



**Cliffe Woods
Primary School**

Working at Cliffe Woods Primary School

Join our Team



**For Appointment of:
Teaching Assistant**





Headteacher's Welcome

James Bernard

I am delighted to welcome you to Cliffe Woods Primary School. It is a privilege to serve as the Headteacher, and I am excited to be leading the school on the next stage of its journey. We are proud of our strong sense of community, our dedicated staff team, and the supportive partnerships we share with families. Thank you for your interest in the role and I hope that the information within gives you an insight into our school and the unique opportunity this position offers.

Cliffe Woods is a beacon of excellence and we expect 'Excellence From All'. At Cliffe Woods, our priority is to nurture each child so they thrive both academically and personally. We value curiosity, creativity, and kindness, and strive to provide enriching experiences that help our children develop confidence, resilience, and a love of learning.

Cliffe Woods joined Aletheia Academies Trust on the 1st January 2022. As part of the Aletheia Academies Trust, we benefit from collaboration with a family of schools who share our ethos and commitment to providing excellent opportunities for children. The Trust supports us in continually improving, while allowing us to retain the unique character and strengths of our school community.

Thank you for taking an interest in joining our school. If you share our values and commitment to making a difference for children, we would be delighted to receive your application.

Cliffe Woods Primary School



Cliffe Woods Primary School is proud to be at the heart of the community.

At Cliffe Woods Primary School everything we do revolves around our key drivers: Opportunity, Diversity, Curiosity and Tenacity. Through these, our children explore and embrace all the new challenges they meet with confidence and a positive attitude.

Our aim is for our children to be confident, caring, resilient, curious young adults with a desire to learn and achieve the best they can in all they do, preparing them for the future. Our children are wonderful ambassadors, so if you would like to know more about what makes our school the place that it is, please get in touch and our children would be delighted to show you around and introduce you to everyone who makes Cliffe Woods Primary School such a special and incredible place.

Our school continues to evolve in many exciting ways, ensuring that we constantly deliver enriching experiences for our pupils. Over the last few years we have been consistently over-subscribed with families wanting a place for their child/children to start in our Reception classes.

We would be delighted to welcome you, give you a tour, and introduce you to the people who make Cliffe Woods Primary School such an extraordinary community



“The sense of community at Cliffe Woods Primary School is striking. Pupils thrive. They are kind and welcoming to visitors, as well as to one another. Provision to promote pupils’ personal development is exceptional”.
– Ofsted 2025

Job Description

Job Title	: Teaching Assistant
Location	: Cliffe Woods Primary School
Duration	: Fixed Term Contract until 31/08/2027
Work Hours	: 31.5 hours per week, Mon – Fri 8.30am to 3.15pm (with 30-minute unpaid break), for 39 weeks per year (term time plus inset)
Reporting to	: Headteacher
Salary	: AAT B.2
Pension	: Local Government Pension Scheme



About the Role

An exciting opportunity has arisen to join Cliffe Woods Primary School as a Teaching Assistant. Our school is a popular and successful school with an excellent reputation in the area. We have a friendly and supportive staff, well-behaved children and first-class resources.

We are currently seeking to appoint an enthusiastic Teaching Assistant to join our team. The SLT of this outstanding school require an experienced teaching assistant, who is fully committed to providing high quality learning for our children to join our team.

This role will also include a 30 minute lunch/midday meals duty each day.

Caring and enthusiastic candidates, who are committed to high standards and interested in joining a hardworking and friendly team, are invited to apply. Information about the school can be found by visiting our website. If you have any questions, please call 01634 220822 to speak to a member of the Senior Leadership Team.

The successful candidate will:

- Be prepared to work across all primary key stages, including EYFS
- Be able to work under direction but also use their initiative when required
- Have high expectations of pupils and themselves
- A flexible, hardworking, patient and caring individual
- Have an ability to support children with complex needs, if necessary on a one-to-one basis

Key Responsibilities



- Experience and knowledge of working within Primary education.
- High standard of maths and literacy skills with a secure understanding of English grammar.
- An understanding of and the ability to deliver systematic synthetic phonics.
- An understanding of or willingness to learn, the maths mastery approach.
- An understanding of using assessment for learning to enable pupils to make progress. An awareness of how to complete in-class observations.
- Confidence to plan activities and assess their impact for the children with guidance from the class teacher.
- Able to keep detailed notes on progress and concerns to be used as evidence for the review, progress and assessment as appropriate.
- Able to provide positive and supportive feedback to pupils and their parents. Good communication skills.
- Ability to inspire, motivate and foster excellent relationships, working in partnership with staff, parents, governors and our wider community.
- Good interpersonal skills and the ability to work as part of a hard-working, enthusiastic and committed team
- To support children's learning with mathematics, reading and writing on an individual, class or small group basis.
- To support the class teacher in the provision of excellent learning opportunities.
- Prepare the classroom for lessons and practice good housekeeping to ensure the classroom remains in good order.
- Listen to children read, read to them.
- Supervise group activities.
- Supervise children during lunch times and playtimes.
- Take part in training, meetings and reviews

This is illustrative of the general nature of the role. It is not a comprehensive list of all tasks expected to be carried out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher and/or any member of the SLT.



Person Specification



- Essential skills and experience Successful, relevant experience of working with children of primary age within a learning environment and appropriate qualification
- Good understanding of child development.
- The ability to apply behaviour management policies and strategies, which contribute to a purposeful learning.
- Be able to work effectively as part of a team and contribute to group planning etc.
- Be able to work independently and on own initiative.
- Must be flexible with effective time management skills, enthusiastic and highly organised about all aspects of classroom operation.
- Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations.
- Be committed to your own professional development and keen to make a significant contribution to the life of our school.
- Must have excellent communication skills in order to build rapport with adults and children, both verbally and in writing.
- A proven ability to motivate pupils.
- Have high expectations of both pupils and of yourself.
- Self-motivated and show creativity when adapting learning to meet the needs of small groups of children.
- A positive, can-do attitude

Evidence that candidates meet the essential requirements will be considered during shortlisting from the application form and any personal statement provided. At an interview, candidates will be expected to answer questions about professional knowledge and experience, along with personal qualities and skills. The interview will also explore issues relating to safeguarding and promoting the welfare of children.

How to Apply



If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

The School Office
admin@cliffewoods.medway.sch.uk
01634 220822

To apply for this role, [please visit MyNewTerm.](#)



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



Diocese of
Rochester



PROUD TO BE
Aletheia
Academies Trust

Contact Us

Cliffe Woods Primary School
View Road,
Cliffe Woods, Rochester
ME3 8UJ

Unique Reference Number:
136859

Telephone:
01634 220 822

Website:
cliffewoods.medway.sch.uk

Email:
admin@cliffewoods.medway.sch.uk