challenges and supports every member of our community. Each school retains its individuality while benefiting from shared expertise and trust-wide support. As a Trust community, we believe in:

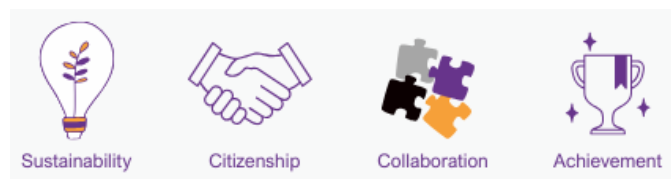
- Celebrating uniqueness – Each school retains its individuality while benefiting from shared expertise.
- Collaboration at every level – From leadership to classroom practice, we work together to achieve excellence.
- Investing in people – Staff development and career progression are at the heart of what we do.

Our schools are vibrant, welcoming places where you can grow, develop, and make a real difference.

## Our Vision

Our core purpose is to ensure every person, adult or child, we work with realises their ambition. Through our network of sustainable schools, we aim to:

- Give every pupil access to exceptional education and opportunities that empower them to thrive.
- Work collaboratively with high expectations to embed strong practice and achieve success across all schools.
- Equip pupils with the skills, knowledge, and understanding to thrive as local, national, and global citizens.







## About our school

At The Brent Primary School, we strive to ensure that our children receive the very best education that we can deliver. Our core purpose is to enable all pupils to excel in their academic, social and personal achievement. We achieve this through creating a safe, stimulating, supportive and inclusive environment where the health, safety and well-being of all members of our community are at the heart of everything we do.

We promote a passion for life-long learning through an engaging curriculum that develops independent learners. We develop citizens who will take their place confidently within a rapidly changing world at local, national and global levels. Respect for self and respect for others underpins all aspects of school life. We believe every child is entitled to enjoy his or her childhood. As a consequence, The Brent will always be a friendly and welcoming place, where laughter is often heard and definitely encouraged.

As a Growth Mindset School, we strive for our children to be the best version of themselves and through fostering our core values of **Resilience**, **Respect** and **Responsibility**, we nurture aspirational learners for life!

We endeavour to ensure that all children leave The Brent as emotionally and socially confident individuals, fully prepared to embrace the wonders and challenges of the world around them.



# About the role

<b>Position:</b>	Teaching Assistant
<b>Contract:</b>	Permanent
<b>Hours/Weeks:</b>	33.75 hours/ 39 weeks
<b>Grade:</b>	Kent Scheme A
<b>Salary:</b>	£19,318 (FTE £24,513)
<b>Start date:</b>	February 2026
<b>Closing date:</b>	Midnight on 8 <sup>th</sup> February 2026

## Join our team and help every child shine!

At The Brent Primary School, our children are at the heart of everything we do. We are proud of our warm, inclusive, and caring ethos, where every pupil is inspired to achieve their best. We are seeking a committed Teaching Assistant who shares our passion for nurturing confidence, curiosity, and a love of learning.

Whether supporting whole-class teaching, working with small groups, or providing tailored support to individual pupils, you'll play a vital role in helping our children flourish. This is an exciting opportunity to become part of a friendly, skilled, and supportive staff team who work together to make a lasting difference.

## Key Responsibilities

As part of our team, you will:

- Support pupils' learning in the classroom under the direction of the class teacher.
- Work with individuals and small groups to reinforce learning and help pupils progress.
- Build positive, respectful relationships with pupils to support their wellbeing and personal development.
- Assist with planning, preparation, and delivery of engaging learning activities.
- Help create a safe, nurturing, and inclusive classroom environment.
- Support pupils with SEND or additional needs to access learning confidently.
- Contribute to assessing pupil progress and feeding back to teachers as required.
- Support with supervision during breaktimes, lunchtimes, and transitions.
- Work collaboratively with colleagues, parents, and external professionals to support pupil success.

## Who we are looking for

We are looking for someone who:

- Is warm, patient, and genuinely passionate about supporting children.
- Enjoys being part of a team and thrives in a collaborative environment.
- Brings energy, commitment, and a "can-do" attitude to every school day.
- Communicates clearly and builds positive relationships with children and adults.
- Is adaptable, reflective, and open to learning new skills.
- Has strong organisational skills and a proactive approach to supporting teaching and learning.
- Shares our values of respect, resilience, kindness, and aspiration.

Previous experience in a school setting or supporting children is desirable, but enthusiasm and a commitment to helping pupils succeed are just as important.

### **Why work with us?**

At The Brent Primary School, you will be joining a caring and collaborative community where staff wellbeing, professional growth, and teamwork are highly valued. We offer:

- A friendly, welcoming staff team committed to supporting one another.
- A positive, inclusive culture where every member of staff is appreciated.
- Opportunities for high-quality CPD, coaching, and development.
- Supportive leadership who prioritises pupil and staff wellbeing.
- A school environment built on trust, respect, and shared ambition.
- The chance to make a meaningful impact on children's lives every day.

This school is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment. Appointment to this post will be subject to an enhanced Disclosure and Barring Service (DBS) check, as well as any other relevant pre-employment checks.

### **How to apply**

Please apply via MyNewTerm with your application form and a short supporting statement explaining how your skills match this role. (If you would prefer the application form in a different format, please contact the school office.)

*Please note, due to the volume of applications we receive, we may close this advert should a suitable applicant be found. Therefore, early application is encouraged.*



## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>JOB TITLE:</b>	Teaching Assistant
<b>GRADE:</b>	KSA
<b>ALL STAFF RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• To live our values of collaboration, citizenship, sustainability and achievement.</li> <li>• To follow our schools' and Trust's policies and procedures.</li> <li>• To value lifelong learning and develop skills and knowledge.</li> <li>• To adhere to the highest level of safeguarding and child protection.</li> </ul>
<b>MAIN PURPOSE OF THE ROLE:</b>	<p>The main purpose of this role is to work collaboratively with teachers and other staff to support teaching and learning, ensuring that all pupils, including those with differing needs and abilities, can access education and make progress.</p> <p>The Teaching Assistant will support learning across the classroom as well as in small groups, and one-to-one, while contributing to a safe, inclusive, and stimulating learning environment. You will also assist with pupils' social, emotional, and behavioural development to promote wellbeing and inclusion.</p>

### MAIN RESPONSIBILITIES

#### Supporting Teaching and Learning

- Support teaching and learning across the classroom under the direction of the class teacher.
- Work with individuals and small groups to reinforce learning, deliver targeted interventions and encourage independence.
- Support pupils to understand instructions, remain engaged and develop confidence as learners.
- Promote inclusion and adapt support to meet the needs of pupils with a range of abilities, including SEND.
- Provide clear feedback to the teacher on pupils' progress, engagement and next steps.
- Enhance and support pupil's learning through the use of technology and digital innovations.

#### Supporting Wellbeing and Behaviour

- Support the teacher in maintaining a positive, calm and consistent learning environment.
- Encourage positive behaviour, focus and participation in learning activities.
- Support pupils' social, emotional and mental wellbeing, promoting positive relationships and self-esteem.
- Report any concerns regarding pupils' welfare, behaviour or progress in line with school procedures.

## **Creating a Positive Learning Environment**

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- Prepare, set up and clear away learning resources and classroom materials.
- Support the presentation of pupils' work through displays and classroom organisation.
- Contribute to maintaining a safe, welcoming and stimulating learning environment.

## **Additional Responsibilities May Include**

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- Recording basic pupil data, observations and learning evidence.
- Supporting learning through play-based and practical activities.
- Assisting with break-time and lunchtime supervision, including organising games and activities.
- Supporting pupils on educational visits and school events.
- Helping pupils use digital and learning technologies.
- Invigilating tests and exams and assisting with routine marking.
- Supporting pupils with personal care needs (e.g. toileting, hygiene, dressing and eating) in line with school guidance.
- Supporting pupils following therapy, care or behaviour programmes under the direction of teaching staff or external professionals.
- Utilising digital tools and technology to promote independence and learning.

## **Safeguarding & Knowledge**

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- Recognise and report any concerns about pupils' safety, wellbeing, behaviour or development, following school safeguarding procedures.
- Maintain safe working practices, professional boundaries and confidentiality when working with pupils.
- Support pupils' wellbeing, inclusion and positive behaviour, ensuring a safe and secure learning environment for all.

- This job description outlines the duties of the post at the time of publication.
- Hours and responsibilities may be adjusted to meet the needs of the school.
- The post holder may be asked to carry out other reasonable duties without changing the role's general responsibilities.
- Priorities will be reviewed annually through performance management



## PERSON SPECIFICATION

	Essential	Desirable
Qualifications	Level 1 or Level 2 qualification in Supporting Teaching and Learning in schools (or equivalent) with practical skills	Teaching Assistant certification, Level 3 Diploma, or equivalent childcare/education qualification
Experience	Experience working with children in a school, childcare, or educational setting	<ul style="list-style-type: none"> <li>• Experience supporting pupils with Special Educational Needs and Disabilities (SEND);</li> <li>• Experience in multi-age or primary classroom settings.</li> <li>• Previous experience assisting with educational visits, extracurricular activities, or enrichment programs</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills;</li> <li>• Basic IT skills to support learning and record keeping;</li> <li>• Ability to work effectively with individuals, small groups, and whole classes.</li> <li>• Strong communication and interpersonal skills.</li> <li>• Ability to build positive relationships with children and adults; Patience, flexibility, and a positive approach to supporting learning</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in planning and delivering small group interventions.</li> <li>• Ability to support pupils in using ICT and learning technologies; Knowledge of using assessment and tracking tools.</li> <li>• Experience supporting behaviour management strategies and restorative practices</li> </ul>
Knowledge & Understanding	<ul style="list-style-type: none"> <li>• Understanding of, or willingness to learn about, safeguarding, child protection, health and safety, equal opportunities, and confidentiality.</li> <li>• Commitment to inclusion and promoting the welfare of children.</li> <li>• Understanding of child development and age-appropriate learning strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Individual Education Plans (IEPs) and Behaviour Plans.</li> <li>• Familiarity with statutory frameworks such as the Early Years Foundation Stage (EYFS) or National Curriculum.</li> <li>• Awareness of strategies to support emotional wellbeing and social development.</li> <li>• Understanding of educational SEND legislation and inclusion practices</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Reliable, punctual, and flexible.</li> <li>• Team player with the ability to take initiative.</li> <li>• Enthusiastic, approachable, and resilient.</li> <li>• Positive role model for pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership potential or willingness to take on additional responsibilities.</li> <li>• Interest in professional development and continuous learning.</li> <li>• Creative approach to engaging pupils in learning activities</li> </ul>
Safeguarding & Professional Conduct	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children.</li> <li>• Ability to maintain professional boundaries.</li> <li>• Ability to report concerns promptly and appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Experience undertaking safeguarding training.</li> <li>• Understanding of Prevent duty, online safety, and e-safety procedures</li> </ul>



## Why join us

Joining Cygnus Academies Trust means becoming part of a collaborative, forward-thinking community dedicated to realising ambition for every child and adult. We offer:

- **Professional Growth:** Access to high-quality CPD, coaching, and clear career progression pathways.
- **Supportive Culture:** A strong network across our schools, underpinned by our core values: Collaboration, Citizenship, Achievement, and Sustainability.
- **Wellbeing Commitment:** Initiatives to support staff mental health and work-life balance, including wellbeing programmes and flexible working options.
- **Attractive Benefits:** Competitive pay, generous pension scheme, and trust-wide perks.
- **Inclusive Environment:** A workplace that values diversity and promotes equality, ensuring everyone feels respected and empowered.
- **Impactful Work:** The chance to make a daily, visible difference in children's lives and contribute to a thriving school community.
- **Innovation and Resources:** Opportunities to engage with new ideas, digital tools, and shared resources across the trust.

## Safeguarding and Child Protection

We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment and uphold the highest standards of professional conduct. Recruitment procedures comply with statutory guidance, including *Keeping Children Safe in Education*, and all appointments are subject to enhanced DBS checks, online searches, and satisfactory references. We maintain a culture of vigilance, transparency, and accountability to ensure every child is safe and supported.

## Equality and Inclusion

Cygnus Academies Trust is a people-first organisation that values diversity and strives to create an inclusive environment where everyone feels welcomed, respected, and able to thrive. We provide equality of opportunity for all, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, ethnicity, religion or belief, sex, sexual orientation, or any other protected characteristic, in line with the Equality Act 2010.

## Get in touch



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## Realising Ambition

