



**Woodland
Academy Trust**

Ignite the spark, reveal the champion

Teaching Assistant

APPLICANT INFORMATION PACK



**Peareswood
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 five primary schools, four of which are located in the London Borough of Bexley and one in Kent.

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.



AMBITION



COLLABORATION



COMPASSION

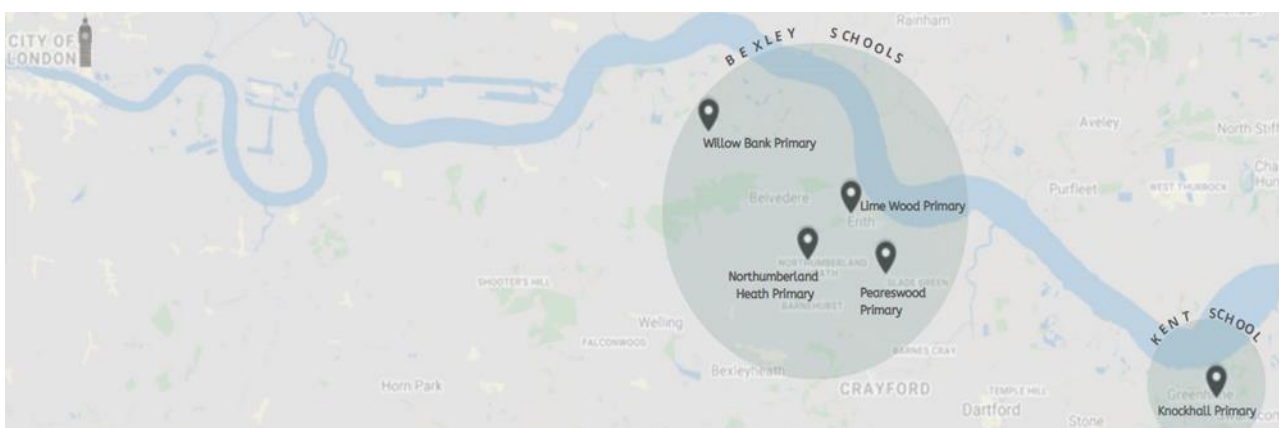


EXCELLENCE



INCLUSIVITY

Discover more about the Woodland Academy Trust by watching our video [here](#).



Welcome from the Headteacher

Peareswood Primary School is a warm, nurturing and inclusive primary school in Erith. Our values support and reflect our 'school family' and ensure high aspirations for all learners, through both a challenging and supportive approach. Our core purpose is to equip our children with the skills to continue their learning journey and achieve their own personal goals and aspirations. Our bespoke curriculum provides children with enriched knowledge of their local area whilst developing their confidence, self-esteem and resilience through lessons and experiences outside of the classroom.

We value the importance a primary school plays in the life of a child and therefore strive to cultivate positive experiences and memories for both children and carers to cherish in future years.

Learning together we grow as one, ensuring each child achieves their potential and feels happy and safe in school, with differences celebrated.

Get in touch with us if you would like to come and visit our school.



Mrs Ferla, Headteacher at Peareswood Primary

About Our School

At Peareswood Primary, we promote independence and challenge through a bespoke curriculum localised firstly within the community we serve and draws on the rich cultural heritage that is on our doorstep. We seek to provide all children with lifelong skills and experiences providing opportunities for children to achieve qualifications beyond the traditional curriculum.

Children are at the centre of all that we do with an ethos of developing and nurturing the whole child and revealing the champion within all children. Our school values underpin the great relationships that develop at school and support us in exploring the issues and dilemmas that we encounter in our everyday lives. Our values also support us in developing the calm, respectful and collaborative community that is evident across the school.

We value our relationship with the local community and work collaboratively with families,

parents and carers in order to provide the very best opportunities for all children.

Our school vision is:

Learning together we grow as one, ensuring each child achieves their potential and feels happy and safe in school, with differences celebrated.

To achieve our vision, each member of staff will be a children’s champion, working alongside the community. We will support and nurture in order to ensure our values are embraced.

Our values are:

Pride Ambition Kindness Creativity Collaboration

[Click here](#) to watch our video to find out more about us.

Peareswood Primary School



www.peareswoodprimaryschool.co.uk CLICK

Peareswood Primary School
Peareswood Road,
Erith,
Kent,
DA8 3PR

01322 332 379

The Vacancy

Job title:	Teaching Assistant
Status:	Fixed Term
Hours:	32.5 hours per week
Working weeks per year:	38 weeks per year / term time only
Grade:	SP05-SP06: £25,874 - £26,267
Pro rata:	£19,490 - £19,786
Post Start Date:	September 2024
Post End Date:	22 July 2025
Closing Date for Applications:	12 July 2024

We are excited to appoint a Teaching Assistant to join Peareswood Primary School for a fixed term position. As a Teaching Assistant no day is ever the same, you will work with whole classes, small intervention groups and on a one-to-one basis to support our children to access the curriculum and receive excellent educational opportunities.

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.
- Supporting 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.

Candidates should refer to the job description/person specification and explain within their expression of interest how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The successful candidate will work closely with the other members of the school team to provide the highest quality inclusive education throughout school. The role requires you to have ambition and drive for working with children and empowering all stakeholders to ignite the spark, reveal the champion.

We reserve the right to close this vacancy early should a suitable candidate be found; therefore, early application is encouraged.

Applications

Please apply by visiting our school website vacancies page at: [Vacancies - Peareswood Primary School](#)

Or if you would prefer to complete a word application form, please contact the school via email at jpercival@watschools.org.uk

Application Deadline: 12 July 2024

Interviews: TBA

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

For more information about Peareswood Primary School please visit: [Peareswood Primary School](#)

Diversity & Inclusion

Woodland Academy Trust values and cares about the lived experience and backgrounds our colleagues can bring to their roles. We believe a diverse team strengthens our organisation and encourages innovation.

We welcome applications from all backgrounds and ensure our colleagues feel respected and valued for being themselves.

We are committed to ensuring that employees who have a disability are given every possible assistance in the workplace. All disabled applicants that meet the minimum criteria for the job will be given the opportunity to be interviewed. We have a commitment to make reasonable adjustments to our recruitment and selection processes, where appropriate, this is to ensure that no candidate, whether or not that have a disability, is unfairly prevented from demonstrating their true abilities.

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

We are committed to ensuring a positive work environment and selecting candidates who align with our values and culture. As part of our thorough recruitment process, in accordance with DfE Keeping Children Safe in Education 2023, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

Any information we come across will be handled confidentially and considered in a professional manner. Our aim is to better understand your qualifications and suitability for the role. If you have any concerns or questions about this process, please contact us for more information.



Peareswood Primary

Resilience Teamwork Respect Pride Curiosity

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	Teaching Assistant
RESPONSIBLE TO	Inclusion Leader
SALARY	SCP05-06
HOURS	32.5 hours per week
ALL STAFF RESPONSIBILITIES	<ul style="list-style-type: none"> To live our Trust values, demonstrating ambition, collaboration, compassion, excellence, and inclusivity in your everyday work life. To value professional development and welcome any training opportunities to develop personal skills and knowledge. To agree to follow the school and Trust's policies and procedures.
MAIN PURPOSE OF THE ROLE	<ul style="list-style-type: none"> 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. To assist the teacher in the management of pupils, the classroom and break times within all areas of the school.

DUTIES & RESPONSIBILITIES	<ul style="list-style-type: none"> 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 Assist teachers in fostering attractive learning environments to ensure that pupils spend their school life in stimulating surroundings. Establish constructive relationships with pupils working with small groups or 1:1 to deliver targeted support. Prepare, maintain, and use equipment and resources required to meet lesson plans and activities, assisting pupils in use. Ensure accurate records and observations are kept so that pupils receive the maximum benefit from their education. Supervise and support children during lunch break and play times to ensure their learning is extended beyond the classroom. Administer routine tests, invigilate exams, and undertake routine marking of pupil's work. Safeguard children at all times. Use learning strategies, in liaison with the teacher, to support pupils to achieve learning goals, adjusting learning activities according to pupil responses. Supervise and support pupils, including those with high needs, ensuring their safety and encouraging interaction and engagement in activities led by the teacher. 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. Deliver learning through play for pupils during lunchtime and breaks.
--------------------------------------	---

	<ul style="list-style-type: none"> • Establish constructive relationships with pupils, and interact with them according to individual needs, promoting inclusion. • Create and maintain a purposeful, orderly, and supportive environment in accordance with lesson plans and assist with the display of pupils' work. • Supervise and assist with any toileting/medical needs as required. • 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. • Establish constructive relationships with parent/carers. • Provide clerical and administration support for teacher, including administering coursework. • Develop pupils' competence in independently using of IT in learning activities. • Work within predetermined guidance, policies, procedures, and teachers' guidance. • 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. • Attend weekly meetings and discussions, which contribute to the overall ethos/work/aims of the school. • Awareness of the school's educational and behavioural policies for developing pupils. • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. • 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. • 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. • Any other reasonable activity as directed by the line manager/Headteacher. • Contribute to the overall ethos/work/aims of the school.
--	--

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

Ignite the spark, reveal the champion



Peareswood Primary School

Peareswood Road,

Erith,

Kent,

DA8 3PR



01322 332 379



jpercival@watschools.org.uk



www.peareswoodprimaryschool.co.uk



@peareswood



peareswood_primary



Peareswood Primary School



Follow us 