



**LEARNING**  
ACADEMIES TRUST

# TEACHING ASSISTANT RECRUITMENT PACK

WOODFIELD PRIMARY SCHOOL

**BELIEVE YOU CAN, TOGETHER WE WILL**

[www.learningat.uk](http://www.learningat.uk) 01752 914160 @ hr@learningat.uk

## About the Learning Academies Trust

The Learning Academies Trust was originally formed by three Plymouth primary schools in November 2016 and has grown from there. In terms of pupil numbers, the Trust is now the largest primary school MAT, or Multi Academy Trust in the city of Plymouth.

The Learning Academies Trust is a family of schools dedicated to delivering outstanding education to all our children, whatever their starting point or background. Our Trust's mission is:

**Together we will...** work with our children, families, and communities to provide exceptional learning opportunities for all our children

All of our schools are committed to the following values:

**Aspiration   Excellence   Collaboration   Inclusivity   Kindness   Respect**



We know that with great leadership, inspirational teaching, caring pastoral support and hard work, every child in every one of our schools can succeed. By joining our Trust, you will become part of an inspiring group of people, committed to shaping a great future for our city's children.

The Learning Academies Trust is comprised of 18 Primary Schools across the city of Plymouth and delivers exceptional education to approximately 5000 children and employs over 900 members of staff. Each school has a unique identity and set of values but are joined together in their aspirations for their communities. For more information about the Trust, our schools and what we do, check out our website [www.learningat.uk](http://www.learningat.uk)

## A message from our Chair of the Trust Board...



Mr John Butcher

Thank you for showing interest in joining the Learning Academies Trust. We are proud of our achievements to date and our recognition as a truly collaborative and united partnership of Plymouth primary schools. It is our aim to support our schools with expert advice from a central team of experts covering estates, IT, finance and HR. Furthermore, our school improvement offer demonstrates a shared, supportive understanding of curriculum delivery that meets the needs of our young people.

The LAT believes that strong communication between the strategic direction provided by the Trust Board and its local governing bodies is also significant in establishing a coherent and shared vision with common values embedded in our practice. I truly hope you will want to explore this exciting professional opportunity and we would be delighted to share our offer with you during the application process.

## A message from our CEO...



Mr Simon Spry

This is an exciting time to be considering a career with us at the Learning Academies Trust. As a Primary phase family of local schools, we have high expectations to deliver the very best for our children.

If you are passionate about working with us and the children in our schools, we'd love to hear from you. Information about the role and the school you are applying for are detailed in this pack and for wider Trust wide news and information, please check out our website or Twitter feed @learningatceo.

If you would like any further information or a conversation about the Trust, then there is no better way than to do this in person.

Please contact our Trust HR Team to arrange a time to talk [hr@learningat.uk](mailto:hr@learningat.uk)

## Woodfield Primary School

Headteacher: Ms Tessa Saunders

Location: Taunton Avenue, Whiteleigh, Plymouth PL5 4HW

Approximate number of students: 230

Approximate number of staff: 40



### Message from the Headteacher

Thank you for requesting the details about the position at Woodfield. Woodfield is a one-form entry Primary and Nursery school, educating children from 2 – 11 years, in Whiteleigh, in the northwest of Plymouth. True to the Trust's values we are firmly committed to ensuring that every child achieves their full potential. We are at the heart of the community that we serve and pride ourselves on our warm, welcoming approach and building strong working relationships with all our families to ensure the very best for the children in our care. As a school, we set high expectations for learning and have 12 values, focusing on one per month, that underpin all the work that we do. Oracy is a vital life skill and an integral part of our curriculum. We begin developing the children's Oracy skills in Nursery to ensure that they develop the ability and confidence to interact with peers and adults to deepen their learning and understanding. Again, thank you for taking the time to consider the position we have, please feel free to contact the school if you have any questions.

Tessa Saunders, Headteacher

### Teaching Assistant Job Description

<b>Job Title</b>	Teaching Assistant (SEND)
<b>Location</b>	Woodfield Primary School
<b>Responsible to</b>	Headteacher
<b>Job Type</b>	Temporary (Until 31 <sup>st</sup> August 2025)
<b>Salary FTE</b>	Grade C £24,790.00 – £25,584.00 (Depending on experience)
<b>Actual Annual Salary</b>	£14,398.00 - 14,859.00
<b>Hours/weeks</b>	25 Hours per week/39 Weeks per year
<b>Closing Date</b>	9am, Wednesday 8 <sup>th</sup> January 2025
<b>Proposed Interview Date</b>	W/C 13 <sup>th</sup> January 2025
<b>Start Date</b>	As soon as possible

## Job Summary

As a communication friendly, trauma informed school it is essential that a relational approach is used to ensure that the children feel safe and supported to help them to make progress. The successful candidate will be familiar with these approaches and be confident to use them in their practice. They will work under the direction of the SENCO to provide high quality, bespoke provision for pupils with SEND. Supporting the pupil's social and emotional needs alongside the learning needs. Promote inclusion across the school and work alongside staff to upskill and support inclusive practice in the classroom. Promoting and embedding the school's ethos and values in everyday activities. Work may be conducted in the classroom, outside the classroom, outside or on occasion off site at other bespoke provision.

## Key Roles and Responsibilities

- Support pupils with SEND across the school at the direction of the SENCO to engage in their learning.
- Under the direction of appropriate professionals and after adequate training, assist in meeting particular pupils' needs.
- Working 1:1, and in groups, with SEND child(ren) to support their development and emotional needs, as required.
- Deliver planned teaching and learning activities and adjust the learning as required to support the needs of the pupils.
- Supervise and assist individual / small groups of pupils in activities set by teachers.
- Deliver intervention programmes where necessary.
- Create and develop resources required for individuals under the direction of the SENCO and other professionals.
- Assisting with school displays celebrating pupils' work.
- Create strategies, with guidance from the teacher, to support and encourage pupils to achieve their learning goals.
- Attend reviews and meetings at the direction of the SENCO.
- Establish positive relationships with parents/carers and where appropriate participate in meetings with parents/carers alongside the teacher/SENCO.
- Monitoring and record pupils' attainment and report pupils' progress and achievements to the teacher.
- Provide feedback to pupils under the guidance of the teacher.
- Support the learning and pastoral needs of children with additional needs.
- Promote good behaviour and support the building of positive relationships between pupils, promoting inclusion and acceptance of all pupils.
- Deal promptly with conflicts and incidents in line with the school's policy and encouraging pupils to take responsibility for their own behaviour.
- Supporting pupils with any intermate care needs.
- Provide administrative support to the teacher.
- Ensure all equipment and resources are available to meet the lesson objectives, support pupils with the use of the equipment/resources.
- Accompany the teacher and pupils on all out of school activities as required.
- Comply with and support the schools' policies and procedures relating to Safeguarding, GDPR, Health and Safety, school security and report any concerns to the appropriate person.

## Additional Information

- The post holder is required to uphold and promote the school’s policy on Data Protection and GDPR, to be mindful of their responsibilities under the act/s in processing personal data and of the implications of unauthorised disclosure.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the Trust’s responsibilities towards safeguarding.
- This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated activity.

## Person Specification

<b>Job Title</b>	Teaching Assistant (SEND)
<b>Location</b>	Woodfield Primary School
<b>Grade</b>	Grade C £24,790.00 – £25,584.00 FTE (DOE)

Attributes	Essential	Desirable
<b>Education/ Qualifications</b>	<p>NVQ2 or equivalent qualification in relevant discipline</p> <p>Able to evidence a willingness to take part in professional development opportunities</p> <p>A minimum of Grade C in GCSE Maths and English or equivalent qualification</p>	<p>Achieved or training for an NVQ 3 or equivalent qualification in relevant discipline</p> <p>Specific training linked to SEND</p> <p>ELSA/Trauma Informed trained</p>
<b>Experience</b>	<p>A minimum of a year’s experience in a primary school or nursery</p> <p>Recent experience of supporting individuals, groups and whole class settings</p> <p>Experience of working with pupils with SEND</p> <p>A positive approach to behaviour management</p>	<p>Experience in a school with high numbers of children with additional needs e.g. SEND, EAL, pupil premium children</p> <p>Experience across EYFS, KS1, KS2</p> <p>Experience of Trauma Informed or similar therapeutic programmes</p>
<b>Skills/Knowledge/ Aptitude/</b>	<p>Able to provide evidence of having a positive impact on the learning outcomes of the children</p> <p>Experience of different techniques to support early language development</p>	<p>Understanding of the use of technology to support learning</p> <p>Sense of humour</p>

	<p>Ability to have a positive impact on the pastoral support of children Awareness of how to respond to safeguarding issues</p> <p>Ability to encourage positive and appropriate behaviour from children with additional needs</p> <p>Good emotional intelligence: ability to communicate effectively with colleagues and show empathy towards pupils</p> <p>Have excellent written and verbal communication skills.</p> <p>Be able to create and maintain effective partnerships with staff, parents, carers, children and the wider school community.</p>	<p>Ability to support the class teacher / SENCO in communicating with parents</p> <p>Experience of working with other professionals</p> <p>Knowledge of Read Write Inc or similar phonics programmes</p>
<b>Motivation</b>	<p>Evidence of an ongoing positive and enthusiastic approach to motivating the children and to supporting colleagues</p> <p>Be a good team player</p> <p>Ability to use initiative and able to prioritise work</p>	<p>Willingness to lead or support extra-curricular activities</p>
<b>Physical</b>	<p>Ability to work across the school and carry out the duties of a teaching assistant</p>	<p>Ability and willingness to sit on the floor with children where this will support their behaviour or learning</p>

## Working for our Trust

By working within our Trust, you will be part of a team of people who want to make a difference in the lives of the children and communities we serve. Whether you are joining us in a teaching capacity or a support service position, you will become vital in helping to shape the futures of the next generation for our city.

The Learning Academies Trust strives to be an employer of choice in the southwest. We are committed to developing our employees to their full potential and take great pride in the availability of learning and development resources for our staff. From training days to an extensive package of e-learning courses, you will have a wealth of opportunities available to develop your skills and experience.

## Employee benefits



In January 2020, the Learning Academies Trust became the first education employer in Plymouth to achieve the Livewell Southwest Wellbeing at Work Bronze Award. The Trust is committed to supporting the wellbeing of all staff and is proud to work closely with official bodies to ensure we have a holistic approach to staff wellbeing.

As a Learning Academies Trust employee, you will have access to a growing list of benefits to support you both professionally and personally. Our benefit package includes:

- Free counselling services for personal or professional support
- Cycle Scheme
- Employee Newsletter
- Regular recognition awards
- DSE Eyecare scheme
- iHASCO online training courses
- Annual flu vaccination
- Annual health check
- Discounted gym membership

## How to apply

If you believe you can demonstrate the dedication, skills and passion required, we look forward to receiving your application. Please click the link to submit your application form. Please note – we do not accept CVs. Completed applications should be submitted prior to the closing date.

Please note, the closing date is for guidance only. Successful applicants will be invited to interview at the earliest available opportunity. Learning Academies Trust reserves the right to close the vacancy early if a suitable candidate is found.

With 18 schools, we are regularly looking for passionate people to join our teams. If there are no vacancies currently, but you would like to register your interest for future vacancies, please join our talent pool and we will be in touch as soon as we have a suitable position.