



Kimbolton School

CAMBRIDGESHIRE



APPLICATION PACK

Academic Support Teaching Assistant
Required from September 2026



Welcome From Will Chuter, Headmaster

I'm delighted that you're interested in this important role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

A handwritten signature in black ink, consisting of a stylized 'W' and 'C' followed by a long horizontal line.

Will Chuter
Headmaster



Job Description

Academic Support Teaching Assistant

Required from September 2026

The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 3 -18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 350 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at www.kimboltonschool.com.

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Role

To provide support as directed by the Head of Academic support for students with special educational needs, this may include an EHCP. Students can have a range of needs from physical needs to SEMH and autism. This will include a mixture of in-class support and intervention-based work outside of the main classroom within Academic Support. The role of the teaching assistant is to support the young person to have full access to the curriculum and encourage them whenever possible to become an independent learner.

Main Duties

Major Responsibilities

- Ensure the students who are being supported have access to a full and rounded curriculum.

- Proactively engage with team of teaching assistants, teaching staff and support staff in order to accommodate the pupil's needs, in order to ensure that where possible and appropriate, the needs of the pupil are accommodated and met in the school setting.
- Comply with the appropriate government, Local Authority (LA) and school's policies, procedures and systems.
- Follow national procedures and legislation regarding confidential information e.g. GDPR, DDA.
- Attend training and professional development where appropriate and necessary to up skill in order to meet the pupil's needs within the school.
- Use assistive technology where appropriate and necessary to enhance provision to meet the pupil's needs.
- Organise, co-ordinate and attend meetings to assess, review and proactively plan for the provision of the pupil, including parent liaison when necessary.
- Ensure the safety of the pupil is not compromised in the school setting.
- Actively promote and support the safeguarding of children and young people in the workplace, ensuring School policies and procedures are observed at all times.
- Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.

General TA Duties

- Work as part of a team in promoting curriculum access and inclusion for the students with special educational needs.
- Provide day to day support to promote full inclusion as directed by the Head of Academic Support.
- Work with teachers, SLT and line managers to support the pupils in line with agreed objectives - liaising, monitoring, recording and reviewing progress regularly.
- Attend and contribute to regular liaison meetings.
- Encourage the pupil's self-help and independence skills.
- Be proactive in the implementation of the school and LA's Equal Opportunities Policy, Health and Safety Regulations and Environment Protection Policies.
- Perform duties within contractual hours where possible.
- Keep accurate records.
- Work within the framework of the school's agreed policies and procedures.

Support students by

- Undertaking activities with named students in order to facilitate their physical, emotional and educational development within a safe environment usually under the supervision of a teacher.
- Work to establish a supportive relationship with the students being supported and parents concerned in order to facilitate effective communication and partnership between school and home.
- Encourage acceptance and inclusion of students with special educational needs to support achievement and development.
- Promote and reinforce the named pupils' self-esteem and encourage pupils to maximise their achievement and development.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 5 GCSEs at A-C or equivalent or evidence of comparable educational attainment. 	<ul style="list-style-type: none"> • Higher qualifications. • Related qualifications.
Skills and Experience	<ul style="list-style-type: none"> • Effective communication with all adults and pupils with a wide range of communication skills. • Ability to proactively creatively adapt / modify the curriculum to make it accessible and inclusive for a pupil or professionally react and amend it when necessary. • Ability to make and use resources to support learning. • Proven ability to work flexibly and collaboratively, as a team player. • Competence in maintenance and use of IT including laptop and iPad. • Willingness and capability to assist the pupil in the development of independence, positive self-image, develop confidence and self-advocacy. • Competence in report writing and maintaining clear paperwork trails. • Proven ability to be compliant with H+S, HR and school/county policy legislation including DDA. • Recent experience of working positively with children and young people in a school setting. • Experience of working successfully with adults as part of a cohesive team. 	<ul style="list-style-type: none"> • Relevant CPD / training. • Experience of 1-1 teaching in KS2 – KS3.
Personal Qualities	<ul style="list-style-type: none"> • An understanding of the social and emotional needs of children and young people with disabilities. • Ability to work flexibly. • A commitment to promoting the self-esteem of young people. 	

Terms and Conditions

Reporting to:	Head of Academic Support
Accountable to:	Chief Operating Officer
Hours of Work:	Full time – 35 hours per week, Term Time only (34 weeks). Monday to Friday 08:30 – 16:30 (including 30-minute unpaid lunch break). 1-year fixed term contract.
Remuneration:	Dependent upon qualifications, skills, and experience
Probationary Period:	Up to 5 months
Pension:	The School offers a contributory pension scheme
Lunches:	All employees are entitled to free lunch in the school dining halls during term time. Time taken for lunch is not paid.
Additional benefits:	Details of the further benefits on offer can be found on the Kimbolton School MyNewTerm profile page .
Referees:	The names, addresses and telephone numbers of three professional referees are required. Referees will not be contacted without the permission of the applicant.

How to Apply

To apply, please visit our [website](#) and follow the link to [MyNewTerm](#).

If you have any queries, please contact the HR team via recruitment@kimboltonschool.com or by calling 01480 862049.

Please submit your application by the closing date of **1st June 2026 at 09:00am**. Any late submissions will not be accepted.

Interviews will take place week commencing **8th June 2026**.

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK.

All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website www.kimboltonschool.com/about-us/policies