



Woodland  
Academy Trust

# Teaching Assistant

## Applicant Information Pack



Knockhall  
Primary School

## Welcome from the CEO

Dear Applicant,

Thank you for expressing an interest in this role at 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)



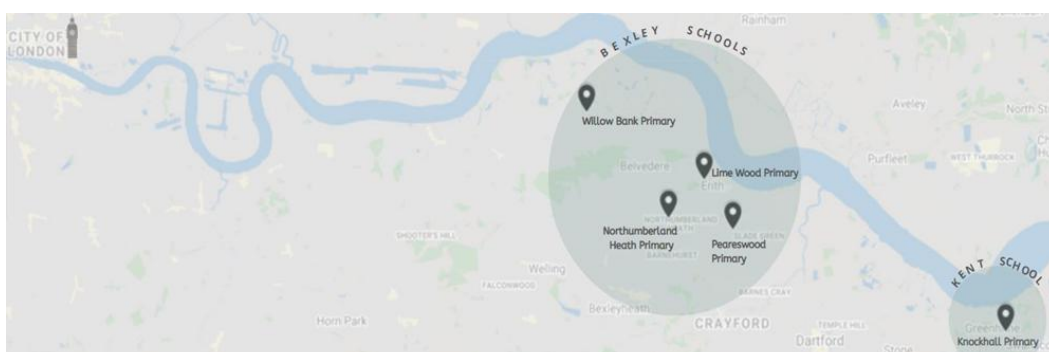
## About our Trust

The 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.



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



## Welcome for the Headteacher

Thank you for your interest in joining our team at Knockhall Primary School.

At Knockhall Primary, we believe in fostering a community where kindness is at the core of everything we do. Our school is not just a place for academic growth; it is a place where we nurture compassion, empathy, and understanding. We are committed to creating an environment where every individual feels valued and respected.

Inclusion is a cornerstone of our educational philosophy. We celebrate the uniqueness of each student, recognising that our differences make us stronger as a community. Here, diversity is not just accepted; it is embraced. We strive to create a learning space where everyone feels seen, heard, and appreciated.

Our school is more than just a building; it is a community of learners, educators, and families working together towards a common goal – the success and well-being of our students. As we embark on this academic journey together, let us build bonds that go beyond the classroom. Let us create a sense of belonging that extends to every corner of our school.

I invite you to join us in cultivating a culture of kindness, promoting inclusion, and building a strong sense of community. Together, we can make Knockhall Primary School a place where everyone feels welcome, supported, and inspired to reach their full potential.

If you would like to find out more, or arrange a visit, please do not hesitate to get in touch. We'd love to hear from you.



Miss Yiannadji, Headteacher

## About Our School

Knockhall Primary School is situated at the heart of the community in Greenhithe, Kent. While traditionally a two-form entry school, some of our year groups have now expanded to three-form entry to accommodate our increasing number of pupils.

It has recently had a brand-new build for the Early Years and Foundation stage children in addition to a recent extension for key stage 2.

We want to capture the minds of our learners by creating an inspirational curriculum that adults enjoy delivering. We always strive to improve on our outcomes to ensure our children

*Ignite the spark, reveal the champion*



get the very best from their time with us. More than anything however, we do this as peers, supporting each other along the way with a focus on our core purpose.

We are committed to our school values which are:

**Teamwork**-We work together as a team to help each other to achieve our goals by sharing ideas and helping one another.

**Respect**- We are kind and polite to everyone, listening to others, and treating each other the way we want to be treated.

**Honesty**- We always tell the truth and are truthful in what we say and do.

**Pride**- We accomplish great things and the efforts we make in school help us to feel happy.

Embedding these values into everything we do enables our pupils to go on and have successful life experiences.

Discover more about us by watching our video! [Click here- Welcome to Knockhall Primary.](#)

# Knockhall Primary School



 [www.knockhallprimaryschool.co.uk](http://www.knockhallprimaryschool.co.uk) 

Knockhall Primary School,  
Eynsford Road,  
Greenhithe,  
DA9 9RF

 01322 382053

## The Vacancy

<b>Job title:</b>	Teaching Assistant
<b>Status:</b>	Permanent
<b>Hours:</b>	32.5 hours
<b>Working weeks per year:</b>	39 weeks per year
<b>Grade:</b>	KSB (£25,126)
<b>Pro rata:</b>	£19,067
<b>Post Start Date:</b>	As soon as possible
<b>Closing Date for Applications:</b>	30 <sup>th</sup> November 2025

Knockhall Primary School is excited to welcome a dedicated Teaching Assistant to our supportive, inclusive, and passionate team.

In this role, you will play a vital part in helping children fully engage with the curriculum and thrive in their learning journey. We are seeking a motivational, resourceful, and compassionate Teaching Assistant who can inspire and support our students throughout their daily school life. If you are committed to making a positive impact in the classroom and fostering a love for learning, we would love to hear from you!

No day is ever the same in this role and we are looking for adaptable and flexible individuals who thrive in an environment with changing priorities.

The job role will include:

- Working in a team with the class teacher to deliver excellent support with teaching and learning;
- Working with children on a 1:1 or group basis;
- Accompanying groups on trips;
- Supporting assessment and evidencing learning;
- Working with teachers to create stimulating classroom displays and learning resources;
- Maintaining a safe and positive environment for all children;
- Creating opportunities for all children to reach their potential, irrespective of ability.

What you will need to succeed:

- A relevant level 3 supporting teaching and learning in schools qualification (or equivalent);
- Previous childcare experience;
- A proven ability to work in a team and in using your own initiative;

*Ignite the spark, reveal the champion*

- A high level of communication skills and the ability to relate positively to children and adults;
- The ability to use relevant technology/equipment;
- A commitment to the happiness, well-being, self-esteem and progress of everyone at the school.

Candidates should refer to the job description/person specification and explain within their expression of interest how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

**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 website vacancies page at: [Knockhall Primary School Vacancies](#)

Or if you would prefer to complete a word application form, please contact the school via email at: **[sbmkhp@watschools.org.uk](mailto:sbmkh@watschools.org.uk)**

**Application Deadline:** 30<sup>th</sup> November 2025

**Interviews:** To be arranged

Visits to the school are welcomed and can be organised by contacting the school at [sbmkhp@watschools.org.uk](mailto:sbmkh@watschools.org.uk)

For more information about our school please visit: [Knockhall Primary School website](#)

## **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.

## 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 DfE Keeping Children Safe in Education 2023, 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.



## **Knockhall Primary**

**Teamwork   Respect   Honesty   Pride**

*Ignite the spark, reveal the champion*



## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>JOB TITLE</b>	Teaching Assistant
<b>RESPONSIBLE TO</b>	Phase Leader
<b>SALARY</b>	KSB
<b>HOURS</b>	32.5 hours per week
<b>ALL STAFF RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>To live our Trust values, demonstrating ambition, collaboration, compassion, excellence, and inclusivity in your everyday work life.</li> <li>To value professional development and welcome any training opportunities to develop personal skills and knowledge.</li> <li>To agree to follow the school and Trust's policies and procedures.</li> </ul>
<b>MAIN PURPOSE OF THE ROLE</b>	<ul style="list-style-type: none"> <li>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.</li> <li>To assist the teacher in the management of pupils, the classroom and break times within all areas of the school.</li> </ul>

<b>DUTIES &amp; RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Assist teachers in fostering attractive learning environments to ensure that pupils spend their school life in stimulating surroundings.</li> <li>Establish constructive relationships with pupils working with small groups or 1:1 to deliver targeted support.</li> <li>Prepare, maintain, and use equipment and resources required to meet lesson plans and activities, assisting pupils in use.</li> <li>Ensure accurate records and observations are kept so that pupils receive the maximum benefit from their education.</li> <li>Supervise and support children during lunch break and play times to ensure their learning is extended beyond the classroom.</li> <li>Administer routine tests, invigilate exams, and undertake routine marking of pupil's work.</li> <li>Safeguard children at all times.</li> <li>Use learning strategies, in liaison with the teacher, to support pupils to achieve learning goals, adjusting learning activities according to pupil responses.</li> <li>Supervise and support pupils, including those with high needs, ensuring their safety and encouraging interaction and engagement in activities led by the teacher.</li> <li>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.</li> <li>Deliver learning through play for pupils during lunchtime and breaks.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Establish constructive relationships with pupils, and interact with them according to individual needs, promoting inclusion.</li> <li>• Create and maintain a purposeful, orderly, and supportive environment in accordance with lesson plans and assist with the display of pupils' work.</li> <li>• Supervise and assist with any toileting/medical needs as required.</li> <li>• 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.</li> <li>• Establish constructive relationships with parent/carers.</li> <li>• Provide clerical and administration support for teacher, including administering coursework.</li> <li>• Develop pupils' competence in independently using of IT in learning activities.</li> <li>• Work within predetermined guidance, policies, procedures, and teachers' guidance.</li> <li>• 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.</li> <li>• Attend weekly meetings and discussions, which contribute to the overall ethos/work/aims of the school.</li> <li>• Awareness of the school's educational and behavioural policies for developing pupils.</li> <li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.</li> <li>• 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.</li> <li>• 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.</li> <li>• Any other reasonable activity as directed by the line manager/Headteacher.</li> <li>• Contribute to the overall ethos/work/aims of the school.</li> </ul>
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Person Specification		
	Essential	Desirable
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Good numeracy/literacy skills demonstrated through at least the level of GCSE point 9-1 or equivalent.</li> <li>• Qualified to NVQ level 3 for Early Years Teaching Assistants or equivalent qualifications.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in EYFS or KS1.</li> <li>• Training in the relevant learning strategies, e.g., literacy.</li> <li>• First Aid Training as appropriate.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with or caring for children of relevant age.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous TA experience in a primary school setting.</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Effective use of ICT to support learning.</li> <li>• Use of other equipment technology – video, interactive whiteboard, photocopier, etc.</li> <li>• A good understanding of child development and learning.</li> <li>• Ability to self-evaluate learning needs and actively seek learning activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of relevant policies/code of practice and awareness of relevant legislation.</li> <li>• General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.</li> <li>• Understanding of playground games</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to relate well to children and adults.</li> <li>• Ability to work constructively as part of a team.</li> <li>• A desire to work with young people to help them achieve their best in school.</li> </ul>	
<b>General Circumstances</b>	<ul style="list-style-type: none"> <li>• Understanding of safeguarding and its importance within an educational setting.</li> <li>• Awareness and understanding of equality and diversity.</li> </ul>	

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