



Teaching Assistant

Wrotham School is part of the Character Education Trust, a trust of schools that focus on helping students develop strong character strengths, reach their academic potential and discover where they excel.



ACE School of
CHARACTER





Teaching Assistant

Responsible to: SENCO

Contract: Term Time

Hours: Part-time 16-20 hours per week

Salary: Kent Scheme B- Salary depending on hours worked

Job Summary

We are excited to advertise the position of Teaching Assistant at Wrotham School, working 16-20 hours per week to support students in achieving their best in the classroom.

About the role

To work as part of Wrotham School's SEND and wider support team to provide high-quality support for students, enabling them to access the curriculum, develop their independence and make strong academic and personal progress.

The Teaching Assistant will work closely with teachers, the SENCO and other colleagues to support students with a range of additional needs. The postholder will contribute to Wrotham School's commitment to high expectations, inclusion and the development of positive character in all students.

Key Responsibilities

Supporting Students

- Provide effective support for individual students and groups of students, both within the classroom and through targeted interventions.
- Support students with Special Educational Needs and Disabilities (SEND) to access learning and participate fully in school life.
- Develop positive and professional relationships with students, promoting confidence, independence and resilience.
- Encourage students to take responsibility for their own learning rather than creating dependency on adult support.
- Provide appropriate support for students with literacy, numeracy, communication, social, emotional or other identified needs.
- Implement strategies and interventions identified by the SENCO, teaching staff or other professionals.

**Visit our
website**

www.wrothamschool.com

**Read our
Ofsted report**

www.wrothamschool.com/ofsted

**More
information**

If you would like to discuss the post please contact Ben Sanchez, HR, on **01732 905860** or by email to bsanchez@wrotham.kent.sch.uk

Applications will be considered upon receipt and we reserve the right to withdraw this vacancy should sufficient interest be received or we able to appoint prior to the closing date. Early application is recommended.



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**Character
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- Support students in developing appropriate learning behaviours, organisational skills and study habits.
- Provide encouragement and appropriate challenge to help students achieve their potential.
- Support students during transitions between activities, lessons and different areas of the school where required.

Supporting Teaching and Learning

- Work collaboratively with classroom teachers to support the effective delivery of lessons.
- Be familiar with the learning objectives and intended outcomes of lessons and support students in working towards these.
- Adapt or differentiate resources, under the direction of teaching staff, to enable students to access the curriculum.
- Provide teachers with relevant feedback regarding students' engagement, understanding, progress and any barriers to learning.
- Assist with the preparation and organisation of classroom resources and learning materials where appropriate.
- Support the delivery of individual and small-group interventions.
- Promote high standards of literacy, numeracy and communication across the curriculum.
- Use appropriate questioning and support strategies to develop students' understanding and independence.
- Support the effective use of ICT and other learning resources where appropriate.

Behaviour, Character and Inclusion

- Promote and model the school's expectations for behaviour, conduct and character.
- Establish positive and consistent relationships with students while maintaining appropriate professional boundaries.
- Support teachers in maintaining a calm, purposeful and positive learning environment.
- Reinforce the school's behaviour policy and expectations consistently.



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- Encourage students to demonstrate resilience, responsibility, respect and other positive character attributes.
- Support the inclusion of all students and actively promote equality of opportunity.
- Help students to develop confidence, independence and positive attitudes towards their education.

SEND Support

- Work with students in accordance with their individual support plans and identified needs.
- Contribute to the implementation and review of appropriate strategies and interventions.
- Maintain appropriate records relating to interventions and student progress as directed by the SENCO.
- Provide feedback to the SENCO and teaching staff regarding the effectiveness of support and interventions.
- Work collaboratively with other professionals and specialist services where appropriate.
- Attend relevant meetings and training relating to students' needs when required.
- Maintain appropriate confidentiality regarding students and their families.

Safeguarding

- Maintain the highest standards of safeguarding and child protection at all times.
- Be alert to signs that a student may be at risk of harm, abuse, neglect or exploitation and report concerns immediately in accordance with the school's safeguarding procedures.
- Understand and follow the school's safeguarding, child protection and online safety policies.
- Complete all required safeguarding training and maintain an up-to-date understanding of statutory safeguarding guidance, including Keeping Children Safe in Education.
- Maintain appropriate professional boundaries with students at all times.



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Wider School Responsibilities

- Supervise students during break, lunchtime, transitions or other periods where required.
- Accompany and support students on educational visits, trips and school activities where appropriate.
- Attend relevant staff meetings, briefings, training and professional development activities.
- Participate positively in the wider life of Wrotham School.
- Work collaboratively and professionally with teaching staff, support staff, parents/carers and external professionals.
- Maintain confidentiality and comply with data protection requirements.
- Follow all school and Character Education Trust policies and procedures.
- Undertake first aid or other relevant training where required by the school.

Professional Expectations

The postholder will:

- Demonstrate consistently high professional standards.
- Be reliable, punctual and well organised.
- Communicate effectively and professionally with students, colleagues and parents/carers.
- Demonstrate flexibility and a willingness to respond to the changing needs of the school and its students.
- Engage positively with training and opportunities for professional development.
- Act as a positive role model for students.
- Support the values, ethos and objectives of Wrotham School and Character Education Trust.

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Person Specification

Essential

The successful candidate will:

- Have a good standard of education, including literacy and numeracy skills.
- Have the ability to build positive and appropriate relationships with young people.
- Demonstrate patience, resilience and a calm approach.
- Have excellent communication and interpersonal skills.
- Be able to work effectively as part of a team.
- Be able to follow instructions while also using initiative appropriately.
- Have high expectations for students regardless of their starting points or additional needs.
- Understand the importance of confidentiality and safeguarding.
- Be committed to equality, inclusion and supporting students with SEND.
- Be organised, reliable and flexible.
- Be willing to undertake relevant training and professional development.

Desirable

- Previous experience of working with children or young people, particularly within a secondary school.
- Experience of supporting students with SEND.
- Experience of delivering individual or small-group interventions.
- Knowledge of strategies for supporting literacy and/or numeracy.
- Knowledge of the SEND Code of Practice and the role of teaching assistants in supporting students with additional needs.
- Relevant Teaching Assistant, SEND or education-related qualifications.
- First Aid qualification or willingness to undertake training.

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Additional Information

This job description outlines the main duties and responsibilities of the post. It is not intended to be an exhaustive list and may be reviewed and amended, following consultation with the postholder, to reflect the changing needs of Wrotham School and Character Education Trust.

Equal opportunities employer

Wrotham School is fully committed to equal opportunity employment and actively encourages applications from all potential candidates regardless of race, gender, sexuality and disability.

Safeguarding

Wrotham School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced Disclosure Application to the Disclosure and Barring Service and check against the ISA Barred List for children.

Contact Wrotham School

We highly recommend contacting us to arrange an informal visit to the school to fully understand what makes Wrotham School such a desirable place to work.

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I truly believe that every child can succeed when they are given the right tools, opportunities, and support. Every child is unique, and we adapt our teaching to help each one reach their full potential.

Character Education

A central part of my vision is Character Education. Who our students are is just as important as what they achieve. We reward good character, recognise excellent attendance, and encourage students to lead and inspire others. Our staff lead by example, modelling integrity, respect, and resilience. Children take on roles such as Character Ambassadors and participate in the School Council, helping them build confidence, responsibility, and a sense of belonging.

At Wrotham, we equip children with the confidence, skills, and resilience they need to succeed in an ever-changing world. We provide personalised learning experiences that spark curiosity, encourage ambition, and help each child shape their own journey. I believe in opening doors for every student and empowering them to explore their passions and achieve all they are capable of.

I am also committed to valuing our dedicated staff, ensuring they are supported, inspired, and equipped to deliver the very best education. A happy and motivated team is essential for a thriving school.

Compassionate, responsible young people

We work closely with families and the wider community, building strong relationships that enrich each child's experience. Together, we nurture not only successful learners but also compassionate, responsible young people who are ready to make a positive difference in society.

At Wrotham, we aim to create a school where character is built, opportunities are abundant, understanding is nurtured, respect is shared, success is celebrated, and excellence is pursued in all we do.



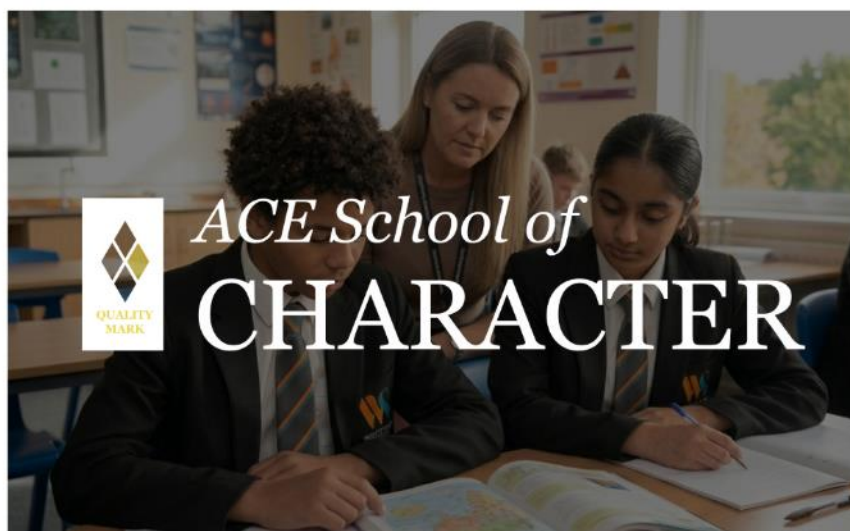
Mrs Laura Abbott
Headteacher

Wrotham

Wrotham is a small village in the heart of Kent, surrounded by a scenic rural landscape and beautiful countryside.

By road - excellent access from the A20/M20 and close proximity to the A2/M2/M25/M26. Journey by road from Bromley/Dartford/Bexley/Orpington varies from 15-30 minutes.

By rail - The local mainline station is a 10 minute walk and is on the direct commuter line to Victoria Station via Bromley South.



Wrotham School is a highly successful comprehensive school that boasts outstanding behaviour, supportive parents and a deeply embedded culture of high expectations. It is a school where students make outstanding progress and achieve some of the highest progress and attainment scores in Kent.

The school has been recognised for its excellent work on Character Education by being awarded the prestigious School of Character Kitemark – a formal acknowledgement of the work the school has done to promote and develop good character in the school community.

Wrotham School prides itself on its low staff turnover due to our friendly and supportive staff team, career development opportunities and commitment to flexible working with a healthy work life balance.

We are a progressive and innovative school that provides a positive and productive place to work for teachers of all experience levels.



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Building Character, Creating Opportunities.



Character education helps develop the ability to make good decisions and good choices. In a world where technology means young people have to make split second decisions, and have so much information at their finger tips, we have a responsibility to help develop their character.

We are a multi-academy trust that exists to provide outstanding education in both primary and secondary schools in Kent. The key aim of our Trust is to give young people the tools they need to be well qualified to achieve success and well-being, and to have choices in adult life. To achieve this, we aim to help young people develop good character strengths, reach their academic potential and discover where they excel.

We invite you to visit our websites to discover more about the trust and our schools.

- ▶ www.charactereducationtrust.org
- ▶ www.wrothamschool.com
- ▶ www.aylesford.kent.sch.uk



**New approaches
to collaborative
working**

**Support the mental
health and wellbeing
of students and staff**

**Professional
development
opportunities**

**A strong sense of
community**

**Focussed on growing
leaders from within
our schools**

