



**Wood Bank School**

From strong roots we grow and blossom

# Teaching Assistant

## Recruitment Application Pack

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## WELCOME MESSAGE

Dear Applicant,

I would like to take this opportunity to thank you for expressing an interest in applying for a Teaching Assistant role at Wood Bank School.

Our school is a thriving Primary Special School based in Calderdale that caters for pupils with an extensive range of special education needs. We are driven by our strapline statement: “*From Strong Roots We Grow and Blossom*” and as a result offer a personalised education for all our pupils to achieve their full potential. We promote teaching and learning via needs-based classes and through 4 bespoke curriculum pathways titled: Discover, Develop, Engage and Explore.

The school is committed to safeguarding and promoting the welfare of children and young people. Safer recruitment practices will be undertaken before any appointment is confirmed, please refer to the enclosed information on Safer Recruitment.

If you require special arrangements during the recruitment process, please contact the school to discuss further. Please ensure that you read all the instructions for applying carefully and

Please ensure that you read all the instructions for applying carefully and complete the application form in full.

If this fantastic opportunity excites you, I look forward to receiving your application.

Kind Regards,

*Karen Muscat-Baron*

Director of People

## ADVERT

**Position:** Teaching Assistant

**Contract:** Permanent

**Required:** September 2025

**Salary:** Scale 2 plus Special School Allowance (term time plus 2 training days)

**Hours:** 32 ½ hours per week (8:30am – 3:30pm)

Are you seeking a new and exciting challenge? Wood Bank School is seeking to appoint a number of Teaching Assistants to join our vibrant team.

**The successful candidate will:**

- Be a great team player with a range of interpersonal qualities
- Foster positive working relationships with all staff and children
- Support the teaching and learning process
- Bring a positive energy and withstand the challenges of the role

**Our school can offer:**

- High quality professional development opportunities
- A commitment to career development and growth
- A positive culture that supports staff wellbeing
- A supportive leadership team

Applications are invited from prospective candidates who can demonstrate they meet the essential criteria set out in the person specification.

**Closing Date:** 9.00am – Tuesday 1<sup>st</sup> July 2025

**Shortlisting:** Tuesday 1<sup>st</sup> July 2025

**Interviews will take place:** Tuesday 8<sup>th</sup> July 2025

**Please visit our website for up-to-date information, or phone us on the number below if you have any questions or would like to arrange a tour of the school.**

Please contact the school office on (01422) 884170.

Wood Bank School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.

**Address:** Wood Bank School, Dene View, Halifax, West Yorkshire, HX2 6PB

**Tel:** 01422 884170

**Email:** [admin@woodbank.calderdale.sch.uk](mailto:admin@woodbank.calderdale.sch.uk)

## JOB DESCRIPTION

<b>Post Title</b>	Teaching Assistant
<b>Salary</b>	Scale 2, plus Special School Allowance
<b>Line manager/s</b>	Senior Leadership Team

### MAIN PURPOSE OF THE JOB

- To have positive working relationships with SLT and all colleagues within school
- To work under the specific supervision of the class teacher in the planning and implementation of work programmes with pupils who have complex needs and multi barriers to learning
- To provide general support to the class teacher in the management and organisation of the pupils and the classroom ensuring appropriate support for each pupil dependant on their individual needs
- To assist the pupils with personal care needs which may include social, health, hygiene and welfare matters and to carry out moving and handling transfers to support pupils' access around school
- To use behaviour management strategies in line with the school's policy and procedures appropriate to pupils' age and special needs
- To assist the teacher in creating a purposeful, orderly and supportive learning environment by removing barriers to learning, including physical, sensory, emotional and behavioural difficulties
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop
- To be responsible for promoting and safeguarding the welfare of children within the school.
- To always maintain a high level of professionalism in line with the Staff Code of Conduct
- To participate in an annual performance management meeting and set mutually agreed targets

### SUPPORT FOR PUPILS

- To support working relationships with the pupils, acting as role models and setting high expectations
- To encourage pupils to interact with others and engage in activities led by the teacher which may include participating in physical activities with the pupils including support at swimming
- To support pupils' communication with alternative communication techniques if required (AAC, intensive interaction, intervener, symbols, signing). Training will be provided
- As required, to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons as appropriate
- To provide feedback to the class teacher and to other professionals both verbally and written
- To contribute towards record keeping; particularly in respect of pupil learning, behaviour management, child protection, medical and any other specific programmes set up for specific pupil.
- To provide general support to the teacher including photocopying, laminating, ICT support
- To support the teaching process through own literacy, numeracy and phonics skills within learning activities

## SUPPORT FOR THE SCHOOL

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/inclusion and data protection, reporting all concerns to the appropriate person
- To work in an environment where there is a varied intensity of demands from the pupils and where physical intervention may be needed to ensure the safety of the child and/or others
- To attend relevant meetings and participate in training opportunities as required
- To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with school policy
- To prepare for and accompany teaching staff and pupils on visits, trips and out of school activities as required within contracted hours under the supervision of the teacher
- To assist with the supervision of pupils out of lesson time but during the school day within contracted hours as necessary for their safety. (Playtimes, trips, Inclusion, swimming)
- To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled and have emotional and behavioural difficulties
- To be able to follow the programme of medication for individual pupils as required following training from the school nurse and under the direction of the teacher
- To work effectively as a team member
- To respect the confidentiality of all pupils and the school community by using the school protocols for sharing information

## PERSON SPECIFICATION

ATTRIBUTES		E	D	Source
<b>KNOWLEDGE &amp; EXPERIENCE</b>	Experience of supporting teaching & learning in a school, home or other setting	✓		A, I, R
	Knowledge of supporting the teaching of reading using a phonics approach		✓	A, I, R
	Experience of working positively and collaboratively in a team	✓		A, I
	Pass at GCSE English and Maths or Level 2 equivalent	✓		A
	Knowledge of pupils with additional needs		✓	A, R
	Childcare qualification (NVQ, Apprenticeship, BTEC)		✓	A
	Developmental levels of children with complex learning needs	✓		A, I, R
<b>PRACTICAL SKILLS</b>	Able to prepare creative resources and materials	✓		A, I
	Experience of working in a team environment	✓		A, I
	Able to engage children through play with attention to their developmental age and ability	✓		A
	Able to observe, monitor and provide constructive feedback on pupil progress		✓	A
	Provide necessary personal, medical, moving and handling and toileting support to pupils		✓	A
<b>DISPOSITION &amp; ATTITUDE</b>	Demonstrates a passion for working within Education	✓		A, I
	Willingness to support pupils' additional and complex needs		✓	A, I
	Able to respect the overall direction of school leadership, policies and practice	✓		A, I
	Meet the physical demands and challenges of the role	✓		A, I
	Understands professionalism and all behaviours associated with it accordingly	✓		I
<b>Codes</b>				
E = Essential		D = Desirable		
A = Application Form		R = References		I = Interview

# SAFER RECRUITMENT

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education

This school recognises the value of and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

All posts within school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind- overs, including those regarded as spent and will be subject to an Enhanced Disclosure and Barring Service check with barred list information.

Please note that online searches for shortlisted candidates will be completed as part of due diligence checks ahead of interview in accordance with the Keeping Children Safe in Education 2024 guidance.

## Applications

Wood Bank School uses Calderdale Council's Application Form for all advertised jobs.

The school requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.

Applicants should be aware that by applying they are agreeing that the information given is true and correct and that any offer of employment will be made on this basis. Where it is found that false information has been provided this could result in the application being withdrawn or summary dismissal if the applicant has been selected and employment has commenced. This may also result in possible referral to other professional regulatory bodies where appropriate.

## References

- A minimum of two references will be sought, one of which must be from current or most recent employer.
- References for shortlisted candidates will be sent for immediately after shortlisting.
- The school has a standard template which is used for all references.
- The school does not accept open references, testimonials or references from relatives, a partner or people writing solely in the capacity as a friend.

**A standard template will be used for both requesting and providing references. This has been checked and verified by Human Resources.**

Only references from a trusted authoritative source will be acceptable. References will always be sought and obtained directly from the referee.



## SHORTLISTING

Before the closing date, a panel will be created and after the closing date, they will match your skills/experience against the person specification.

**Selection for interview will be decided entirely on the contents of your application form. Please read the job description and person specification carefully before completing your form.**

## INTERVIEW & ASSESSMENT

The shortlisting panel will then conduct the arranged interviews and assessment process.

The panel will agree the assessment tasks and interview questions to be asked of each candidate. In addition to exploring the candidate's suitability for the post, the panel should explore:

- the interviewees attitude towards children and young people
- the interviewees willingness and ability to support the school's commitment to safeguarding and promoting the safety and welfare of children and young people
- any unexplained gaps in the candidate's employment history
- any other concerns or discrepancies arising directly from the interview or online searches conducted prior to interview

The panel will then score the applicants on the assessment activities. A decision will then be made about the appointment(s).