



Woodland
Academy Trust

Teaching Assistant Applicant Information Pack



Lime Wood
Primary School

Ignite the spark, reveal the champion

Welcome from the Chief Executive Officer

Dear Applicant,

Thank you for expressing an interest in this role at the Woodland Academy Trust. Woodland Academy Trust is a small but ambitious Trust that puts the children and community first. We are on an exciting journey to achieve the best possible outcomes and excellence for all.

To support us on our journey, we are welcoming applications from skilled and committed applicants who have vision, drive and ambition and would be keen to hear about your experiences and what skills you can bring to this role. We seek to attract staff who have a growth mindset, strong values and work ethic and care deeply about serving communities.

This is an exciting time to join Woodland Academy Trust as we further strengthen our school improvement offer across the Trust. You will benefit from working with a strong team, receive the very best professional development and have the opportunity to make a real difference to the daily learning experiences of our wonderful children.

We look forward to your application.

Yours faithfully,

Nav Sanghara, Trust Leader (CEO)



Our Trust

Woodland Academy Trust was formed in September 2011 and currently consists of five primary schools, four of which are located in the London Borough of Bexley and one in Kent.

All our schools share the same mission; ignite the spark, reveal the champion. We are an inclusive and ambitious Trust, striving to achieve the best possible outcomes for our children. Our aim is to provide the highest quality learning experiences for every child by creating an ethical culture of empowerment and growth for all. We believe deeply in the importance of nurturing strong partnerships with our local communities and beyond.



AMBITION



COLLABORATION



COMPASSION

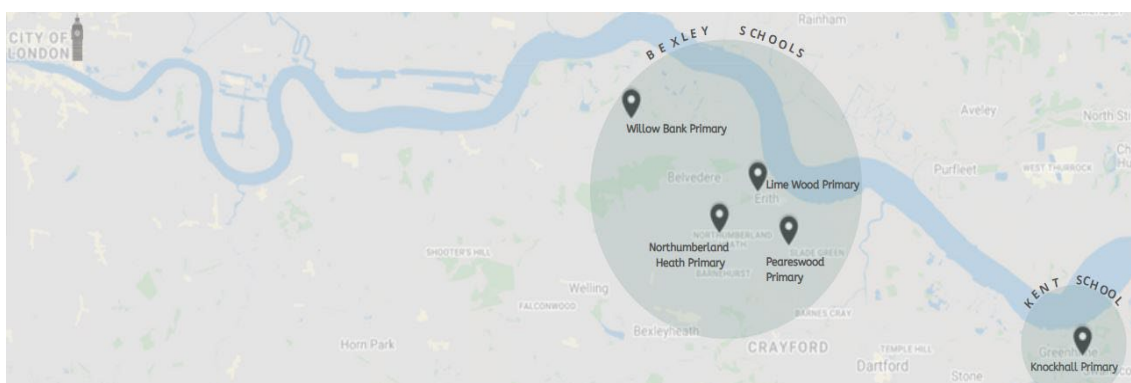


EXCELLENCE



INCLUSIVITY

Discover more about the Woodland Academy Trust by watching our video [here](#).



Welcome from the Headteacher

Thank you for your interest in joining us at Lime Wood Primary.

Our wonderful school opened in September 2023 with a reception cohort and as the community grows, the school is continuing to grow year by year, eventually into a three- form entry school.

I am delighted to be the Headteacher at Lime Wood Primary School. One of my personal values stems from a TED Talk I watched some time ago. The talk was given by an American educator called Rita Pierson. Her main message throughout was that 'Every child needs a Champion'. Ever since then, this has been my personal mantra in all of the schools I have worked in across the Woodland Academy Trust. This also links directly with our Trust's ethos of 'Ignite the spark, reveal the champion'.

If you would like to find out more and join Lime Wood Primary on its exciting journey, then please do not hesitate to get in touch. We would love to hear from you.



Miss C Ingrams- Headteacher

About our school

Lime Wood Primary is a unique circular three-story school in the heart of the Erith community. We value our partnerships and by working with and listening to our community, we will deliver an education to our children that will create life-long learners.

Our school has amazing facilities that include a 3G pitch, MUGA pitch, allotment, a growing Forest School, a dedicated Art /DT space as well as a dedicated Food/Science room together with a library and breakout spaces.

In our commitment to PedTech and a Universal Design for Learning we have a growing collection of digital resources to enhance learning as well as 1:1 iPad devices for all children from Reception.

Our Vision

To deliver a curriculum that is provided by good teachers underpinned by an effective blueprint for excellence in culture, behaviour, attainment and wellbeing - to find the champion in everyone.

Our Values

We have worked with our school community to develop our five core values:



TEAMWORK



CURIOSITY



RESPECT



PRIDE



KINDNESS

Get a glimpse into Lime Wood Primary School by watching our video: [Welcome to Lime Wood Primary](#)

To find out more about Lime Wood Primary School, visit our website and follow us on social media to see what's happening in our school community.

Lime Wood Primary School website



lime_wood_primary



Lime Wood Primary School



Follow us



Lime Wood Primary School



www.limewoodprimaryschool.co.uk

Lime Wood Primary School,
2 Sandy Road,
Erith, Kent
DA8 1FJ

01322 344939

Ignite the spark, reveal the champion

About our vacancy

Job title: Teaching Assistant

Status: Permanent

Hours: 32.5 hours per week

Working weeks per year: 339

Grade: SCP05-06 (£21,613-£21,927 pro rata)

Post Start Date: September 2026

Closing Date for Applications: 22nd June 2026

Are you passionate about helping children thrive and reach their full potential? Do you have the enthusiasm, patience and commitment to support pupils in a vibrant and inclusive primary school environment?

We are seeking a dedicated and caring Teaching Assistant to join our team. Working under the guidance of teachers and senior leaders, you will play a key role in supporting teaching and learning across the school, helping to create a positive, stimulating and nurturing environment where every child can succeed.

This is a rewarding opportunity to work closely with pupils, including those with additional needs, supporting their academic, social and emotional development. You will work alongside talented and supportive colleagues who share a commitment to high expectations, inclusion and ensuring the best outcomes for all children.

We are looking for someone who is proactive, flexible and able to build positive relationships with pupils, staff and families. In return, we offer the opportunity to be part of a welcoming school community where collaboration, professional development and a genuine passion for education are at the heart of everything we do.

The successful candidate will:

- Support teachers in delivering engaging and effective learning activities.
- Work with individual pupils and small groups to help them achieve their learning goals.
- Build positive, constructive relationships with children that promote confidence, independence and inclusion.
- Assist in creating a safe, stimulating and well-organised learning environment.
- Support pupils with additional needs, including those with SEND and Education, Health and Care Plans.
- Adapt learning activities and resources to meet the individual needs of pupils.

- Encourage positive behaviour and support pupils in taking responsibility for their actions.
- Help pupils develop self-esteem, resilience and a love of learning.
- Supervise and support pupils during breaktimes, lunchtimes and educational visits as required.
- Work collaboratively with teachers, parents and other professionals to ensure the best outcomes for pupils.
- Maintain accurate records and contribute to the monitoring of pupil progress.
- Promote the school's commitment to safeguarding, inclusion, equality and pupil wellbeing.
- Demonstrate professionalism, confidentiality and a commitment to continuous professional development.
- Contribute positively to the wider life and ethos of the school.

What We Offer

- A welcoming and supportive staff team.
- Enthusiastic, friendly and well-behaved pupils.
- Opportunities for professional development and career progression.
- A commitment to staff wellbeing and work-life balance.
- The opportunity to make a genuine difference in the lives of children every day.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS check will be required for the successful candidate.

We reserve the right to close this vacancy early should a suitable candidate be found; therefore, early application is encouraged.

Applications

Please apply by visiting our school vacancies page at: [Lime Wood Primary Vacancies](#)

Or if you would prefer to complete a word application form, please contact recruitment via email at lwpooffice@watschools.org.uk

Application Deadline: 22nd June 2026

Interviews: 26th June 2026

Diversity & Inclusion

We strive to achieve a diverse workforce, fully representative of our diverse society and the ethnic make-up of the pupil population in the UK. People of colour are currently under-represented on our staff teams. We are keen to attract applications from a diverse pool of candidates and determined to be a fully inclusive employer, and a great workplace for people of ethnic minority heritage as well as white heritage.

Our Offer

Woodland Academy Trust seek to appoint colleagues who share in our values and mission to *ignite the spark and reveal the champion*. We recognise that in order to offer the best outcomes for our children, our staff teams need the opportunity to be the very best they can be too. We do this by ensuring we have in place for all staff:

- Continuous professional learning focusing on core areas;
- Working collaboratively with agencies around us and offering formal training opportunities, bespoke and targeted professional development as well as in-house, bespoke training from our many experts and coaching and mentoring;
- Embedding initiatives to support with reducing teacher workload;
- A strong supportive ethos with dedicated line management structures and clear communication channels;
- Well-being assistance and support including a dedicated employee assistance helpline and occupational health;
- Opportunities to take part in exciting initiatives and projects that help shape the way our children will learn in the future;
- Wide range of family friendly policies in place for staff;
- Recognising national terms and conditions for staff;
- Teachers and Local Government pension schemes;
- Cycle to work schemes.

For more information about Woodland Academy Trust please visit: [Woodland Academy Trust](#).

Safeguarding Children and Young People

Woodland Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References

We are committed to ensuring a positive work environment and selecting candidates who align with our values and culture. As part of our thorough recruitment process, in accordance with the DfE Keeping Children Safe in Education, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

Any information we come across will be handled confidentially and considered in a professional manner. Our aim is to better understand your qualifications and suitability for the role. If you have any concerns or questions about this process, please contact us for more information.

Our Commitment to Innovation in Recruitment

At Woodland Academy Trust, we are proud to be at the forefront of innovation in education- this includes how we recruit. We use AI-powered tools and digital platforms to support and streamline our recruitment processes. From anonymised shortlisting grids to data-informed candidate scoring, we ensure fairness, transparency, and efficiency at every stage.

As a Trust, we believe in human decision-making enhanced by smart technology. AI supports us in removing unconscious bias, improving turnaround times, and focusing more of our time on getting to know the people behind the applications. For further information, or to opt-out, please view the Privacy Statement on our website.



Ignite the spark, reveal the champion

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	Teaching Assistant
RESPONSIBLE TO	Headteacher
SALARY	SCP05-06 (£21,613-£21,927 pro rata)
HOURS	32.5 hours per week
ALL STAFF RESPONSIBILITIES	<ul style="list-style-type: none"> To live our Trust values, demonstrating ambition, collaboration, compassion, excellence, and inclusivity in your everyday work life. To value professional development and welcome any training opportunities to develop personal skills and knowledge To agree to follow the school and Trust's policies and procedures.
MAIN PURPOSE OF THE ROLE	<ul style="list-style-type: none"> To work under the instruction and guidance of teachers and senior leaders to undertake work, care and support programmes which enable access to learning for all pupils including those with special needs. To assist the teacher in the management of pupils, the classroom and break times within all areas of the school.

DUTIES & RESPONSIBILITIES	<ul style="list-style-type: none"> Assist teachers in ensuring all pupils' continuing educational development through structured and agreed learning activities/teaching programmes including activities identified in Education and Health Care Plans Assist teachers in fostering attractive learning environments to ensure that pupils spend their school life in stimulating surroundings. Establish constructive relationships with pupils working with small groups or 1:1 to deliver targeted support Prepare, maintain, and use equipment and resources required to meet lesson plans and activities, assisting pupils in use. Ensure accurate records and observations are kept so that pupils receive the maximum benefit from their education. Supervise and support children during lunch break and play times to ensure their learning is extended beyond the classroom. Administer routine tests, invigilate exams, and undertake routine marking of pupil's work. Safeguard children at all times. Use learning strategies, in liaison with the teacher, to support pupils to achieve learning goals, adjusting learning activities according to pupil responses Supervise and support pupils, including those with high needs, ensuring their safety and encouraging interaction and engagement 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. Deliver learning through play for pupils during lunchtime and breaks.
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	<ul style="list-style-type: none"> • Establish constructive relationships with pupils, and interact with them according to individual needs, promoting inclusion. • Create and maintain a purposeful, orderly, and supportive environment in accordance with lesson plans and assist with the display of pupils' work. • Supervise and assist with any toileting/medical needs as required. • Promote good pupil behaviour inside and outside the classroom, 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. • Develop pupils' competence in independently using of IT in learning activities. • Work within predetermined guidance, policies, procedures, and teachers' guidance. • 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. • Use initiative and common sense and be assertive and consistent in any contact with pupils in order to achieve the level of discipline required to maintain order. • 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. • Any other reasonable activity as directed by the line manager/Headteacher. • Contribute to the overall ethos/work/aims of the school.
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- This job description sets out the duties of the post at the time it was published.
- The hours and the job description may be modified depending on the needs of the school.
- The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.
- The priorities for each year will be reviewed against this job description annually through performance management meetings.

Signed by employee: _____

Signed by Headteacher: _____

Date: _____

Person Specification		
	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none"> • Good numeracy/literacy skills demonstrated through at least the level of GCSE point 9-1 or equivalent. • Qualified to NVQ level 3 for Teaching Assistants or equivalent qualifications. 	<ul style="list-style-type: none"> • Experience in EYFS. • Training in the relevant learning strategies, e.g. literacy. • First Aid Training as appropriate.
Experience	<ul style="list-style-type: none"> • Working with or caring for children of relevant age. 	<ul style="list-style-type: none"> • Previous TA experience in a primary school setting.
Knowledge and Skills	<ul style="list-style-type: none"> • Effective use of ICT to support learning. • Use of other equipment technology – video, interactive whiteboard, photocopier, etc. • A good understanding of child development and learning. • Knowledge of playground games. <p>Ability to self-evaluate learning needs and actively seek learning activities.</p>	<ul style="list-style-type: none"> • 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. • Understanding of playground games.
Personal Qualities	<ul style="list-style-type: none"> • Ability to relate well to children and adults. • Ability to work constructively as part of a team. • A desire to work with young people to help them achieve their best in school. 	
General Circumstances	<ul style="list-style-type: none"> • Understanding of safeguarding and its importance within an educational setting. • Awareness and understanding of equality and diversity. 	

Please note that we are committed to safeguarding and promoting the welfare of our pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the Trust.



Ignite the spark, reveal the champion