

# Teaching Assistant

*Ambition*      *Nurture*      *Flourish*





# Headteacher's Welcome

Dear Candidate,

Thank you for your interest in our vacancy of Teaching Assistant. We are seeking a compassionate and motivated person to join our team and contribute to the growth and development of our students with special educational needs. The Park School is a nurturing and inclusive school, dedicated to providing a high-quality education for all our students, regardless of their background or abilities. We are committed to promoting a positive and supportive learning environment where every child can thrive.

'Park life' is fantastically unique and a visit to the school is strongly recommended so that you can experience this. It is always a pleasure to introduce visitors to our incredible students and staff. We have a strong sense of community and a commitment to all of those who work and learn with us. There is always an array of experiences happening within the school, from relaxed opera performances to business ventures, sports fixtures to work experience, in house theatre productions to inspirational visitors, trips to charity fundraisers. No two days are ever the same in the most wonderful way.

We are in an exciting phase for the school as we move towards our aspiration of becoming one of the leading specialist provisions in the country. As part of this, we pride ourselves on growing staff to become exceptional specialist practitioners. Our Ofsted report from October 2024 stated that 'staff morale is sky high' and 'this school moves from strength to strength'. The successful candidate will benefit from our extensive CPD offer which ensures staff can carry out their roles effectively and also upskill in a wide variety of areas such as neurodiversity, leadership, trauma-informed practices, research and much more.

Please also look at our website for more information and the trust's staff prospectus to show all we can offer.

We look forward to welcoming you at The Park School.

*Zara Wright*

**Zara Wright**  
Headteacher  
BA (Hons), PGCE, NASENCO, MEd, MSc, NPQH





# School Information

We are a specialist school with 110 places for students aged 11-16 years old with moderate learning difficulties and additional needs. We are fortunate to be situated in a beautiful site in Woking, a short walk from the town centre and train station. Our school is part of the Weydon Multi Academy Trust (WMAT), working with other great schools which makes us stronger together. In our recent Ofsted inspection in October 2024, we were incredibly proud that the report stated 'pupil's personal development is at the heart of the school's work'.

At The Park School, we match high levels of ambition with nurture so that our students can flourish. We work in collaboration with our families, therapy teams and other agencies to achieve the best outcomes for each young person. Through a rich and personalised curriculum, we provide an excellent education for every learner. Students access a range of qualifications including GCSEs, BTEC, Entry Levels and ASDAN awards. We bring learning to life by offering an array of trips, visits, and experiences, making good use of our local area and beyond.

Staff strive to cultivate a calm, purposeful and inclusive environment rooted in mutual respect and positive relationships. We encourage everyone in our community to follow our three school rules: to be safe, to be kind and to be our best self. Our philosophy is underpinned by the concept that all behaviour is a means of communication. Staff access continual professional development to enable them to support each individual student effectively.

Our focus is on long term life outcomes, aiming to equip students with the skills, knowledge, and values they need to reach their unique potential. We foster a growth mindset so that students learn to overcome barriers and challenges. We encourage our students to be independent, to self-advocate and to be their authentic selves. We help students to develop the foundations needed to grow into valued members of society, successfully navigate adulthood, and lead happy and fulfilling lives.





# Job Advert – Teaching Assistant

<b>Start date</b>	March 2026
<b>Closing date</b>	9am on Monday 9 <sup>th</sup> February 2026
<b>Interviews</b>	Tuesday 10 <sup>th</sup> February 2026
<b>Contract</b>	5 days per week, term time
<b>Salary</b>	£16,580 (equivalent to £24,133 FTE)

**Are you looking for a role which offers excellent job satisfaction? We are recruiting for an exceptional individual to take up the role starting as soon as possible.**

The starting salary is £16,580 per annum (equivalent to £24,133 FTE) with hours of work in term time between 9:00am – 3:15pm (28.75 per week, 39 weeks a year). The role will be to work in class either with a specific student or support the class under the direction of the Teacher and will require a willingness to support students with their personal care. For this role you will need to have:

- Enthusiasm, commitment and adaptability to enable students to access the curriculum
- A positive approach to working with students with complex needs
- The ability to work in partnership with teachers to facilitate student learning
- The ability to ensure that the wellbeing, behaviour and personal development of individual students enhances their learning and life skills
- Previous experience of working with students with learning difficulties or in an educational setting is desirable but not essential

We reserve the right to interview early if the right candidate applies, so early application is encouraged. This school is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Enhanced DBS, Children's Barred List and Right to work in the UK checks are required for this post.

If you would like to submit an application, arrange a visit to the school or have any questions about the role please email [enquiries@thepark.surrey.sch.uk](mailto:enquiries@thepark.surrey.sch.uk)

Please no agencies and all applications need to be completed through our online application process.

[\*\*Apply Here\*\*](#)

**All appointments are subject to safer recruitment procedures and an enhanced DBS check.**

**Safeguarding Statement:** The Park School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion



# Job Description

## Purpose of the role

- To work either with a specific student or support the class under the direction of the Teacher at The Park School

## Main duties and accountabilities

- Attend to student's personal needs, including social, health, hygiene, first-aid and welfare matters
- Provide clerical/administrative support to the assigned teacher, e.g. photocopying, typing, filing and record-keeping
- Support the monitoring and evaluation of the student's progress and maintain the student records
- Provide support to ensure student learning and good behavior
- Liaise with parents, carers and professional staff as required
- Use initiative to develop and implement actions that will promote the integration of the student with his/her peers
- Be aware of and support difference and ensure that students have equality of access to opportunities to learn and develop
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection; and report all concerns to the appropriate member of SLT or the DSL team
- Any other reasonable tasks as set by the Leadership Team or Class Teacher

## Dimensions of the role

- The Park School provides education for 110 students. All students have learning and additional needs.
- Teaching Assistants work within a specific tutor group in which there is generally 11 students and a Class Tutor. In some cases, depending on the needs of the students, there may be more than one Teaching Assistant working with the group.
- All staff are required to complete an Enhanced DBS

## Areas of accountability/Problem Solving – Decision Making/Scope for Impact

- Ensure safeguarding procedures are followed and any concerns reported to the DSLs
- Contribute to the maintaining and analysing of records of student progress
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities
- Assist in the planning and delivery of individual education plans (or other student specific plans)
- Monitor students' responses to activities and modify approaches to best support the student

## Planning/Organising/Controlling

- Contribute to the selection and preparation of learning resources
- Occasionally manage learning activities in ways which keep students safe as directed by the responsible teacher



# Person Specification

Criteria	Essential Criteria	Desirable Criteria
Qualifications and/or relevant experience		Experience of working in a school, ideally within Special Educational Needs
Safeguarding	Understanding of and commitment to key safeguarding responsibilities as outlined by the Department of Education	
Knowledge/Technical Skills	Basic IT skills, including typing and photocopying	Have an interest in developing an understanding of how children and young people develop
Communication	Good communication skills both verbally and in writing Have a calm, assertive and professional approach to managing behaviour Be able to follow instructions as set out by the teacher Be able to understand the required outcomes of each lesson to best support the learning and progress of students An ability to establish fair, respectful, trusting supportive and constructive relationships with students and staff	
Customer Service	A commitment to helping students achieve their full educational potential Be able to learn about specific student needs to best know how to support them  Understanding of and commitment to promoting equality and diversity in service delivery and employment	



Team Working	<p>Be able to work collaboratively with others to produce excellent outcomes</p> <p>A commitment to working with colleagues, parents and carers in a respectful manner to provide the best for students</p>	
Managing Self and Others	<p>Demonstrate positive values, attitudes and behaviour they expect from students</p> <p>Be able to set a good example in terms of dress, punctuality and attendance</p> <p>Have a positive and adaptable approach</p> <p>Ability to organise and manage activities in ways that keep students safe as directed by the teacher</p>	
Can do approach/Achieving Results	<p>A proactive approach to matters relating to Health and Safety.</p> <p>Ability to modify approaches to achieve the best possible results</p>	Commitment to continuous professional development
Specific Requirements for this post	<p>Enhanced DBS check with Children's Barred List</p> <p>Be able to attend team and staff meetings as appropriate</p>	

