



# CANDIDATE PACK

Teaching Assistant



**Start date:**  
**September 2026**

**Location:**  
Queens Road  
Walton on Thames  
Surrey  
KT12 5AB

# About Us

Walton Leigh is a maintained special school for young people aged 11 to 19 with severe and complex learning difficulties.

We are a positive, welcoming school and we endeavour to provide a happy and caring environment where your child can flourish.

We will make sure your child is valued and supported in every way. We have a positive ethos, love celebrating achievement and always have high expectations!

We provide excellent opportunities to develop your child's communication skills and personal and social development.

We strive to deliver outstanding teaching and your child's class teacher will support and guide them to be as independent as possible.

WALTON  
LEIGH  
SCHOOL





# About the Trust

Our school is part of London South East Academies Trust - a multi academy trust sponsored by London South East Colleges. In 2024 the Trust was formally recognised and awarded as the TES Small Trust of the Year.

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools

Read more on the trust website:  
[LSEAT.co.uk](https://LSEAT.co.uk)



Working together to create an environment in a secure, stimulating atmosphere.

Promoting independence where self-esteem and mutual respect are fostered and effort and achievement celebrated in the pursuit of excellence.

# Values

*Responsibility*

*Friendship*

*Happiness*

*Honesty*

*Care*

*Respect*

*Love*

*Confidence*

*Cooperation*

*Belonging*

*Thoughtfulness*

*Patience*

WALTON  
LEIGH  
SCHOOL



# Job Description

**Job title: Teaching Assistant**

**Salary: H13 on the LSEAT Payscale**

**Contractual Hours: 31.18 hours a week**

**Position Status: Permanent**

## About our Vacancy:

We are seeking an enthusiastic and committed Teaching Assistant to join the dedicated team at Walton Leigh School, a specialist provision for pupils aged 11–19 with severe and complex learning difficulties.

We require a person who has lots of energy and enthusiasm to support the exceptional pupils attending our school. The successful candidate will have a genuine passion for working with young people with additional needs and be committed to promoting their independence, communication and personal development.

Working closely with teachers and the wider school team, you will support pupils in their learning and help create a safe, positive and nurturing environment in which every pupil can thrive and achieve their potential.

Walton Leigh School is a specialist academy in Hersham, Surrey, providing education for pupils aged 11 to 19 with severe and complex learning difficulties. The school offers a highly personalised approach to learning, supporting young people to develop independence, communication skills and achieve their individual potential within a nurturing and inclusive environment. Walton Leigh School became an academy in January 2026 and is part of London South East Academies Trust. London South East Academies Trust, part of the Elevare Group, is a thriving multi-academy Trust consisting of schools offering special, mainstream and alternative provision.

We offer a comprehensive and bespoke CPD programme throughout the year and have a strong track record of developing and upskilling staff at all levels. Through collaborative working, specialist training and opportunities for career progression across the Trust, we are committed to supporting our colleagues to flourish professionally and make a meaningful difference to the lives of the young people we serve.





# Job Description

## Main purpose of the role:

- To work with and support the teaching staff of Walton Leigh School in the education and care of pupils, to meet their Special Educational Needs.
- To work with and support the pupils of Walton Leigh School enabling them to take part in all aspects of the curriculum.
- To work under the direction of the Class Teacher, or the Senior Teaching Assistant in the absence of the Class Teacher, as a member of the class staff team, to support the delivery of an appropriate curriculum in a safe, stimulating and caring environment.



## Duties and Responsibilities

- To support the teacher in the classroom and in other learning environments/activities e.g. swimming pool, P.E. to enable students to make the most of their learning opportunities
- To attend to the pupils' personal requirements, physical care and therapy needs on a daily basis, including moving and handling students as necessary (following training)
- To manage pupils' behaviour in line with school policy and procedures, following pupils' individual Behaviour Management Plans and Strategies.
- To supervise pupils during break and lunch time as appropriate to support teachers and Senior Teaching Assistant: encouraging pupils to be physically active and to play
- To contribute to the organisation of classroom resources to ensure effective classroom management • To encourage independence at all times
- To undertake specific tasks with individuals or small groups of pupils
- To assist on outings and school trips on foot or in the Minibus
- To be aware of school policies and support the implementation of these policies
- To record pupils' progress on appropriate recording charts
- To work within the specific hours designated by the post

Note: Teaching Assistants are welcome to attend any relevant staff meetings

## **Job Sepcification:**

This post will entail working with students between the ages of 11 and 19 who will potentially require any or all of the following;

**Personal Care, i.e.**

- Toileting
- Feeding

**Administration of medication and or medical interventions, i.e.**

- Gastrostomy feeds
- Suctioning
- Tracheotomy
- Administering oral medication, (always with supervision by another trained adult)

All these would be after specific training by medically trained staff and carried out under their supervision until such time as their competencies were signed off and the staff member is confident to carry them out.

**Administration of Therapies, i.e.**

- Carrying out therapy programmes provided by the relevant therapist including Hydrotherapy programmes.

**Management of Challenging Behaviour, i.e.**

- Using registered and County approved physical interventions.

**Moving and Handling of pupils / students, i.e.**

- Positioning
- Toileting
- Therapy input

**Delivery of the wider curriculum, i.e.**

- Engaging students in play activities at break times
- Taking students including those who may be wheel chair users off site to access community based activities.
- Supporting students to participate in all curriculum areas, including, Performance Arts, Sports and PE activities.

This post will require a level of mobility and fitness commensurate with the staff member's ability to undertake any or all of the above.

\* Following policies and protocols and appropriate training.



# General Requirements

*Safeguarding: Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.*

*Equity, Diversity and Inclusion: Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.*

*Health and Safety: Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.*

*STARS Values: Consistently model and promote our STARS values, contributing positively to our culture and reputation.*

*Sustainability: Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices.*

# Person Specification

<b>Education and Qualifications</b>	<b>Essential</b>	<b>Desireable</b>
Good level of written and spoken English	√	
Numerate	√	
Basic IT Skills	√	
<b>Knowledge and Experience</b>	<b>Essential</b>	<b>Desireable</b>
Experience of working with students in a school setting or child care experience		√
Able to follow instructions through verbal and written instructions	√	
Able to communicate effectively with pupils	√	
Able to motivate pupils to learn	√	
Able to assist with the organisation of the learning environment	√	
Able to undertake routine tasks under the direction of the teacher or Senior Teaching Assistant	√	
Able to work effectively with adult team members	√	
Able to carry out and record individual pupil programmes	√	
Able to maintain confidentiality	√	



# Person Specification

<b>Personality</b>	<b>Essential</b>	<b>Desireable</b>
Good interpersonal skills	√	
Common sense	√	
Flexible	√	
Able to cope in difficult situations	√	
Sense of humour		√
<b>Equal Opportunities</b>	<b>Essential</b>	<b>Desireable</b>
Commitment to equal opportunities	√	

# What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other
- A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Free parking on site
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free Onsite Parking - available at our schools.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.



# How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page [here](#).

