



Orchard View Primary Academy

Together we Learn, Together we Succeed

Job Role

Teaching Assistants

required for September 2026 in EYFS-Y3

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



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.

Part of Inspiring Futures Partnership Trust



Teaching Assistant - Job Description

As a Teaching Assistant, you will work alongside teachers to support the educational, social and developmental needs of children. You will help enable children to achieve and be successful. You will take ownership of, and support the shared responsibility for, the well-being, education and behaviour of children.

As a Teaching Assistant you treat all pupils with dignity, build relationships rooted in mutual respect, and always observe proper boundaries appropriate to the professional position. Successful candidates will be positively committed to shaping and changing the lives of children. This role involves being a strong team member and having the ability to work in partnership with all stakeholders.

Does this sound like you?

- You are child-centered 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 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
- 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)

We know great Teaching Assistants make a real difference. That's why we focus on creating a supportive team culture, offering opportunities to develop professionally, and ensuring staff feel valued and proud to be part of our Orchard View community.

Job title	Teaching Assistant
Salary:	Buckinghamshire Pay Range 1B £23,996- £24,950 £17,875.00 - £18,586.00 Annually (Actual)FTE depending on experience & qualifications.
Weeks:	Based on 39 weeks per year this includes INSET days
Hours:	Full time: 32.5 hours per week (inc. 30 min daily lunch duty cover)
Contract type:	Permanent
Closing date:	31 st May 2026
Interviews:	Interviews may be offered prior to closing date, upon receipt of strong applications. Early applications are encouraged
Provisional start date:	1st September 2026- Pending satisfactory clearance of all pre-employment checks

Main responsibilities

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
- 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

Working collaboratively

- 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

Administrative Assistance

- 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
- Undertake 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

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

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Education to GCSE standard, or equivalent (i.e. minimum grade C in English and Maths) 	<ul style="list-style-type: none"> Any further relevant qualifications relating to education and/or children's development
Knowledge and understanding	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Experience of working/volunteering within an educational setting Skills in working with children with SEN or additional needs Ability to communicate effectively with children, staff and parents Ability to establish positive and professional working relationships with pupils, staff and parents
Personal qualities	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Own life experiences in order to enhance the cultural capital of our children

Application Process:

For more information about our Academy please visit our website <https://orchardviewprimaryacademy.org/> or to discuss the role further or arrange a visit to Kingsbrook View Primary Academy (where Orchard View is based this year), please contact our Academy office via email: office@ovpa.school.

How to apply:

Interested candidates should complete the online application on the 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

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 interview. Interviews may be offered prior to the closing date, upon receipt of an exceptionally strong application.

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