



Pix Brook Academy Application Pack

Teaching Assistant



BEDFORDSHIRE
SCHOOLS TRUST



CONTENTS

1. Introduction
2. About BEST
3. About Pix Brook Academy
4. How to Apply
5. Job Description
6. Person Specification

www.bestacademies.org.uk



INTRODUCTION

Welcome to Pix Brook Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our Academy, please contact:

Helen Fordham

HR Assistant

pixbrook@bestacademies.org.uk

Tel: 01462 416243

Pix Brook Academy

Arlesey Road, Stotfold, Bedfordshire SG5 4HB

www.pixbrookacademy.co.uk



ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values.

We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at www.bestacademies.org.uk/jobs

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



ABOUT PIX BROOK ACADEMY

Pix Brook Academy is an extended secondary school with approximately 1000 pupils located on the edge of the town of Stotfold.

We opened as a new free school in September 2019, and currently have cohorts from Year 5 up to Year 11. At our core is the moral purpose to educate the socially responsible citizens of the future.

Working at Pix Brook Academy is an unprecedented opportunity to be involved in a genuinely exciting and innovative growth programme and have real influence and input into shaping the future development and success of this creative and rural community school.

We understand the hard work associated with working at a new school. In recognition of this, we are committed to providing all staff with the support and resources to deliver outstanding lessons and develop your career, including:

- Fantastic learning environment in new facilities
- Supportive parents and fantastically well-behaved pupils allowing you to focus on teaching and learning
- Supportive, experienced team with fully planned and resourced SOL for all subjects
- Opportunity to join a growing school and influence the culture and ethos of a new school with associated career progression
- All teachers receive a new laptop
- All classrooms have 21st century technology including Clevertouch interactive screens
- Rural location with extensive parking yet only 35 minutes from London King's Cross



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: Midday, Friday 10th July 2026

Interview date: TBC

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Job Title	Teaching Assistant
Based at	Pix Brook Academy
Salary/Grade Range	NJC Level 2A Point 3-4 £12.85 - £13.05 per hour, £18,963 - £19,261 actual salary per annum (FTE £24,796 - £25,185)
Responsible to	SENDCo / Classroom Teacher
Hours	32.5 hours a week, 0800hrs – 1500hrs, Monday to Friday, Term-time only (including five training days)

Purpose of Role

The Teaching Assistant holds a pivotal position in cultivating a positive and inclusive educational environment. The primary objective is to collaborate with the Class Teacher in facilitating high-quality instruction while delivering tailored interventions for individual students and small groups. By serving as a vital link between the curriculum and the learner, the Teaching Assistant ensures each pupil remains engaged and empowered to achieve their maximum academic and social potential.

Main Responsibilities

- Attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special needs.
- Promote and support the inclusion of all pupils in the learning activities.
- Support specific students as well as small groups.
- Assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the trip leader.



- Support and implement the school's behaviour policy.
- Record pupils' progress and achievements, using the results of this monitoring in further support work.
- Within the overall plan set by the class teacher to assist in devising and extending educational activities and in preparation of the curriculum. This may include contributing to the development and implementation of Personal Support Plans (PPPs) and Pastoral Support Plans.
- Ensure all PPPs and Passports of students supported have been read and implemented.
- Prepare, maintain and use classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, as directed by the SENDCo or class teacher.
- To attend staff meetings, participate in performance management arrangements and undertake training and development activities.
- Willingness to undertake training and learn new skills in specific areas of SEND.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- To undertake tasks of a similar nature and level, as directed by the Principal/Manager including exam invigilation.

Professional Responsibilities

- Adhere to the School's policies and procedures at all times.
- Have a yearly appraisal and personal development plan that reflects training needs.
- Participate in relevant training programmes for support staff enhancing own knowledge and skills.
- Participate in mandatory training including Smartlog compliance portal.
- Be aware that some matters dealt with in the team are of a confidential nature and deal with appropriately.
- Represent the school in a professional and positive manner at all times.



Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the line manager/Principal to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Job Title: Teaching Assistant

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> Educated to GCSE level (or equivalent) with English and Maths at grades A* - C 	<ul style="list-style-type: none"> A level / NVQ level 3 and or university graduate
Skills and Experience	<ul style="list-style-type: none"> Demonstrate application of information and communication technology for development of learning and teaching in the subject. Ability to inspire, enthuse and motivate pupils 	<ul style="list-style-type: none"> Willingness to acquire first aid qualification. Willingness to undergo further qualifications in various SEND.
Competences	<ul style="list-style-type: none"> Ability to work effectively as a member of a team Ability to communicate effectively with children and adults. Ability to work on own initiative Able to demonstrate high standards of integrity, confidentiality and reliability 	
Other	<ul style="list-style-type: none"> Flexible approach to adapt to changing environment Willingness to undertake appropriate further training Ability to meet the physical needs of pupils <p>Appropriate DBS clearance, references and checks (before the post is taken up).</p>	

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

