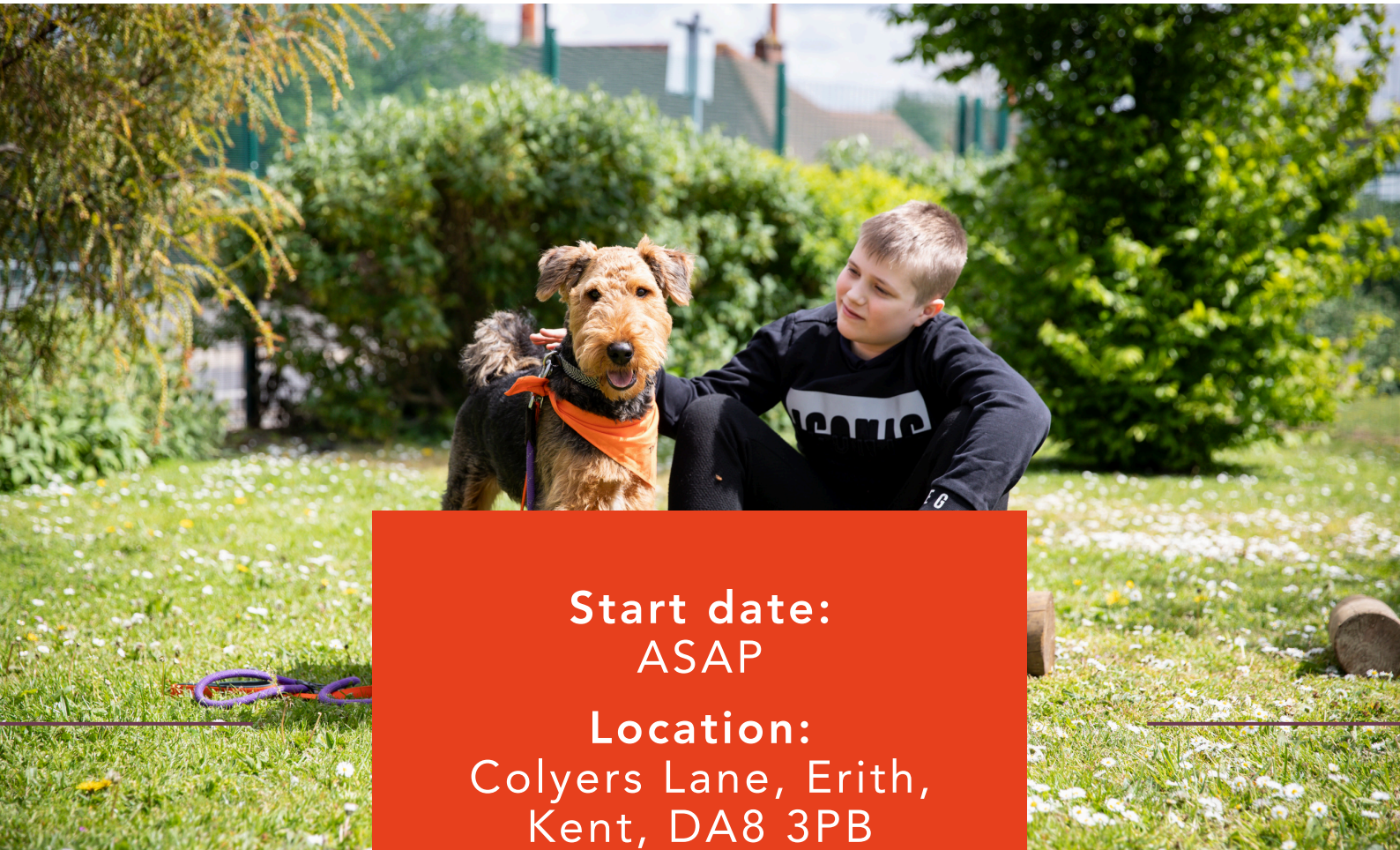




CANDIDATE PACK

Teaching Assistant



Start date:
ASAP

Location:
Colyers Lane, Erith,
Kent, DA8 3PB



About Us

Woodside Academy is an all-age special school, (EYFS-Post 16) for pupils with a primary diagnosis of autism. The school is a flourishing and vibrant learning community located in the London Borough of Bexley.

The school's motto is "All together better" and we are committed to achieving our shared goal of individual and collective excellence for all.

Visitors to the school frequently comment on the welcome they receive, the calm and positive ethos as well as how much pupils and staff enjoy being at school. Parents and Carers tell us how much difference Woodside makes.

Hear this for yourself in our [virtual tours](#) and read more on the school website [here](#).

WOODSIDE
ACADEMY



WOODSIDE
ACADEMY



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

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ACADEMIES



TRUST

Our Values

At Woodside Academy, we value trust, honesty and kindness from all.

We respect ourselves and each other in all that we do.

We strive for independence in our learning and in our leisure time to live safe and happy lives.

We face challenges by being positive and believing that we can overcome them.

All together better; all together we will achieve great things.

Respect

Kindness

Achievement

Trust

Independence

Positivity

Honesty

WOODSIDE
ACADEMY



Job Description

WOODSIDE
ACADEMY



Job title: Teaching Assistant

Salary: H18 on the LSEAT Harmonised Payscale

Hours: 31.67 hours a week

Contractual Weeks: 39 weeks per year

Position Status: Permanent

About our vacancy

We are seeking to appoint suitably experienced Teaching Assistants to work in our Early Years, Primary and secondary phases.

The ideal candidate should possess excellent communication and interpersonal skills. Experience of working with children with special needs, including those with autism, is essential.

The successful candidates will join a friendly, supportive team with opportunities for further training. If you are interested in this role please apply as early as possible, as the application period may be closed early if successful candidates are found.



We offer a comprehensive and bespoke CPD programme throughout the year and have a good record of upskilling staff at all levels. As all children have an EHCP and are working significantly below age-related expectations, the role is more likely to suit those who are trained/experienced within Early Years, Primary or Special settings. ECTs and those with SEN/autism experience are also welcome to apply. We operate an EYFS/Primary model of teaching up to and including Year 13 with some specialist teaching in Y10-13.

These are opportunities for teachers who actively collaborate in an ambitious team. We are particularly keen to hear from you if you have experience of delivering tailored and personalised learning programmes for children with SEND.



Job Description

Main Purpose of the Job:

To work under the instruction / guidance of teaching / senior staff to undertake work / care / support programmes, to enable access to learning for pupils including those with special needs, to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.



Main duties:

Duties and Responsibilities:

With the support of, and under the direction of the Assistant Head Primary to:

- Assist teachers in ensuring all pupils' continuing educational development through establishing constructive relationships and contributing to Individual Education/Behaviour Plans.
- Assist teachers in fostering attractive learning environments to ensure that pupils spend their school life in stimulating surroundings.
- Prepare, maintain and use equipment/resources required to meet lesson plans/relevant learning activity and assist pupils in use.
- To ensure accurate records and observations are kept so that pupils receive the maximum benefit from their education.



Job Activities

- Supervise and provide particular support for pupils, all of whom have an Educational Health Care Plan, ensuring their safety and encourage pupils to interact with others and to engage in activities led by the teacher.
- 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.
- Establish constructive relationships with pupils, and interact with them according to individual needs, promoting the inclusion/acceptance of all pupils.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Assist with the planning of learning activities, monitoring pupils' responses to these, accurately record achievement/progress as directed.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parent/carers.
- Provide clerical and administration support for teacher, including administering coursework.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Work within pre-determined guidance, policies, procedures and teachers guidance.
- Assist with the supervision of pupils out of lesson times, including before and after school.
- 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.
- Attend weekly meetings and discussions, which contribute to the overall ethos/work/aims of the school.
- Awareness of the school's educational and behavioural policies for developing pupils.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.





General Requirements

- Take on any additional responsibilities which might, from time to time, be determined.
- 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 the 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. This job description may be amended at any time following discussion between the Head Teacher, Senior Leader and member of staff, and will be reviewed annually.

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.





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 mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.



Person specification

Qualifications	Essential	Desirable
Good numeracy/literacy skills	X	
DfES Teacher Assistant Induction Programme.		X
NVQ 2 for Teaching Assistants or equivalent qualifications or experience		X
Training in the relevant learning strategies, e.g. literacy.		X
First Aid Training as appropriate		X
Skills & Experience	Essential	Desirable
Working with or caring for children of relevant age.	X	
Knowledge, Skills and Abilities	Essential	Desirable
Effective use of ICT support learning	X	



Use of other equipment technology – video, photocopier Basic understanding of child development and learning	X	
Ability to self-evaluate learning needs and actively seek learning activities	X	
Ability to relate well to children and adults	X	
Work constructively as part of a team	X	
Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary	X	
Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation	X	
Ability to listen to customers and understand their needs	X	
Ability to tailor your approach to each conversation to be appropriate to the customer, responding clearly with fine shades of meaning, even in complex situations.	x	
Understanding of relevant policies/code of practice and awareness of relevant legislation General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.		X





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](#).

