

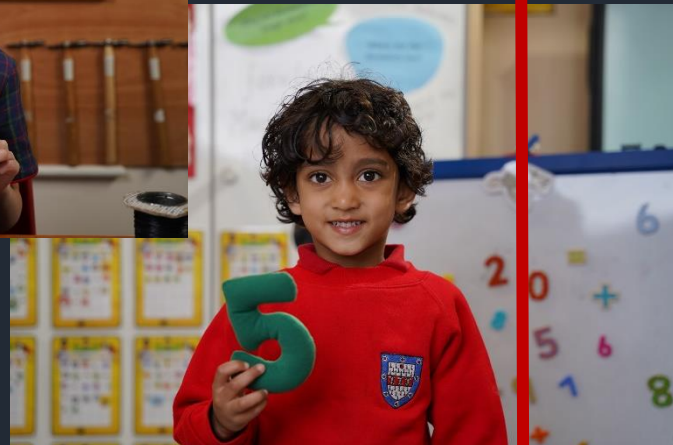


# WOODBIDGE SCHOOL

## Work With Us

### Teaching Assistant: Pre-Prep

#### Application Pack



# Teaching Assistant – Pre-Prep

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**£17,590.42 – (Actual Salary)**

**38 hours, 34 weeks per annum**

**(Mon to Thursday 08:00 – 16:00, Friday 08.00 – 16:30)**

**Permanent**

We are looking to appoint an enthusiastic and motivated Teaching Assistant, with experience of working at EYFS/Key Stage 1, to join the nurturing and energetic team at Woodbridge School Prep.

You should have a natural empathy with young children, as well as being a highly motivated and inspiring individual with a passion for working with children to encourage learning in a safe, stimulating and effective way.

You will hold a relevant Level 3 (or equivalent) qualification and will have experience of working with young children in a similar setting.

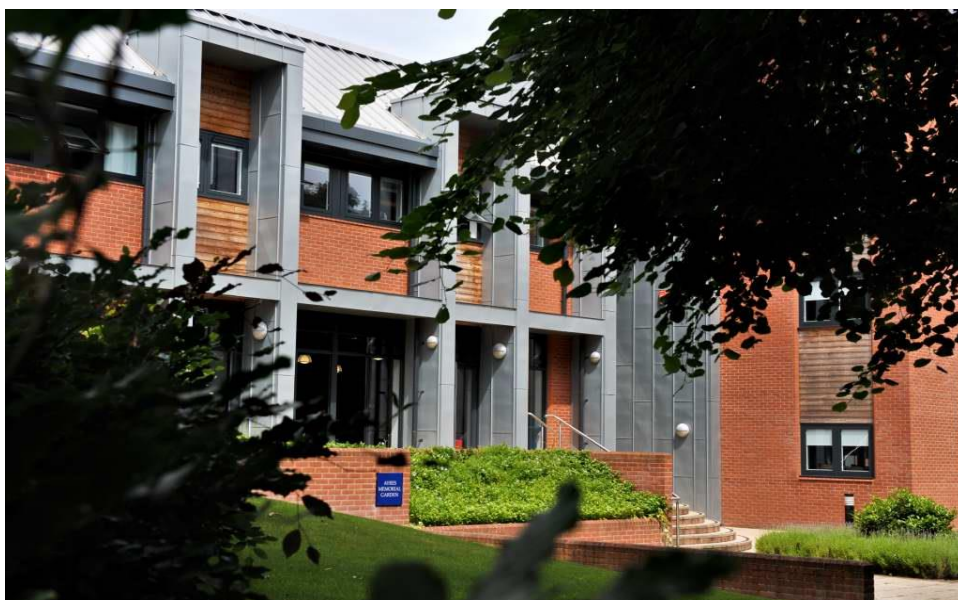
For more information about the school and this opportunity, and to download an application pack, please visit: <https://www.woodbridgeschool.org.uk/about/staff-vacancies/>

**Closing date: Friday 18<sup>th</sup> April 2025**

**Interview: w/c 28<sup>th</sup> April 2025**

**Start date: June or September 2025**

*Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).*



## Job Description

<b>Job Title: Teaching Assistant: EYFS/Key Stage 1 Focus</b>	
<b>Department: Pre-Prep</b>	
<b>Hours: 38 per week</b>	<b>Accountable to: Head of Prep</b>
<b>Key Responsibilities</b>	
<b>Support for Students:</b>	
<ul style="list-style-type: none"><li>• Working with a focus on EYFS/Key Stage 1 students supporting them to achieve their individual learning goals</li><li>• Attend to the personal and social needs of students and any other special requirements depending on the nature of the individual's needs, wherever possible making these part of the learning experience</li><li>• Under agreed School procedures, give first aid/medicine where necessary</li></ul>	
<b>Support for the Teacher</b>	
<ul style="list-style-type: none"><li>• Support the teacher in preparing the classroom for lessons and assist with the display of students' work</li><li>• Be aware of student circumstances, progress and achievements, report to the teacher as agreed and undertake student record keeping as requested</li><li>• Support the teacher in managing student behaviour, reporting difficulties as appropriate</li></ul>	
<b>Support the Curriculum</b>	
<ul style="list-style-type: none"><li>• Support students to understand instructions and in undertaking literacy and numeracy tasks as directed by the teacher</li><li>• Support small groups and individuals to access the curriculum as part of support or extension as appropriate</li><li>• Prepare and maintain equipment/resources as directed by the teacher and assist students in their use, including the use of basic ICT as directed</li></ul>	
<b>Support for the School</b>	
<ul style="list-style-type: none"><li>• 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</li><li>• Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop</li><li>• Attend relevant meetings as required and participate in training and other learning activities and performance development as required</li><li>• Assist with the supervision of students out of lesson times, including before, during lunchtimes and after school</li></ul>	

- Accompany teaching staff and students in visits and out of school activities as required.

Undertake similar duties and activities that fall within the scope of this post as directed by the Form Teacher or Head of Woodbridge School Prep.

This job description is not exhaustive and it is expected that the post-holder will be flexible in their approach, and undertake any reasonable duties as requested.

### **General Responsibilities**

#### **Health and safety**

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to Woodbridge School's Health and Safety Policy and Health and Safety law.

#### **Child Protection/vulnerable adults statement**

Woodbridge School is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with our policy at all times. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of vulnerable adults or children you must report any concerns to the appropriate Safeguarding Lead. You will also be expected to qualify and maintain an enhanced DBS check to the school's requirement before starting in work for the school.

#### **Brand values**

Ensure your work, communication and approach conforms to the brand values and house style of Woodbridge School. Keep up to date, and comply with the Woodbridge School, Policies and Procedures at all times.

## Person Specification

Education and Qualifications	Essential	Desirable
<ul style="list-style-type: none"> <li>Educated to GCSE level including English &amp; Maths A* - C;</li> </ul>	√	
<ul style="list-style-type: none"> <li>Relevant NVQ 3 or equivalent;</li> </ul>	√	
Knowledge and Experience		
<ul style="list-style-type: none"> <li>At least 2 years' experience of working with children of relevant age in similar setting;</li> </ul>		√
<ul style="list-style-type: none"> <li>Previous experience of administering first aid, or hold a first aid qualification;</li> </ul>		√
<ul style="list-style-type: none"> <li>Knowledge of EYFS principles;</li> </ul>	√	
<ul style="list-style-type: none"> <li>Knowledge of the national curriculum;</li> </ul>		√
Skills and Attributes		
<ul style="list-style-type: none"> <li>Strong interpersonal, written and oral communication skills with the ability to deal confidently with a wide range of people;</li> </ul>	√	
<ul style="list-style-type: none"> <li>Excellent verbal and written skills;</li> </ul>	√	
<ul style="list-style-type: none"> <li>Approachable at all times and empathetic to the needs of others;</li> </ul>	√	
<ul style="list-style-type: none"> <li>Is able to work flexibly as workloads require and take ownership of tasks;</li> </ul>	√	
<ul style="list-style-type: none"> <li>Excellent organisational skills;</li> </ul>	√	
Safeguarding		
<ul style="list-style-type: none"> <li>All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children</li> </ul>	√	
Personal Qualities		
<ul style="list-style-type: none"> <li>Passionate, resilient, and optimistic;</li> </ul>	√	
<ul style="list-style-type: none"> <li>Able to relate well to children and deal with issues that might arise; using initiative to support behavioural and emotional needs;</li> </ul>	√	
<ul style="list-style-type: none"> <li>Confident; able to assist and support lessons with teaching staff;</li> </ul>	√	
<ul style="list-style-type: none"> <li>Able and willing to undertake additional duties as part of the whole-school team;</li> </ul>	√	
<ul style="list-style-type: none"> <li>Committed to safeguarding;</li> </ul>	√	
Other		
<ul style="list-style-type: none"> <li>Driving licence;</li> </ul>		√

## Benefit Statement

<b>Pension</b>	Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria). You may contribute by direct deduction from your pay 3.2% or more of your qualifying earnings. The Foundation/School will contribute 1.5% of your contribution up to a maximum of 7.5%.
<b>Sick Pay</b>	After a successful probation period, full pay for 5 weeks and, half pay for 10 weeks in any rolling 12 months. Entitlement rises incrementally to full pay for 20 weeks and half pay for 20 weeks in any rolling 3 year period during the 4th and subsequent years of service.
<b>School Fees</b>	School fee remission may be available depending on individual circumstance.
<b>Holiday</b>	25 days plus 8 public holidays paid leave (pro rata for part time/term time posts) included in salary.
<b>Training</b>	Training costs will be met in full. This will be subject to conditions concerning repayment if the employee leaves for any reason within a given period.
<b>Other Benefits</b>	<ul style="list-style-type: none"><li>• Free parking</li><li>• Complimentary lunch is available when the Dining Room is in operation</li><li>• Access to the Employee Assistance Programme</li></ul>

## Information for applicants

In order to apply please complete the application form.

Application forms can be downloaded from the School's website:  
<https://www.woodbridgeschool.org.uk/about/vacancies/>

Please apply, preferably by email, stating "Teaching Assistant" in the title line to:  
[recruitment@seckford-foundation.org.uk](mailto:recruitment@seckford-foundation.org.uk).

If you are unable to apply by email then please post your application, marking "Private and Confidential" to People Team at:

Woodbridge School  
Marryott House  
Burkitt Road Woodbridge  
Suffolk  
IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please ring the HR Department on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

*Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.*