



**Cliffe Woods  
Primary School**

**Working at Cliffe Woods Primary School**

# **Join our Team**



For Appointment of:  
Teaching Assistant



**Diocese of  
Rochester**



**PROUD TO BE  
Aletheia  
Academies Trust**



## Headteacher's Welcome

### James Bernard

I am delighted to welcome you to Cliffe Woods Primary School. It is a privilege to serve as the Headteacher, and I am excited to be leading the school on the next stage of its journey. We are proud of our strong sense of community, our dedicated staff team, and the supportive partnerships we share with families. Thank you for your interest in the role and I hope that the information within gives you an insight into our school and the unique opportunity this position offers.

Cliffe Woods is a beacon of excellence and we expect 'Excellence From All'. At Cliffe Woods, our priority is to nurture each child so they thrive both academically and personally. We value curiosity, creativity, and kindness, and strive to provide enriching experiences that help our children develop confidence, resilience, and a love of learning.

Cliffe Woods joined Aletheia Academies Trust on the 1st January 2022. As part of the Aletheia Academies Trust, we benefit from collaboration with a family of schools who share our ethos and commitment to providing excellent opportunities for children. The Trust supports us in continually improving, while allowing us to retain the unique character and strengths of our school community.

Thank you for taking an interest in joining our school. If you share our values and commitment to making a difference for children, we would be delighted to receive your application.

# Cliffe Woods Primary School




Cliffe Woods Primary School is proud to be at the heart of the community.

At Cliffe Woods Primary School everything we do revolves around our key drivers: Opportunity, Diversity, Curiosity and Tenacity. Through these, our children explore and embrace all the new challenges they meet with confidence and a positive attitude.

Our aim is for our children to be confident, caring, resilient, curious young adults with a desire to learn and achieve the best they can in all they do, preparing them for the future. Our children are wonderful ambassadors, so if you would like to know more about what makes our school the place that it is, please get in touch and our children we would be delighted to show you around and introduce you to everyone who makes Cliffe Woods Primary School such a special and incredible place.

Our school continues to evolve in many exciting ways, ensuring that we constantly deliver enriching experiences for our pupils. Over the last few years we have been consistently over-subscribed with families wanting a place for their child/children to start in our Reception classes.

We would be delighted to welcome you, give you a tour, and introduce you to the people who make Cliffe Woods Primary School such an extraordinary community.

A photograph showing a male teacher with short dark hair, wearing a blue and white checkered shirt and a green lanyard, sitting at a wooden table. He is smiling and looking towards a group of four children. The children, three girls and one boy, are also sitting at the table, wearing green school uniforms. They appear to be engaged in a conversation or activity. The background shows a classroom setting with colorful decorations and shelves.

'The sense of community at Cliffe Woods Primary School is striking. Pupils thrive. They are kind and welcoming to visitors, as well as to one another. Provision to promote pupils' personal development is exceptional.'

- OFSTED 2025

# Job Description

Job Title	Teaching Assistant
Location	Cliffe Woods Primary School
Duration	Fixed term until 31 <sup>st</sup> Aug 2026
Work Hours	30 hours per week, 39 weeks per year (term-time plus inset days)
Reporting to	Headteacher
Salary	AAT B.2 – B.4 (Actual salary: £17,360.39 - £17,757.57 per annum)
Pension	LGPS



## About the Role

Cliffe Woods Primary School is looking to appoint an experienced and empathetic **Teaching Assistant** who brings energy, enthusiasm, and a genuine love for working with children.

Our ideal candidate will have experience supporting children with special educational needs (SEN) and a strong passion for making learning both accessible and enjoyable.

As Teaching Assistant, you will work under the guidance of the SENDCO and Class Teachers to enable all children to have full access to educational opportunities, and help them to overcome barriers to learning by:

- Providing targeted support for individual children, small groups and during whole class activities.
- Assisting with the planning and delivery of an inclusive and motivating curriculum.
- Contributing to the creation and maintenance of a stimulating learning environment, including the preparation of appropriate resources.

We would love to hear from you if you:

- Have experience in supporting children with SEN
- Are patient, caring, and adaptable
- Are committed to enabling every child to achieve the very best they can
- Have good communication skills and a proactive attitude
- Want to work in a supportive and caring environment

# Key Responsibilities



## Job Purpose and Accountabilities

As a Teaching Assistant, you will work under the direction of the Class Teacher and SENCO to support high-quality teaching, inclusive learning, and the overall development of pupils. Your responsibilities will include:

### Support for Teaching and Learning

- Assist teaching staff in delivering engaging and inclusive lessons, maintaining a positive classroom environment.
- Work with individuals and small groups, including pupils with SEN, to provide tailored support and promote access to learning.
- Support the planning, preparation, and organisation of resources and activities to meet the needs of all learners.
- Help children understand instructions and support their independent learning.
- Contribute to the planning of activities and, where appropriate, take a leading role in specific sessions as agreed with the class teacher.

### Monitoring and Assessment

- Observe, monitor, and record pupil progress to inform teaching and contribute to assessment.
- Support the delivery and evaluation of targeted interventions, adapting resources as needed to meet individual needs.
- Assist in the ongoing assessment of activities and interventions, recording outcomes and reporting to the class teacher.





### Behaviour and Wellbeing

- Promote positive behaviour and help implement strategies in line with school policies and individual support plans.
- Monitor and support pupils' social and emotional development, reporting concerns to the teacher or SENCO.
- Supervise pupils during transitions, break times, lunch, and on school outings, facilitating inclusive games and positive social interaction.

### Environment and Resources

- Help maintain a safe, caring, and stimulating learning environment for all pupils.
- Contribute to the preparation and clearing of learning spaces, including organising displays and preparing pupils' work for presentation.
- Ensure resources and equipment are stored safely, kept clean, and used appropriately.

### Safeguarding and Professional Conduct

- Maintain professional boundaries and safeguard the well-being of all pupils.
- Liaise with parents and carers under the guidance of the class teacher, sharing relevant information when appropriate.
- Actively model and support behaviour, safeguarding, equality and inclusion policies.

### Professional Development

- Participate in relevant training and continuous professional development.
- Work collaboratively with all staff and contribute positively to the wider life of the school.

This is illustrative of the general nature of the role. It is not a comprehensive list of all tasks expected to be carried out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the Head of School.



Pupils behave exceptionally well and want to learn. They are respectful and kind to each other, to staff and to visitors alike - **Ofsted**

# Person Specification



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<b>Qualifications and Experience</b>  GCSEs in English and Maths (Grade C/4 or above) or equivalent Experience and knowledge of working within Primary education Relevant qualification (e.g. Level 2 or 3 in Supporting Teaching and learning in Schools) Experience working with children with special educational needs (SEN) or behavioural needs High standard of maths and literacy skills with a secure understanding of English grammar Experience in leading learning activities for a group or class of children	E E  E  E	   D    D
<b>Skills and Knowledge</b>  An understanding of and the ability to deliver systematic synthetic phonics Ability to work collaboratively with teachers and support staff An understanding or willingness to learn, the maths mastery approach Good communication, organisational, and interpersonal skills Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice A flexible, proactive, and dependable attitude Commitment to safeguarding and promoting the welfare of children	  E  E  E E E	   D   D

## Personal Qualities

Commitment to uphold the 7 Nolan principles of public life.  
 Commitment to achieve the best outcomes for all pupils and promoting the ethos and values of the Trust and school.  
 Ability to work under pressure, be resilient and prioritise effectively.  
 Commitment to always maintaining confidentiality.  
 Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.  
 Commitment to own well-being and that of the whole school community.

# How to Apply



If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

**The People and Culture Team**

[HR@aletheiatruster.org.uk](mailto:HR@aletheiatruster.org.uk)

**01474 531 495**

To apply for this role, [please visit MyNewTerm.](#)



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



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# Contact Us

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