



WOOD FIELD PRIMARY SCHOOL



Proud to be part of the
GREENSHAW
LEARNING TRUST

RECRUITMENT PACK

Wood Field Primary School,
Stanley Park Road, Carshalton,
Surrey, SM5 3HW

Telephone: 0208 629 1400

Email: office@woodfieldprimary.com



Dear candidate

Thank you for your interest in the role of Lead Teaching Assistant at Wood Field 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.

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.

Wood Field 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, Katie Moores:

kmoores@woodfieldprimary.com. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Ann Pratt, Headteacher

ABOUT OUR SCHOOL

At Wood Field Primary we are committed to providing the best possible education for all pupils. We place a child's happiness at the heart of all we do. We believe our children can achieve whatever they dream of by working hard, being resilient and taking risks - our potential is limitless!

Drivers

Our school is driven by providing the following opportunities for our children:

- Fostering high aspirations,
- Becoming resilient learners,
- Promoting independence,
- Widening horizons and
- Developing creative mindsets.

Pupil Qualities

Our children focus on displaying the following pupil qualities in all that they do:

- Ambitious
- Inquisitive
- Respectful
- Kind
- Worldly

Our staff strive to encourage and motivate our children to achieve their potential and fulfil their ambitions every day. We believe that time in school should be rewarding and enjoyable. We pride ourselves on creating an exciting and inspirational knowledge-rich, skills-based curriculum that allows for plenty of opportunities to experience and enjoy the diverse world that we live in. This enables us to meet the needs of the whole child and develop high self-esteem to experience success in both educational and personal growth. Our pupils leave Wood Field as life-long learners who make a positive contribution to society, empowering everyone. They are without doubt ready for the future.



TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

- Salary calculated in line with Outer London pay scale 4/5, points OL07-OL15, £31,290 - £35,109 per annum (£24,681 - £27,694, 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

33.75 hours per week / Mon-Fri / 7.25 hrs per day (inc. break) / 8:15am - 3:30pm

PLACE OF WORK

Wood Field Primary School, Stanley Park Road, Carshalton, Surrey, SM5 3HW.

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>
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

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:	Lead Teaching Assistant
Responsible to:	SENDCo & SENDCo Asst.

ROLE OVERVIEW

We are seeking an enthusiastic Lead Teaching Assistant, who will be instrumental in driving pupil progress and supporting well-being across the school. Collaborating closely with SEND specific teachers, you will help maintain an enriching, secure, and accessible learning environment.

By providing targeted support where it's needed most, you will eliminate learning obstacles and enable high-quality class support. This position requires excellent communication, resilience, and a commitment to nurturing our pupils.

MAIN DUTIES AND RESPONSIBILITIES

- Lead and deliver targeted, evidence-based one-to-one and small-group interventions (including specialised phonics, precision teaching, and structured literacy/numeracy frameworks) tailored to pupils with complex Special Educational Needs and Disabilities (SEND).
- Direct and monitor the implementation of specific outcome targets outlined in pupils' Education, Health and Care Plans (EHCPs) and Individual Education Plans (IEPs).
- Work closely with the SENCo to track SEND pupil progress, evaluate the efficacy of interventions, and adjust provisions to accelerate learning outcomes.
- Model and implement advanced adaptive teaching strategies to ensure full access to the broader curriculum.
- Design, maintain, and manage low-arousal environments, sensory breaks, and emotional regulation spaces (such as Zones of Regulation) to support pupils with sensory processing differences or SEMH (Social, Emotional, and Mental Health) needs.
- Guide, mentor, and brief classroom Teaching Assistants on best practices for SEND support, adaptive resource preparation, and effective intervention delivery.
- Assist pupils with intimate care, personal hygiene, and mobility needs where specified in individual care plans, preserving dignity and independence.
- Provide detailed progress feedback and reporting to class teachers and the SENCo to inform EHCP annual reviews, Provision Mapping, and parent-teacher consultations.
- To prioritise and manage time effectively, ensuring continued professional development in line with the role.
- Accompanying and supervising groups of children on educational visits outside of the school grounds, when necessary.
- To follow the school policies and procedures.

STAFF DEVELOPMENT

- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust 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.

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		
Qualifications relevant to this role.		x
Experience working in a primary school environment.	x	
Experience working with strategies specifically for SEN pupils.		x
Willingness to undertake further CPD.	x	
Evidence of wider professional development		x
Skills and experience		
Excellent interpersonal and teamwork skills	x	
Excellent communicator – sensitive, compassionate and effective	x	
Outstanding organisational skills to ensure efficient and effective implementation of the role	x	
Knowledge of strategies to recognise and reward efforts and achievements and the ability to encourage pupils to become self-reliant and independent learners	x	
Personal attributes		
Able to establish good working relationships with a wide range of people - pupils, colleagues and parents	x	
A willingness to become involved in all aspects of school life	x	
Committed to the safeguarding of children	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 **Wednesday 16th September 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 on **Monday 21st September 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 as soon as possible.



GREENSHAW
LEARNING TRUST



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