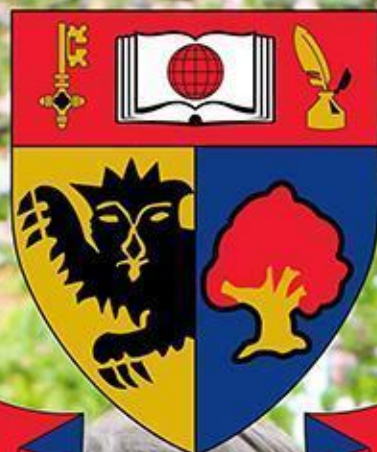




Woodlands

Primary School

WOODLANDS PRIMARY SCHOOL

RECRUITMENT PACK



Proud to be part of the

GREENSHAW
LEARNING TRUST

Woodlands Primary School and Nursery
Sundridge Park
Yate
South Gloucestershire
BS37 4HB

Telephone: 01454 866535

Email: admin@woodlandsprimaryyate.co.uk



Dear Candidate

Thank you for your interest in the role of Teaching Assistant at Woodlands Primary School. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character. This post is for 32.5 hours per week, Term Time Only. The position is fixed term until 31st August 2027 to cover temporary flexible working arrangements.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Woodlands Primary School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Stuart House: shouse@woodlandsprimaryyate.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Rachel Dean, Headteacher

ABOUT OUR SCHOOL

At Woodlands Primary School, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Woodlands Primary School a better chance of success than if they attended any other school in the country.

Inclusion, Collaboration, Success and Achievement run through all aspects of school life.

Inclusion

Embracing diversity and ensuring everyone feels valued and belongs.

Collaboration

Working together as pupils, staff and families to learn and grow.

Success

Empowering every student to reach their full potential and celebrate progress.

Achievement

Striving for excellence and recognising accomplishments in all areas.

TERMS AND CONDITIONS

CONTRACT

Fixed Term until the 31st August 2027.

SALARY

Salary calculated in line with NJC pay scale, points 07 to 11, £26,403 - £28,142 per annum FTE (£20,555.69 to £21,909.56 per annum pro-rated). Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

HOURS OF WORK

This position will be for 32.5h per week, Monday to Friday between the hours of 8:30am to 3:30pm.

Term Time Only + INSET Days

PLACE OF WORK

Woodlands Primary School, Sundridge Park, Yate, BS37 4HB.

PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

HOLIDAY ENTITLEMENT

The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Teaching Assistant
Responsible to:	Relevant SLT member.
Responsible for:	None

ROLE OVERVIEW

We are seeking a dedicated and enthusiastic Teaching Assistant to join our outstanding team at Woodlands Primary School. This will be based across all year groups as required, where you will play a key part in supporting children's learning, development and wellbeing.

The particular duties of the Teaching Assistant will be determined by the Head Teacher/Deputy and /or SENCO and will be arranged to meet the needs of the school and pupil(s) being supported. This may include working with pupils with a statement of special educational needs.

The successful candidate will be a proactive, collaborative team player with a positive, 'can-do' attitude and a genuine passion for working with young children. You will work closely with teachers and other staff to provide high-quality support for teaching and learning, help maintain a safe and stimulating environment, and contribute to our commitment to providing exceptional early years provision.

MAIN DUTIES AND RESPONSIBILITIES

Teaching and Learning Support

- Support pupils' learning through both group and individual activities, reinforcing key concepts, particularly in early literacy and numeracy.
- Clarify and explain instructions, encourage engagement, and promote independence.
- Adapt support in line with individual needs, including children with SEND or EHCPs, under the direction of teaching staff or the SENCO.
- Assist in the planning, delivery and assessment of targeted intervention programmes.
- Prepare and maintain learning resources and displays to enhance the learning environment.
- Use ICT tools to support learning where appropriate.

Pupil Wellbeing and Development

- Build positive, respectful relationships with pupils to support their emotional and social development.

- Attend to pupils' personal needs, including hygiene, health care and first aid (training will be provided as required).
- Contribute to the monitoring and recording of pupil progress.
- Promote the school's values and high expectations of behaviour, encouraging self-control and independence.

Safeguarding and Pupil Safety

- Promote and safeguard the welfare of all children in line with school policies.
- Ensure children are safe, supervised and accounted for at all times.
- Follow all safeguarding, child protection, health and safety procedures.
- Be alert to signs of need or concern and report promptly to the appropriate staff.

Professionalism and Teamwork

- Work effectively as part of the Teaching Partners team and wider school staff.
- Attend staff meetings, training sessions and CPD opportunities relevant to the role.
- Be flexible and willing to provide cover and support across the school when required.
- Maintain confidentiality and demonstrate professional integrity at all times.

Wider Contribution

- Support the ethos and vision of Woodlands Primary School, contributing positively to school life and its community.
- Demonstrate consistently high standards of personal and professional conduct, in and out of school.
- Undertake other duties that may be reasonably assigned by the Headteacher in line with the scope of the role.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
GCSE's (or equivalent) in English and Maths at Grade C/4 or above.	x	
Relevant L3 Teaching Assistant Qualification (or above)	x	
Paediatric First Aid Training (or willingness to work towards)		x
Skills and experience		
Experience supporting children with additional needs and/or English as an Additional Language (EAL)	x	
Experience of working with children aged 3 to 11 as a Teaching Assistant.	x	
Experience delivering small groups and one to one intervention.	x	
Knowledge of safeguarding and child protection measures.	x	
Strong communication and interpersonal skills with children, parents and colleagues.	x	
Basic ICT skills to support learning, maintain records and complete online training.	x	
Knowledge of SEND strategies relevant to Early Years and above.		x
Personal attributes		
Warm, caring and positive attitude towards children.	x	
Reliable, flexible, and able to work as part of a team.	x	
Proactive and able to use initiative.	x	
Committed to promoting inclusion and equality of opportunity.	x	
Commitment to working within the Schools Safeguarding Policy and Procedure	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on **19th July 2026**. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held **Tuesday 21st July 2026**. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post on **1st September 2026**.



FURTHER INFORMATION

Thank you for your interest in working at Woodlands as part of Greenshaw Learning Trust.

Should you need any further information, please contact
recruitment@woodlandsprimaryyate.co.uk



GREENSHAW
LEARNING TRUST



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7 Throwley Way,
Sutton SM1 4AF



020 3988 0218



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