



**Woodland  
Academy Trust**

*Ignite the spark, reveal the champion*

# Trust SEND Teaching Assistant Applicant Information Pack



**AMBITION**



**COLLABORATION**



**COMPASSION**



**EXCELLENCE**



**INCLUSIVITY**

*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. We are 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 Woodland Academy 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.



Discover more about us by watching our video [here](#). You can also find out information about Woodland Academy Trust by visiting our website: [Woodland Academy Trust](#).

*Ignite the spark, reveal the champion*

## Our Schools



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



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



Visit our website:  
[www.northumberlandheathprimaryschool.co.uk](http://www.northumberlandheathprimaryschool.co.uk)



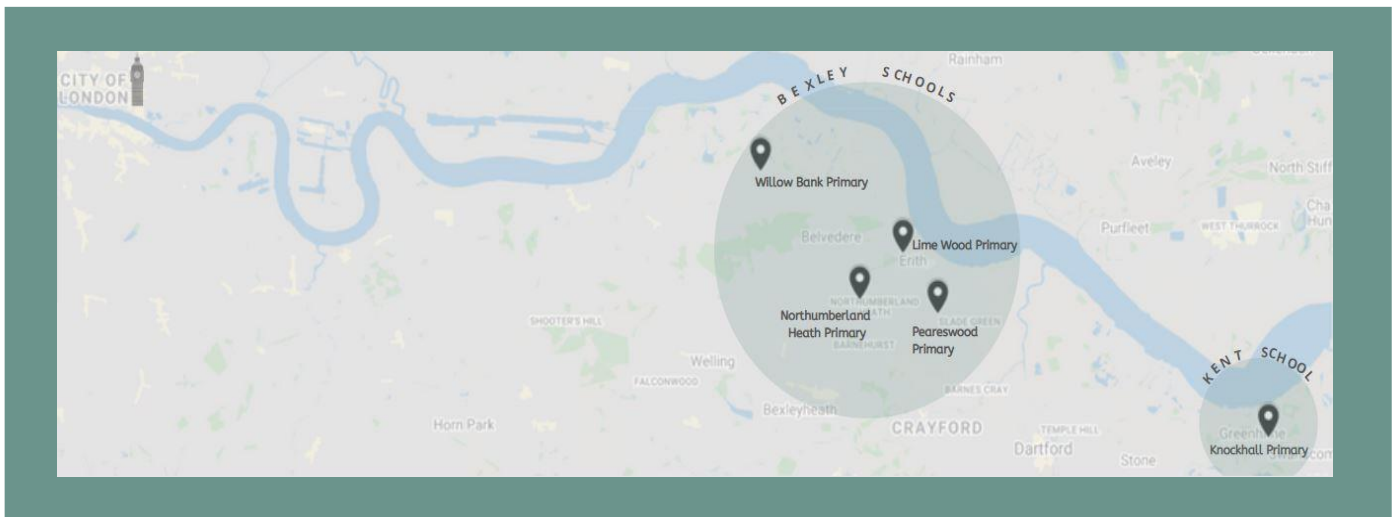
Visit our website:  
[www.peareswoodprimaryschool.co.uk](http://www.peareswoodprimaryschool.co.uk)



Visit our website:  
[www.willowbankprimaryschool.co.uk](http://www.willowbankprimaryschool.co.uk)



Discover more about our schools: <https://www.woodlandacademytrust.co.uk/our-schools/>



*Ignite the spark, reveal the champion*



## The Role

<b>Job title:</b>	Trust SEND Teaching Assistant
<b>Status:</b>	Permanent
<b>Hours:</b>	32.5 hours
<b>Working weeks per year:</b>	39 weeks per year
<b>Grade:</b>	Scale Point 05-06 (£21,000 -£21,304 pro rata) + £36 per month travel allowance
<b>Post Start Date:</b>	As soon as possible
<b>Closing Date for Applications:</b>	2 <sup>nd</sup> February 2025

Woodland Academy Trust is a dynamic and inclusive Trust of five primary schools dedicated to providing high-quality education and support for all students. We are committed to creating an environment where every child can thrive, particularly those with Special Educational Needs and Disabilities (SEND). Our schools are known for their supportive staff, engaging learning environments, and strong community connections.

We are seeking a passionate and dedicated experienced SEND Teaching Assistant to join our team. The successful candidate will work across all five primary schools within the Woodland Academy Trust, providing essential support where it is needed most. You will play a key role in helping students with SEND to achieve their full potential and to participate fully in school life.

Working across the Trust provides you the freedom and opportunity to experience different school environments and work within different communities. You will be assigned to schools on a day-by-day basis, or week-by-week notice with advanced notice given.

This is a fantastic opportunity for a SEND specialist who thrives on seeing children achieve.

Your job role will include:

- Provide tailored support and assistance to students with SEND, adapting to their individual needs.
- Working with children on a 1:1 or group basis.
- Collaborate with classroom teachers to plan and deliver inclusive lessons.
- Assist in the development and implementation of Individual Learning Plans (ILPs).
- Promote positive behaviour and a safe, supportive learning environment.
- Maintaining a safe and positive environment for all children.
- Creating opportunities for all children to reach their potential, irrespective of ability.
- Communicate effectively with staff, parents, and external agencies to support student progress.
- Travel to different schools within the trust as directed, ensuring flexibility and adaptability.

What you will need to succeed:

- Previous experience working with children with SEND, preferably in a primary school setting.
- A strong understanding of SEND practices and strategies.
- Excellent communication and interpersonal skills.
- Ability to work effectively as part of a team and independently.
- An understanding of how ICT can be used to support learning.
- Flexibility to travel to different schools within the trust as needed (one school per day).
- Relevant qualifications or certifications in SEND support (desirable).

Join us in our mission to ignite the spark and reveal the champion for all. We look forward to welcoming you to our team!

## Applications

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

*We want to ensure that our recruitment process is accessible to all. If you would prefer the application form and material in an alternative format or you would like to know more about our recruitment process, please email [recruitment@watschools.org.uk](mailto:recruitment@watschools.org.uk)*

**Application Deadline:** 2<sup>nd</sup> February 2025

**Interviews:** Date to be confirmed

Please note that due to the volume of applications we receive, we reserve the right to close this position early should a suitable candidate be found. Therefore, early application is advised.

For further information or to arrange an informal chat about the role, please contact [recruitment@watschools.org.uk](mailto:recruitment@watschools.org.uk)

## Diversity and 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.

*Ignite the spark, reveal the champion*

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 they 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;
- Collaborative working 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 workload;
- Having a strong supportive ethos with dedicated line management structures and clear communication channels;
- Offering wellbeing 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;
- A 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>	SEND Teaching Assistant
<b>RESPONSIBLE TO</b>	Trust Inclusion Lead
<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>
--------------------------------------	--



	<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>
--	--

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>• 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 technology to support access to 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> <li>• Experience of the use of Apple iPads in education.</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>	

# Ignite the spark, reveal the champion



Woodland Academy Trust  
Wheelock Close  
Erith  
Kent  
DA8 1JE



+44 (0)1322 374 994



[recruitment@watschools.org.uk](mailto:recruitment@watschools.org.uk)



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



[@w00dlandAcademy](https://twitter.com/w00dlandAcademy)



Woodland Academy Trust



[woodland\\_academy\\_trust](https://www.instagram.com/woodland_academy_trust)