



KEN STIMPSON  
ACADEMY

# Apprenticeship Teaching Assistant

Ken Stimpson Academy  
Applicant Information Pack

Dear colleague,

## It is my pleasure to welcome you to Ken Stimpson Academy.

KSA is a school that sits in the heart of its community. The very layout of Werrington links together many different aspects of community life. This theme is something we are keen to develop, and we welcome as many opportunities as possible to help our students grow to become valuable members of society.

The journey through secondary education has one of the greatest impacts on our lives. This experience, as we move through education, is something that stays with us for the rest of our life. Equally, the choices we make during this period, and how hard we study, will have long lasting consequences. We want to be clear that we are here to help shape those experiences and guide students to make the most of this period of their lives.

The passage through teenage years is challenging for all young people; we change and mature at such speed. Anyone with children who has experienced secondary school will know and understand the changes that occur in the first year alone. The most effective education is built around partnerships.

At KSA we have two aspirations. Firstly, to ensure that we do everything in our power to return your child to the community as a well-rounded and responsible young adult. Secondly, to create a high achieving environment where all students leave with the highest possible academic results. Results that open doors, build futures, and provide amazing opportunities.

My commitment is that we will always do what we consider to be right for the children in our care and ensure they have everything they need to succeed in their journey with us and beyond.

We look forward to receiving your application.

**Damien Whales**  
Headteacher





# What's it like to work at KSA?

“The mentoring from staff is of the highest quality with all staff willing to provide resources, support and advice. Everyone always has time to listen to you and help you in any way they can.”

**ECT, Year 1, Science**

“My first year has been both exciting and challenging, helping me build on what I had learnt in my teacher training and develop my pedagogy further. Coming to the end of my first year at KSA I feel like I have built positive relationships in my department and with students I teach, making me feel prepared for next year.”

**ECT Year 1, PE**

“Throughout my time at Ken Stimpson, I have always felt supported by my colleagues; nothing is ever too big or too small. I believe my teaching has considerably improved thanks to the guidance of others, continued CPD, and the invaluable experience and challenge of providing quality-first teaching to our students.”

**English Teacher at KSA since NQT**

“There is always support available, a friendly ear, learning and CPD opportunities and an inclusive environment in which to develop practice and nurture student relationships. No two days are the same, but there is always something good in every day.”

**History RQT**

“Working at KSA I have found that the community of staff are highly supportive. During my time teaching here, talking to other staff to gain support, advice and new strategies has been the best asset. Staff are approachable and willing to give their time to help share their knowledge and skills. My advice is don't ever feel ashamed to ask for that support.”

**Computing Teacher at KSA since NQT**

# The SEND Faculty



Our SEND Faculty is supported by the Senior Leadership Team and has key staff leading specific elements within the faculty. Our specialist Autism Hub is led by a Hub Manager, offering bespoke provision and support to meet the individual needs of the students in our care. Our Nurture team offer a high quality and scaffolded curriculum to students throughout Years 7 to 11, utilising the broad range of experience the team has to offer. These are underpinned by our team of Teaching Assistants, Mentors and ELSAs to provide a highly individualised and effective learning environment.

We are based primarily within one key area of the school where our main classrooms are located, alongside central faculty offices, staff workspaces and a sensory room. Our team provide support across all areas of the school to ensure our students reach their full potential. We know that our Teaching Assistants and Mentors are vital to the success of our team and students.

We are determined to give our students the best possible education and a memorable experience of secondary school. We want them to be well equipped to make both positive life choices and to become well rounded members of society.

The Teaching Assistants will support a variety of students within mainstream and Nurture lessons, giving you the opportunity to participate in lessons ranging from PE to Construction, leading and supporting intervention sessions, assisting with school trips, through to working with students in the Autism Hub, making the role exciting and rewarding.

Ongoing professional development is given to the team, enabling career progression for those who seek it. Flexible working is in place to enable completion of additional studies and attendance to courses that facilitate progress towards your chosen career goals.

A photograph showing two people from behind, sitting at a desk in a classroom. They are looking at a computer monitor which displays a website. The person on the right is wearing a white long-sleeved shirt and has their hair in a ponytail. The person on the left is wearing a patterned top. The background shows a window with light coming through.

# Support for Our Staff

We know that for our students to excel and reach their potential, our staff need to thrive professionally. We value teamwork and provide opportunities for our staff to work collaboratively. As teachers, we believe that we never stop learning and we support each other with our professional development. We share examples of good practice regularly throughout the year and enable teachers to visit other classrooms and see their colleagues in action.

Our senior and middle leaders have benefited from participating in a range of highly regarded professional development courses; several have completed NPQ qualifications and Masters qualifications with varying areas of specialism.

Initial Teacher Training is a high profile area of quality at Ken Stimpson Academy. We work with a range of ITT providers from the surrounding areas and welcome trainee teachers in a broad range of subject areas. Our skilled staff deliver training sessions at local ITT providers, sharing their expertise wider.

Early Career Teachers benefit from a strong and well established programme of development and support. The induction team have even been recognised by the Local Authority as an example of excellence and continue to offer personalised and impactful support, mentoring and coaching to those new to the profession.

# Job Description

Responsible to: Leadership Team Link

Working with teaching staff, the Teaching Assistant will support young people aged 11-18 years old who need help overcoming barriers to learning, where behaviour, engagement and attendance issues are a cause for concern.

The Teaching Assistant will need to be able to effectively support student learning, across a range of subjects including Maths and English, working in classroom settings, in small groups and on a one-to-one basis.

The Teaching Assistant will be a role model, listener, facilitator for learning and a motivator.

## a) Supporting the Pupil

- Under the direction of the Class Teacher, provide specialist learning support to individuals, small groups, or children with additional needs who would benefit from a different learning approach.
- Encourage and promote the inclusion and acceptance of all pupils.
- Assist with the development and implementation of IEPs.
- Liaise with specialist services on behalf of individual pupils, e.g. educational psychologists, speech therapists, by agreement with the class teacher.
- Provide feedback to pupils in relation to progress and achievement.
- Be able to set academic tasks and monitor their learning (with assistance from subject specialists)

## b) Supporting the Teacher

- Work with the Teacher in lesson planning, evaluating and adjusting lessons/ work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide detailed and regular feedback to the teacher on pupil achievement,

progress and other matters, e.g. IEPs.

- Contribute to behaviour management within the school and take charge of situations to allow the teacher to continue to work with the rest of the class.
- Undertake support activities for the teacher as required.

c) Supporting the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, catchup programmes make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Provide additional tuition for children who need extra support with ICT.
- Help pupils to access learning activities through specialist support.

d) Supporting the School

- Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Supervise pupils on visits, trips and out-of-school activities as required.
- Develop and maintain effective relationships with staff, parents, carers or relevant external agencies.
- Attend and participate in regular meetings as required.
- Recognise own strengths and areas of expertise, and use them to advise and support others.

#### EQUALITY OPPORTUNITY

The post holder will be expected to undertake all duties in the context of and in compliance with the school's and council's equal opportunities policies.

#### SAFEGUARDING CHILDREN

The Four Cs MAT is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an Enhanced DBS disclosure, Barred Check List and two successful references. Online searches are carried out on all shortlisted candidates.





# How to Apply

Applicants are required to submit a letter of application and complete an application form.

When completing your application please note the following important points:

1. Letters of application should be no more than 2 sides of A4.
2. Letters should outline clear educational philosophy and link it to the requirements of the post.
3. Letters should address the criteria identified in the person specification.
4. The application form must be completed clearly and in full, handwritten or typed is acceptable.
5. We are unable to process any applications stating "see CV".
6. The declaration on the application form must be signed.
7. Informal enquiries should be directed to Pauline Greenwood on 01733 383658 or via email [p.greenwood@kenstimpson.org.uk](mailto:p.greenwood@kenstimpson.org.uk)
8. Completed applications can be e mailed to [p.greenwood@kenstimpson.org.uk](mailto:p.greenwood@kenstimpson.org.uk)
9. Closing Date for Applications: as detailed on the job advert.

Please note that due to the high cost of postage we are unable to reply to all applicants.

The successful candidate will be expected to have good organisational skills, be competent in all areas of IT and most importantly be able to command the respect and co-operation of both adults and young people.

Ken Stimpson Academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children, in line with Keeping Children Safe in Education statutory guidance for schools and colleges.

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Please see our Safeguarding Policy:

<https://www.kenstimpson.org.uk/information/policies/mat-safeguarding-policy>



Please see our Recruitment of Ex Offenders Policy:

<https://www.kenstimpson.org.uk/information/policies/mat-recruitment-ex-offenders-policy>



Visit our website to find out more  
[WWW.KENSTIMPSON.ORG.UK](http://WWW.KENSTIMPSON.ORG.UK)



Headteacher: Damien Whales, Ken Stimpson Academy is a school within the Four Cs Multi-Academy Trust (MAT)

Four Cs MAT is a company limited by guarantee, registered in England with company number 7333133, exempt from using the word 'Limited'.

Registered office: Helpston Road, Glinton, Peterborough, PE6 7JX