



WILDMOOR HEATH SCHOOL



Proud to be part of the

GREENSHAW
LEARNING TRUST

RECRUITMENT PACK

Wildmoor Heath School,
Lower Broadmoor Road,
Crowthorne,
Berkshire, RG45 7HD

Telephone: 01344 772034

Email: secretary@wildmoorheath.org.uk



Dear Candidate,

Thank you for your interest in the role of **Teaching Assistant** at Wildmoor Heath Primary School. We are delighted you are considering joining our team.

Wildmoor Heath Primary School is a successful, inclusive school at the heart of its local community. Our outstanding location, with the beautiful Wildmoor Heath Nature Reserve on our doorstep, provides regular opportunities for outdoor learning and environmental education. On site, our pupils also benefit from Wildwood Forest School and our Growing Garden raised-bed area, which help bring learning to life.

At Wildmoor, we are committed to providing an exceptional and inclusive education within a nurturing environment, where every child is encouraged and supported to achieve their very best. Our vision is to develop the whole child—helping pupils to grow into confident, resilient and articulate individuals, who are also caring and responsible members of their community.

We are proud of our dedicated staff team, our strong partnerships with families and the wide range of enriching opportunities we offer our pupils. Together, we create an ambitious, supportive culture where children and adults alike can thrive. We have excellent links with local secondary schools, including Wellington College and Edgbarrow School, as well as with other schools within our trust.

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.

Wildmoor Heath 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 by phoning 01344 772034 or emailing secretary@wildmoorheath.org.uk.

If you are an enthusiastic teacher who shares our values and is passionate about making a real difference, we would love to hear from you. We look forward to receiving applications from candidates whose personal qualities, values and experiences align with our own.

Yours sincerely

Clare Vincent,

Headteacher

ABOUT OUR SCHOOL

Wildmoor Heath Primary School is a thriving, welcoming school at the heart of its community. We are proud of the strong partnerships we build with families, recognising that a close relationship between home and school is key to nurturing confident, responsible young citizens who make a positive contribution to the world around them. Pupil leadership is an important part of our ethos. Children are given many opportunities to take on roles of responsibility, helping them to develop independence, confidence and a sense of service. These include:

- Head Boy/Girl and Deputies (Year 6)
- House Captains (Year 6)
- Reading Ambassadors/Librarians (Year 6)
- Computing Ambassadors (Year 6)
- School Council (Years 1–6)
- Eco, Kindness, Music and Diversity Ambassadors (Years 1–6)

Our curriculum is built on the National Curriculum, with carefully mapped progression across all subjects to ensure a coherent and systematic development of knowledge and skills throughout each child's seven-year journey with us. Beyond this, our Curriculum Enrichment Areas offer pupils memorable and meaningful experiences that extend their learning and personal growth. These are:

- Environment
- Opportunities
- Community
- Communication
- Wellbeing

Our core values, chosen collectively by staff, pupils and parents, are woven through every aspect of school life and guide the way we learn, work and grow together:

- Respect
- Independence
- Resilience
- Honesty

We are proud of our highly experienced and dedicated staff team, who work collaboratively to inspire, challenge and support our pupils. Through their expertise, commitment and care, every child has the opportunity to achieve their best and take pride in their learning and achievements.

TERMS AND CONDITIONS

CONTRACT

Fixed Term

SALARY

Salary calculated in line with NJC Fringe Grade J-K pay scale, points 2-6, £18,580 - £19,745 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

32.5 hours per week, term time only, calculated at 43.870 weeks per year.

Monday – Friday 8.30am-3.30pm with 30 minutes unpaid lunch, term time only, plus annual Safeguarding Inset Day required in addition (in September). This role includes lunchtime supervision every day.

PLACE OF WORK

Wildmoor Heath School, Lower Broadmoor Road, Crowthorne, Berkshire, RG45 7HD.

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:	Teaching Assistant
Responsible to:	SENDCo
Responsible for:	n/a

ROLE OVERVIEW

To work in collaboration with the class teacher and SENDCO to provide support for children emotionally and academically so they can achieve their potential and experience a sense of achievement.

MAIN DUTIES AND RESPONSIBILITIES

- Following class teacher guidance, deliver learning activities inside or outside the classroom
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the class teacher and increase the achievement of pupils
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Provide regular feedback to teachers on the pupils' progress, attainment and barriers to learning
- Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate
- Assist with the development and delivery of individual education, support and care plans where needed
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Use ICT skills to advance pupils' learning
- Supervise a class if the teacher is temporarily unavailable
- Undertake any other relevant duties given by the class teacher
- Communicate knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Communicate effectively with other staff members and pupils and with parents and carers under the direction of the class teacher
- Develop effective professional relationships with colleagues
- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications and/or experience needed for the role, with support from the school

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Participate in the school's appraisal procedures
- Actively engage and follow all Greenshaw Learning Trust and Wildmoor Heath School policies, processes and training requirements on all areas of safeguarding, behaviour, Health and Safety, data protection and any other school or Trust based requirements
- Actively support the school and Greenshaw Learning Trust's equal opportunity policies and ensure that all pupils have equal access to opportunities to learn and develop.

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		
GCSE English and Maths (grade C / 4 or above)	x	
Teaching Assistant qualification or equivalent school experience		x
First Aid qualification		x
Additional training in supporting pupils with SEND, phonics or emotional literacy		x
Skills and experience		
Able to work collaboratively as part of a team	x	
Builds positive relationships with children and adults	x	
Sensitive and flexible in responding to pupils' needs	x	
Confident using school technology (e.g. computers, iPads, interactive whiteboards)	x	
Supports pupils with personal care needs respectfully	x	
Strong organisational and time-management skills	x	
Understands the needs of all pupils, including those with SEND	x	
Flexible and adaptable in delivering support	x	
Excellent verbal communication and listening skills	x	
Calm and patient under pressure	x	
Experience working with children aged 4–11 in a school setting	x	
Knowledge of phonics and early reading approaches		x
Awareness of outdoor learning opportunities		x
Understanding or experience of ELSA support activities		x
Personal attributes		
Committed to equality, diversity and inclusion	x	
Reliable in keeping up to date with school communications	x	
Willing to engage in training and professional development	x	
Sensitive, empathetic and supportive towards pupils	x	
Dedicated to achieving the best outcomes for all children	x	
Maintains confidentiality at all times	x	
Strong commitment to safeguarding and wellbeing	x	
Positive, resilient and enthusiastic approach	x	
Able to inspire, motivate and encourage pupils	x	
Willingness to contribute to wider school life (e.g. clubs, trips, enrichment)		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 Monday 13th October 2025**. 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 **Wednesday 15th October 2025**. 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 **4th November 2025**.



FURTHER INFORMATION

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

Should you need any further information, please contact
NAME AND EMAIL ADDRESS



GREENSHAW
LEARNING TRUST



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