



WOOD FIELD PRIMARY SCHOOL



Proud to be part of the
GREENSHAW
LEARNING TRUST

RECRUITMENT PACK

Wood Field Primary School,
Stanley Park Road, Carshalton,
Surrey, SM5 3HW

Telephone: 020 8619 1120

Email: office@woodfieldprimary.com



Dear candidate

Thank you for your interest in the role of Teaching Assistant at Wood Field Primary School. We are seeking a flexible, resilient and resourceful individual who is ambitious and aspirational for themselves and the children in our school.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty seven schools: eleven in South London, seven in Berkshire, one in Surrey, fifteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our '[Why you should work for GLT](#)' recruitment brochure on our jobs portal.

Wood Field is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact Emma Matthews, Regional HR Partner ematthews@greenshawlearningtrust.co.uk for further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

A handwritten signature in black ink, appearing to read 'L Rodger', with a long horizontal flourish extending to the right.

Laura Rodger, Headteacher



ABOUT OUR SCHOOL

Our school is a larger than average Primary School with a base for children with Autism, named Oak Field. We are a highly aspirational, caring and welcoming school located in Carshalton, Surrey. Our site has excellent facilities, both inside and out.

Ambition

With our school vision of '**We are Limitless**', we believe that the wellbeing of every single child is at the heart of everything we do. We set high expectations in all areas, including behaviour, and through a creative and exciting curriculum, inspire a love of learning and help to develop the skills and attitudes that our children need to flourish and be the 'best they can be'.

We want our children to have exciting learning experiences with lessons that fully engage all learners. The lessons taught here at Wood Field Primary School are active and children are equal participants and leaders in their learning.

Excellence

At Wood Field Primary we are committed to providing the best possible education for all pupils. We place a child's happiness at the heart of all we do. We believe our children can achieve whatever they dream of by working hard, being resilient and taking risks - our potential is limitless!

Pride

Our school is driven by providing the following opportunities for our children: Fostering high aspirations, Becoming resilient learners, Promoting independence, Widening horizons and Developing creative mindsets. Our children focus on displaying the following pupil qualities in all that they do: Ambitious, Inquisitive, Respectful, Kind, Worldly.

TERMS AND CONDITIONS

CONTRACT

30 hours per week, Term Time only (Start date 1st September)

SALARY

NJC Scales 4/5 (Outer London) points 5-10 £28,521 - £30,630 pro rata per annum.

Actual salary based on 30 hours per week is £19,996.55 - £21,475.21 per annum.

HOURS OF WORK

This is a full time position covering 30 hours per week, Monday to Friday.

PLACE OF WORK

Wood Field Primary School, Stanley Park Road, Carshalton, Surrey, SM5 3HW.

PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

HOLIDAY ENTITLEMENT

The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Teaching Assistant
Responsible to:	Class Teacher

ROLE OVERVIEW

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

MAIN DUTIES AND RESPONSIBILITIES

Support for Pupils

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- To aid access to the full range of learning experiences both inside the classroom and provide modified materials as required e.g. worksheets, games, visual prompts etc.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Provide reinforcements, praise and rewards to pupils.
- To facilitate inclusion in small group activities with peers and support interaction between them.
- To make and modify resources as suggested and advised by the Class Teacher, SENCo, Educational Psychologist or other outside agencies.

Support for Teacher

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils' work or books.
- Be aware of pupil problems/progress/achievement and report to the teacher as agreed.
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather/report information from/to parents/carers as directed.

Support for the Curriculum

- Support pupil to understand instructions.
- Support pupils in respect of local and national learning strategies, e.g. literacy, numeracy, early years, as directed by the teacher.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupil in their use.

Support for the School

- 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.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lessons, including before and after school and at lunchtimes when required.
- Accompany teaching staff and the pupil on visits, trips and out of school activities as required.
- To foster links between home and school.
- To be fully aware of and understanding the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the workers role within the organisation.
- To also be fully aware of the principle of safeguarding as they apply to vulnerable children in relation to the workers role.
- To ensure the workers line manager is made aware and kept fully informed of any concerns, which the worker may have in relation to safeguarding child protection.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
At least five GCSE's or equivalent, which must include at least a C/4 grade in Maths and English.	x	
Minimum Level 3 vocational training/qualification in the care, development and education of children.	x	
Experience of working with children or primary school age and be able to relate to them well.		x
Successful experience of working within a Primary School setting.		x
A First Aid / Paediatric First Aid certificate, or willingness to train as a first aider is desirable.		x
Experience of supporting SEN students in a mainstream classroom environment.	x	
Experience of using Information Technology to support students in the classroom.	x	
Skills and experience		
Excellent interpersonal and teamwork skills	x	
Excellent communication skills and able to deal with children patiently, sensitively, empathetically and, when necessary, assertively	x	
Innovative with a clear understanding of how children might behave who find learning new concepts and remembering concepts difficult.	x	
Knowledge of strategies to recognise and reward efforts and achievements along with the ability to encourage students to become self-reliant and independent learners.	x	
Knowledge and understanding of SEN	x	
Ability to establish positive expectations of pupil behaviour.	x	
Ability to form good relationships with staff and pupils and their parents/carers	x	
Ability to demonstrate a sensitivity to pupil's personal needs.	x	
Ability to deal sensitively with people and resolve conflicts being fair in matters of discipline	x	
Ability to maintain a positive and professional demeanour and be patient and calm	x	
Ability to adapt to changes in the workplace	x	
Ability to listen and respond appropriately, and take management direction	x	

Good interpersonal skills and an ability to develop and maintain effective working relationships	x	
Knowledge and understanding of the education sector, a desire to work in a school, and a willingness to contribute to various aspects of school life	x	
Flexibility to undertake any role within the department.	x	
Be willing to undergo training, as required, in order to develop the role	x	
Personal attributes		
Establish good relationships with children, colleagues, parents/carers and the community	x	
Resilient	x	
Approachable, empathetic, enthusiastic	x	
Committed to the values and ethos of our school	x	
Create a safe, happy, healthy, challenging and effective learning environment.	x	
A willingness to become involved in all aspects of school life	x	
Committed to the safeguarding of children	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 12.00pm on Friday 4th July 2025. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be confirmed after shortlisting has been completed. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post from September 2025.



FURTHER INFORMATION

Thank you for your interest in working at Yate Academy as part of Greenshaw Learning Trust.

Should you need any further information, please contact
NAME AND EMAIL ADDRESS



GREENSHAW
LEARNING TRUST



ORU Sutton,
7 Throwley Way,
Sutton SM1 4AF



020 3988 0218



info@greenshawlearningtrust.co.uk



www.greenshawlearningtrust.co.uk



Stanley Park Road
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Surrey SM5 3HW



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