



WOODLEA
PRIMARY SCHOOL

Teaching Assistant

from September 2026

TLT3 FTE £24,330.00 Pro-Rated £18,702.00

Fixed Term

Woodlea Primary School
is part of Tandridge Learning Trust.



Tandridge
Learning Trust

Excellent Teaching
Inspiring Leadership
Innovative Training

CONTENTS

CONTENTS	2
WELCOME	3
JOB ADVERTISEMENT	4
JOB DESCRIPTION	5-7
PERSON SPECIFICATION	8
CONTACT DETAILS & HOW TO APPLY	9

Tandridge Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to safer recruitment checks, including an enhanced DBS check.

As an equal opportunities' employer, Tandridge Learning Trust is also committed to achieving a diverse and inclusive workplace and strongly encourages suitably qualified applicants from a wide range of backgrounds irrespective of personal characteristics.



READY FOR LIFE

WELCOME

Dear Candidate

Thank you for enquiring about this post.

This information pack has been designed to give you, a potential applicant, essential information about our vacancy, school and trust, so you can decide if this should be the next step in your career.

Woodlea is the perfect environment for those teachers who want to be able to do what they trained to do - to be teachers. Our incredibly well-behaved children allow our teachers to do what they know how to do best - inspire children through teaching and learning.

Woodlea Primary School is a one-form entry school, situated in the beautiful country village of Woldingham in Surrey. The main school building is a former country house which has been adapted for school use with the addition of a hall, kitchen and cloakroom areas. We also have an additional, purpose-built, four class junior building adjacent to the house. The grounds provide a rich and varied environment including woods, an outdoor classroom, in addition to our 'paddock', a multi-use games area, and a trim trail. The nearby Glebe offers sporting facilities for team games and athletics.

This is a really exciting opportunity to welcome someone into the Woodlea Family and we look forward to receiving your application. We hope that this pack provides sufficient information to encourage you to take your application to the next stage.

Do telephone or email, if you wish to discuss any aspect of the post.

We look forward to hearing from you.



Nina Gambier, Headteacher



READY FOR LIFE

JOB ADVERTISEMENT

Woodlea Primary is a friendly one-form entry school which has beautiful grounds and a former country house as the main school building. Our school is happy and welcoming place and our children are eager to learn. We have an exciting opportunity for an enthusiastic Teaching Assistant. We believe that local schools working positively together can transform the life chances of young people in our community, enabling them to thrive and succeed. If you are passionate about being part of a team delivering the highest quality education for our pupils and you have a strong sense of community, then we would warmly welcome your application.

We can offer

- Happy, motivated children, bursting with enthusiasm and pride for their school
- A welcoming, supportive environment with good parental engagement
- Supportive, talented and forward-thinking colleagues within our school and the MAT as a whole
- A Trust-wide focus on staff wellbeing and support
- A beautiful school set on the edge of the North Downs, with great facilities and outdoor spaces
- Supportive and forward-thinking colleagues within school and the MAT as a whole
- Good induction and training opportunities
- Staff discount scheme
- Enthusiastic students , willing to learn

You will demonstrate a commitment to:

- Promoting the school ethos and expectations at all times with passion and commitment
- Providing a model of 'excellence' as a teacher, inspiring and motivating all
- Sustaining high expectations and build consistent excellence practice in teaching, learning and assessment
- Building positive relationships/partnerships with staff, pupils and parents
- Striving to 'go the extra mile' for the benefit of children's outcomes

As part of our proactive school team, you will need to be compassionate and enthusiastic, with the ability to maintain a calm and positive attitude. The ability to work as part of a team and build relationships with others is key, as is the requirement to maintain confidentiality at all times. If you feel that you have the appropriate experience, skills, and enthusiasm, we would be really pleased to receive your application.



READY FOR LIFE

JOB DESCRIPTION

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Trust reserves the right to review and amend the job families on a regular basis.

Job Purpose

To support the development and education of children in school.

Key Outputs

To support the class teacher with their responsibility for the development and education of children in schools.

To assist an individual teacher, or teachers, in delivering and evaluating programmes and adapting teaching materials to suit the particular requirements of individual pupils and groups.

To assist in meeting the pupils' need for encouragement, reassurance and comfort while encouraging independence at all times.

To assist with personal care.

Representative Accountabilities

Support Delivery

- Deliver 1-1 and/or group support / intervention and monitor pupil performance, including those who have physical, emotional or educational needs, under the direction of senior staff.
- Use of relevant tools/equipment.
- Carry out routine tasks to organise and maintain the learning environment.
- Ensure all well-being, behaviour and personal development of pupils.
- May carry out personal care routines as appropriate.
- Maybe required to respond to pupils' needs in routine, pre-agreed tasks (including routine medical needs).
- Supervise conduct of pupils, ensuring safe and orderly conduct within designated areas.
- Be familiar with safe use of outdoor equipment.



JOB DESCRIPTION

Planning and Organising

- Plan own set tasks within the day.
- Ensure materials and equipment are available as and when required.
- May be required to help with activity planning.

Analysis, Reporting and Documentation

- May need to make records of activities/observations for further submission to supervisor as per instructions.

Work with others

- Respond to individual needs and/or answer simple queries politely and ask for assistance where necessary.
- Report any concerns, problems or incidents, e.g. safeguarding, behaviour, breakdowns, and deficiencies, in accordance with relevant reporting procedures.
- Liaise with parents, visitors, and contractors in a courteous manner, to promote a positive image of the site.

Safeguarding

- All staff have a responsibility to promote and safeguard the welfare of children in line with the school Safeguarding and Child Protection Policy.

Duties for All

- Values: To uphold the values and behaviours of the organisation.
- Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.
- Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.
- The Core National Standards for Supporting Teaching & Learning: To understand and carry out role in line with agreed standards, expectations & qualifications. Contribute to and influence children's learning and personal development.
- To have regard to and comply with safeguarding policy and procedures.



READY FOR LIFE

JOB DESCRIPTION

Role Summary

Roles at this level provide support in a defined area using play equipment, powered tools and equipment. They perform a limited range of well-established routines within basic procedures under regular supervision. They are generally practical roles but require some previous work experience. The work is typically to daily deadlines; some organising of their own workload may be required but timescales will be hour-to-hour and day-to-day. The nature of planning in these roles is development and supervision to meet children learning needs.

This post is exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. The Ministry of Justice's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The school will carry out an enhanced DBS check with children's barred list information as part of its safer recruitment procedures. Any information disclosed will be handled in accordance with the Data Protection Act and the school's safeguarding policies. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances of your offences. We undertake to discuss any matter revealed in a DBS check with you before withdrawing a conditional offer of employment.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Basic numeracy and literacy e.g. through GCSE qualification in English and Maths or equivalent – grade 4 or above, or able to evidence ability at an equivalent level.	Able to work towards Vocational Qualifications or equivalent experience in relevant field
KNOWLEDGE & EXPERIENCE	- Ability to fulfil all spoken, written and comprehension aspects of the role with confidence through the medium of English in all public facing roles. - Basic understanding of Health and Safety regulations, procedures and the principles of equality and diversity. - Experience of working with or supporting young people - May be required to undertake first aid qualifications	- Knowledge of how children learn - Knowledge of neurodiverse children and how to adapt learning. - Experience of delivering 1::1 or small group interventions to children with additional needs.
SKILLS & APTITUDES	- Basic IT skills - Ability to operate basic equipment. - Accuracy and ability to follow instructions. - Ability to work collaboratively and creatively - May be required to undertake manual handling and physically demanding work.	
PERSONAL ATTRIBUTES	- Good listening skills and enthusiasm to learn. - Effective team player - Able to use own initiative - Supportive and approachable - Ability to be flexible	Willing to contribute to all aspects of school life
SAFEGUARDING	Ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the school Child Protection and Safeguarding policy and the Staff Behaviour Policy	

CONTACT DETAILS & HOW TO APPLY

Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed.

Designated Contact for this Vacancy

Name:	Nina Gambier
Job Title:	Headteacher
Phone Number:	01883 652358
Email Address:	head@WoodleaTLT.co.uk

Please note that in accordance with our Safer Recruitment practices, CV's will not be accepted.

References will be sought for shortlisted candidates prior to interview, unless a specific request is made to the contrary.





WOODLEA

PRIMARY SCHOOL



Long Hill, Woldingham, Surrey, CR3 7EP



01883 652358



Info@WoodleaTLT.co.uk



www.WoodleaTLT.co.uk

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