



**Woodland  
Academy Trust**

*Ignite the spark, reveal the champion*

# Early Years Teaching Assistant Application



**Knockhall  
Primary School**

*Ignite the spark, reveal the champion*

## Welcome from the CEO

Dear Applicant,

Thank you for expressing an interest in this role at Woodland Academy Trust. Woodland Academy Trust is a small but ambitious Trust that puts the children and community first. We are on an exciting journey to achieve the best possible outcomes and excellence for all.

To support us on our journey, we are welcoming applications from skilled and committed applicants who have vision, drive and ambition and would be keen to hear about your experiences and what skills you can bring to this role. We seek to attract staff who have a growth mindset, strong values and work ethic and care deeply about serving communities.

This is an exciting time to join Woodland Academy Trust as we further strengthen our school improvement offer across the Trust. You will benefit from working with a strong team, receive the very best professional development and have the opportunity to make a real difference to the daily learning experiences of our wonderful children.

We look forward to your application.

Yours faithfully,

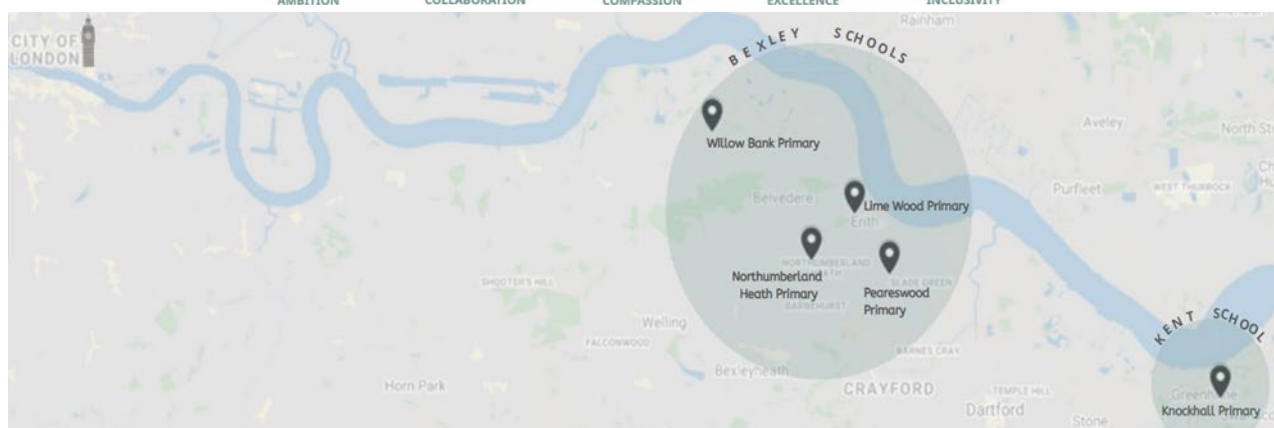
Nav Sanghara, , Trust Leader (CEO)



## About our Trust

Woodland Academy Trust was formed in September 2011 and consists of four primary schools, three of which are located in the London Borough of Bexley and one in Kent, with a further primary free school due to open in September 2023.

All our schools share the same mission; *ignite the spark, reveal the champion*. We are an inclusive and ambitious Trust, striving to achieve the best possible outcomes for our children. Our aim is to provide the highest quality learning experiences for every child by creating an ethical culture of empowerment and growth for all. We believe deeply in the importance of nurturing strong partnerships with our local communities and beyond.



*Ignite the spark, reveal the champion*

## Welcome from the Headteacher

A very warm welcome to Knockhall Primary School.

Our school values the relationships it holds with children, their families, the school and wider communities in order to secure the best outcomes for children at each stage in their primary learning journey. We pride ourselves on our commitment to communication and inclusion for all and value the contributions made by our children's parents and carers.

Our values of honesty, respect, teamwork and pride prepare and equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives.

Our school believes in the concept of lifelong learning and that the learning we provide is a rewarding and enjoyable experience for everyone. This is achieved through our school curriculum philosophy which is bespoke to our school and Trust and works by considering areas of study in the context of the local area; Greenhithe – taking in the heritage of our locality, followed by the wider area, London and then the whole of the UK, before broadening out beyond our country to take in global issues.

We look forward to meeting you.



Chloe Riley and Samantha Wady  
Acting Co-Heads of School

## About Our School

Knockhall Primary School is a two-form entry school situated at the heart of the community in Greenhithe, Kent.

It has recently had a brand new build for the Early Years and Foundation stage children in addition to a recent extension for key stage 2.

We want to capture the minds of our learners by creating an inspirational curriculum that adults enjoy delivering. We always strive to improve on our outcomes to ensure our children get the very best from their time with us. More than anything however, we do this as peers, supporting each other along the way with a focus on our core purpose.

# Knockhall Primary School



 [www.knockhallprimaryschool.co.uk](http://www.knockhallprimaryschool.co.uk) 

Knockhall Primary School,  
Eynsford Road,  
Greenhithe,  
DA9 9RF

 01322 382053

## The Vacancy

We are looking to appoint a Teaching Assistant with a passion for Early Years to join our school team to work within the Early Years and continue on our journey to success and help drive our mission forward, removing barriers for all and ensuring our children access the education they deserve.

We are looking for an adaptable, flexible, and resourceful individual who shares the same passion for learning as the school team and strives to seek excellence in every day.

### Job requirements:

- Working with a wide range of class teachers to deliver excellent teaching and learning.
- Coaching children on a 1:1 or group basis.
- Accompanying groups on trips.
- Supporting assessment and evidencing learning
- Working with the teacher to create stimulating classroom displays and learning resources
- Maintaining a safe and positive environment for all learners
- Creating opportunities for all learners to reach their potential, irrespective of ability

### Applications

Please apply by visiting our recruitment page at: [Woodland Academy Trust- Join Us](#)

Or if you would prefer to complete a word application form, please contact the school via email at: [sbmkhp@watschools.org.uk](mailto:sbmkh@watschools.org.uk)

**Application Deadline: Monday 30th October @ 11.00am**

**Interviews: TBC**

Visits to the school are welcomed and can be organised by contacting [sbmkhp@watschools.org.uk](mailto:sbmkh@watschools.org.uk)

The school reserves the right to close this position early should a suitable candidate be found, therefore, early application is encouraged.

For more information about Woodland Academy Trust please visit: [Woodland Academy Trust](#).

*Ignite the spark, reveal the champion*

## Our Offer

Woodland Academy Trust seek to appoint colleagues who share in our values and mission to ignite the spark and reveal the champion. We recognise that in order to offer the best outcomes for our children, our staff teams need the opportunity to be the very best they can be too. We do this by ensuring we have in place for all staff:

- Continuous professional learning focusing on core areas;
- Working collaboratively with agencies around us and offering formal training opportunities, bespoke and targeted professional development as well as in-house, bespoke training from our many experts and coaching and mentoring;
- Embedding initiatives to support with reducing teacher workload;
- A strong supportive ethos with dedicated line management structures and clear communication channels;
- Well-being assistance and support including a dedicated employee assistance helpline and occupational health;
- Opportunities to take part in exciting initiatives and projects that help shape the way our children will learn in the future;
- Wide range of family friendly policies in place for staff;
- Recognising national terms and conditions for staff;
- Teachers and Local Government pension schemes;
- Cycle to work schemes.

## Safeguarding Children and Young People

Woodland Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References



**Knockhall Primary**

**Teamwork   Respect   Honesty   Pride**

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>JOB TITLE</b>	Early Years Teaching Assistant (Permanent)
<b>RESPONSIBLE TO</b>	Inclusion Leader
<b>SALARY</b>	KR04 / £15,815.00 (Pro rata)
<b>HOURS</b>	32.5 hours per week/38 weeks per year
<b>ALL STAFF RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>To live our Trust values, demonstrating ambition, collaboration, compassion, excellence, and inclusivity in your everyday work life.</li> <li>To value professional development and welcome any training opportunities to develop personal skills and knowledge</li> <li>To agree to follow the school and Trust's policies and procedures.</li> </ul>
<b>MAIN PURPOSE OF THE ROLE</b>	<ul style="list-style-type: none"> <li>To work under the instruction and guidance of teachers and senior leaders to undertake work, care and support programmes which enable access to learning for all pupils including those with special needs.</li> <li>To assist the teacher in the management of pupils, the classroom and break times within all areas of the school.</li> </ul>

<b>DUTIES &amp; RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Assist teachers in ensuring all pupils' continuing educational development through structured and agreed learning activities/teaching programmes including activities identified in Education and Health Care Plans</li> <li>Assist teachers in fostering attractive learning environments to ensure that pupils spend their school life in stimulating surroundings.</li> <li>Establish constructive relationships with pupils working with small groups or 1:1 to deliver targeted support</li> <li>Prepare, maintain, and use equipment and resources required to meet lesson plans and activities, assisting pupils in use.</li> <li>Ensure accurate records and observations are kept so that pupils receive the maximum benefit from their education.</li> <li>Supervise and support children during lunch break and play times to ensure their learning is extended beyond the classroom.</li> <li>Administer routine tests, invigilate exams, and undertake routine marking of pupil's work.</li> <li>Safeguard children at all times.</li> <li>Use learning strategies, in liaison with the teacher, to support pupils to achieve learning goals, adjusting learning activities according to pupil responses</li> <li>Supervise and support pupils, including those with high needs, ensuring their safety and encouraging interaction and engagement in activities led by the teacher.</li> <li>Set challenging and demanding expectations and promote self-esteem and independence, providing feedback to pupils in relation to progress and achievement under guidance of the teacher.</li> <li>Deliver learning through play for pupils during lunchtime and breaks.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Establish constructive relationships with pupils, and interact with them according to individual needs, promoting inclusion.</li> <li>• Create and maintain a purposeful, orderly, and supportive environment in accordance with lesson plans and assist with the display of pupils' work.</li> <li>• Supervise and assist with any toileting/medical needs as required.</li> <li>• Promote good pupil behaviour inside and outside the classroom, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.</li> <li>• Establish constructive relationships with parent/carers.</li> <li>• Provide clerical and administration support for teacher, including administering coursework.</li> <li>• Develop pupils' competence in independently using of IT in learning activities.</li> <li>• Work within predetermined guidance, policies, procedures, and teachers' guidance.</li> <li>• Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.</li> <li>• Attend weekly meetings and discussions, which contribute to the overall ethos/work/aims of the school.</li> <li>• Awareness of the school's educational and behavioural policies for developing pupils.</li> <li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.</li> <li>• Use initiative and common sense and be assertive and consistent in any contact with pupils in order to achieve the level of discipline required to maintain order.</li> <li>• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.</li> <li>• Any other reasonable activity as directed by the line manager/Headteacher.</li> <li>• Contribute to the overall ethos/work/aims of the school.</li> </ul>
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- This job description sets out the duties of the post at the time it was published.
- The hours and the job description may be modified depending on the needs of the school.
- The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.
- The priorities for each year will be reviewed against this job description annually through performance management meetings.

Signed by employee: \_\_\_\_\_

Signed by Headteacher: \_\_\_\_\_

Date: \_\_\_\_\_

*Please note that we are committed to safeguarding and promoting the welfare of our pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the Trust.*

Person Specification		
	Essential	Desirable
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Good numeracy/literacy skills demonstrated through at least the level of GCSE point 9-1 or equivalent.</li> <li>• Qualified to NVQ level 3 for Teaching Assistants or equivalent qualifications.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in EYFS.</li> <li>• Training in the relevant learning strategies, e.g., literacy.</li> <li>• First Aid Training as appropriate.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with or caring for children of relevant age.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous TA experience in a primary school setting.</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Effective use of ICT to support learning.</li> <li>• Use of other equipment technology – video, interactive whiteboard, photocopier, etc.</li> <li>• A good understanding of child development and learning.</li> <li>• Knowledge of playground games.</li> </ul> <p>Ability to self-evaluate learning needs and actively seek learning activities.</p>	<ul style="list-style-type: none"> <li>• Understanding of relevant policies/code of practice and awareness of relevant legislation.</li> <li>• General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.</li> <li>• Understanding of playground games.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to relate well to children and adults.</li> <li>• Ability to work constructively as part of a team.</li> <li>• A desire to work with young people to help them achieve their best in school.</li> </ul>	
<b>General Circumstances</b>	<ul style="list-style-type: none"> <li>• Understanding of safeguarding and its importance within an educational setting.</li> <li>• Awareness and understanding of equality and diversity.</li> </ul>	

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