



**Woodland  
Academy Trust**

*Ignite the spark, reveal the champion*

# SEND Teaching Assistant Applicant Information Pack



**Lime Wood  
Primary School**

*Ignite the spark, reveal the champion*

## Welcome from the CEO

Dear Applicant,

Thank you for expressing an interest in this role at the 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)



## Our Trust

The Woodland Academy Trust was formed in September 2011 and currently 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

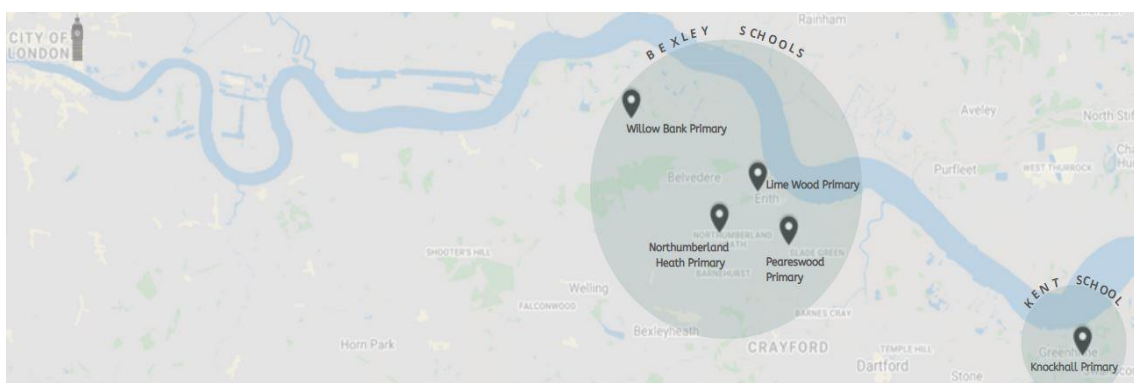


EXCELLENCE



INCLUSIVITY

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



## Welcome from the Headteacher

Thank you for your interest in joining us at Lime Wood Primary.

Our wonderful school opened in September 2023 with a reception cohort and as the community grows, the school will continue to grow year by year, eventually into a three- form entry school.

I am delighted to be the Headteacher at Lime Wood Primary School. One of my personal values stems from a TED Talk I watched some time ago. The talk was given by an American educator called Rita Pierson. Her main message throughout was that 'Every child needs a Champion'. Ever since then, this has been my personal mantra in all of the schools I have worked in across the Woodland Academy Trust. This also links directly with our Trust's ethos of 'Ignite the spark, reveal the champion'.

It has been wonderful to welcome the first cohort of Reception children to our new school - they are the founders alongside a new team of staff as well as our local community - that will help to grow the school in years to come.

If you would like to find out more and join Lime Wood Primary on its exciting journey, then please do not hesitate to get in touch. We would love to hear from you.



**Miss C Ingrams- Headteacher**

## About our school

Lime Wood Primary is a brand new unique circular three-story school in the heart of the Erith community. We value our partnerships and by working with and listening to our community, we will deliver an education to our children that will create life-long learners.

Our school has amazing facilities that include a 3G pitch, MUGA pitch, allotment, a growing Forest School, a dedicated Art /DT space as well as a dedicated Food/Science room together with a library and breakout spaces.

*Ignite the spark, reveal the champion*

In our commitment to PedTech and a Universal Design for Learning we have a growing collection of digital resources to enhance learning as well as 1:1 iPads for all children from Reception.

### Our Vision

*To deliver a curriculum that is provided by good teachers underpinned by an effective blueprint for excellence in culture, behaviour, attainment and wellbeing - to find the champion in everyone.*

### Our Values

We have worked with our school community to develop our five core values:



TEAMWORK



CURIOSITY



RESPECT



PRIDE



KINDNESS

Get a glimpse into Lime Wood Primary School by watching our video [here](#).

For more information about Lime Wood Primary School please visit: [\*\*Lime Wood Primary School website\*\*](#)

## Lime Wood Primary School



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

Lime Wood Primary School,  
2 Sandy Road,  
Erith, Kent  
DA8 1FJ

 01322 344939

## About our vacancy

<b>Job title:</b>	SEND Teaching Assistant
<b>Status:</b>	Fixed Term to July 2025
<b>Hours:</b>	32.5 hours
<b>Working weeks per year:</b>	39 weeks per year
<b>Grade:</b>	NJC Scale Points 05 – 06 (£21,000-£21,304 pro rata)
<b>Post Start Date:</b>	<b>January 2025</b>
<b>Closing Date for Applications:</b>	5 January 2025

Lime Wood Primary School is thrilled to be recruiting for a motivational, resourceful and compassionate SEND Teaching Assistant to join our growing school in the heart of Erith. As a new school, Lime Wood Primary currently only has reception and year 1 pupils and will expand in the coming years to welcome new pupil intake. The school roll will gradually increase year on year until it reaches full capacity as a 3-form entry primary school.

We are looking for a motivational, resourceful and compassionate SEND Teaching Assistant to inspire and support our children within daily school life.

This is a fantastic opportunity to join us as we develop and grow a supportive, inclusive and dedicated team. The purpose of this role will be to support key children linked to high need funding or with any early help care plan. You will be based in the classroom, providing support to groups of children within the class as well as 1:1 support for individual children.

No day is ever the same in this role and we are looking for adaptable and flexible individuals who thrive in an environment with changing priorities.

### Your job role will include:

- Working in a team with the class teacher to deliver excellent support with teaching and learning;
- Working with children on a 1:1 or group basis;
- Accompanying groups on trips;
- Supporting assessment and evidencing learning;
- Working with teachers to create stimulating classroom displays and learning resources;
- Maintaining a safe and positive environment for all children;
- Creating opportunities for all children to reach their potential, irrespective of ability.
- Supporting a child/children with special educational needs however the role will vary from day to day, you will be expected to use your initiative and respond calmly in challenging situations
- Giving the opportunity to make a huge social impact, changing the path of a child's life.

### What you will need to succeed:

- A relevant supporting teaching and learning in schools' qualification;
- A qualification specific to early years would be an advantage
- A passion for working with young people who require additional support in order to access education and social development
- Ideally previous experience in supporting children with SEND, specifically in ASD/SEMH interventions, i.e., with sensory circuits, speech and language etc.
- Be a proactive and positive person who is always striving to meet children's learning needs
- Have the ability to build a rapport with children
- A commitment to the happiness, well-being, self-esteem and progress of everyone at the school.

For more information about Lime Wood Primary School please visit: [Lime Wood Primary School website](#)

## Applications

Please apply by visiting our school vacancies page at:

<https://www.limewoodprimaryschool.co.uk/our-school/vacancies/>

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

**Application Deadline:** 5 January 2025

**Interviews:** To be arranged

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

We reserve the right to close this position early should a suitable applicant be found, therefore, early application is encouraged.

## 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.





## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>JOB TITLE</b>	SEN Teaching Assistant (linked to funding)
<b>RESPONSIBLE TO</b>	EYFS Leader
<b>SALARY</b>	SCP 05-06
<b>HOURS</b>	32.5 hours per week
<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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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 or KS1.</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> <li>• Previous experience in supporting children with SEND, specifically in ASD/SEMH interventions, i.e., with sensory circuits, speech and language etc.</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. Ability to self-evaluate learning needs and actively seek learning activities.</li> </ul>	<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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[www.limewoodprimaryschool.co.uk](http://www.limewoodprimaryschool.co.uk)



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Primary School



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