



Woodland
Academy Trust

Teaching Assistant

Applicant Information Pack



Knockhall
Primary School

Welcome from the Chief Executive Officer

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.



AMBITION



COLLABORATION



COMPASSION

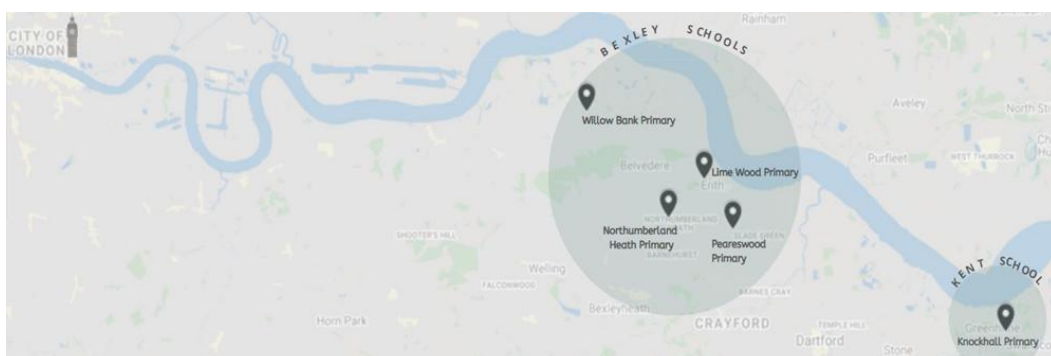


EXCELLENCE



INCLUSIVITY

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



Welcome from the Headteacher

Thank you for your interest in joining 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 proud to be at the heart of the community in Greenhithe, Kent.

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.

Ignite the spark, reveal the champion

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.

Get a glimpse into our school by watching our video- [Click here- Welcome to Knockhall Primary.](#)

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

www.knockhallprimaryschool.co.uk



Knockhall
Primary School



Knockhall Primary School



Knockhall Primary School

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Knockhall Primary School



 www.knockhallprimaryschool.co.uk 

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

 01322 382053

Ignite the spark, reveal the champion

The Vacancy

Job title: Teaching Assistant - Year 1

Status: Fixed Term

Hours: 32.5

Working weeks per year: 39

Grade: KSB FTE £26,822 (Actual pro rata £20,628.04)

Post Start Date: September 2026

Post End Date: July 2027

Are you passionate about helping children thrive and achieve their full potential? Do you enjoy building positive relationships and making a real difference every day?

We are seeking a caring, enthusiastic and dedicated Teaching Assistant to join our friendly and supportive team. This is a rewarding opportunity to work alongside talented teachers and leaders to support pupils in their learning, development and wellbeing. You will play a vital role in helping children access the curriculum, develop confidence and independence, and enjoy a positive and inclusive school experience.

We are looking for someone who shares our commitment to high expectations, inclusion and safeguarding, and who understands the importance of nurturing every child to achieve their very best. Whether supporting individuals, small groups or whole classes, you will be a positive role model who helps create a stimulating and engaging learning environment where all pupils can flourish.

The successful candidate will:

- Support pupils' learning and development through planned learning activities and interventions.
- Work closely with teachers to help deliver high-quality learning experiences for all children.
- Build positive and constructive relationships with pupils, encouraging confidence, independence and self-esteem.
- Provide targeted support for individual pupils and small groups, including those with additional needs.
- Help create and maintain an engaging, purposeful and inclusive learning environment.
- Promote positive behaviour and support pupils in developing responsibility for their actions.
- Supervise and engage pupils during breaktimes and lunchtimes, extending learning through play and positive interaction.
- Assist with the preparation and organisation of learning resources and classroom activities.
- Maintain accurate records and observations to support pupil progress.
- Support pupils' personal, medical and welfare needs where required.

- Work collaboratively with colleagues, parents and carers to ensure the best outcomes for children.
- Uphold the highest standards of safeguarding, equality and inclusion at all times.
- Contribute positively to the wider life, values and ethos of the school.

We are looking for someone who:

- Has experience of working with or caring for primary-aged children.
- Has strong literacy and numeracy skills.
- Holds a Level 3 Teaching Assistant qualification (or equivalent), or is willing to work towards this.
- Demonstrates warmth, patience and excellent interpersonal skills.
- Can work effectively as part of a team while also showing initiative.
- Has a good understanding of child development and how children learn.
- Is committed to continuous professional development.
- Shares our belief that every child deserves the opportunity to succeed.

We can offer:

- Friendly, welcoming and supportive colleagues.
- Enthusiastic and well-behaved children who enjoy learning.
- Opportunities for professional development and career progression.
- A school community that values ambition, collaboration, compassion, excellence and inclusivity.
- The opportunity to make a genuine difference to the lives of children every day.

Safeguarding Statement

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced DBS check. We are proud to be an equal opportunities employer and welcome applications from all sections of the community.

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**

Application Deadline: Wednesday 15th July

Interviews: 20th July 2026

Visits to the school are welcomed and can be organised by contacting the school at **sbmkhp@watschools.org.uk**

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](#).

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.

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.

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	Teaching Assistant
RESPONSIBLE TO	Inclusion Leader
SALARY	KSB
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: _____

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.

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. 	

