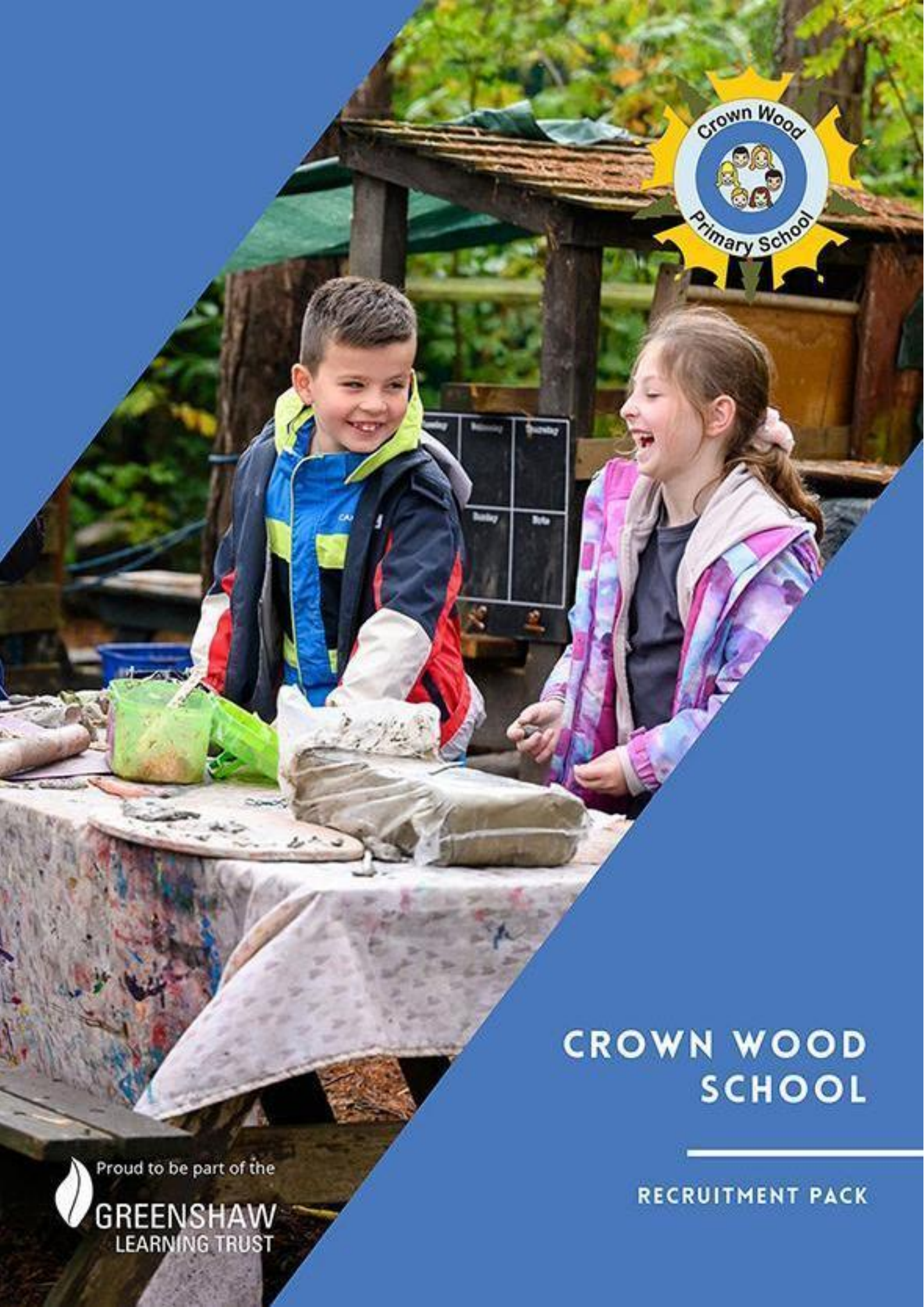


CROWN WOOD SCHOOL

RECRUITMENT PACK

Proud to be part of the
GREENSHAW
LEARNING TRUST

Crown Wood Primary School,
Opladen Way,
Bracknell RG12 0PE

Telephone: 01344 485448;

Email: secretary@crownwoodprimary.co.uk

Dear candidate,

Thank you for your interest in the role of Teaching Assistant at Crown Wood Primary School, we are looking for a flexible, resilient and resourceful individual who is ambitious and aspirational for themselves and the children in our school, who are able and willing to work across the whole primary setting.

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 job's portal.

Crown Wood 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 team: clare.clifford@crownwoodprimary.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Kathryn Ralley, Headteacher

ABOUT OUR SCHOOL

At Crown Wood Primary School, we have built our ethos on a strong set of core values which underpin everything we do. These are: Determination – Responsibility – Everyone Together – Aspiration & Achievement – Mutual Respect. Our aim is to provide our children with the tools they need to be independent, confident young people, ready to embrace the next stage of their learning and become happy, effective members of society.

Ambition

We are committed to ensuring children not only have a solid grounding in Literacy and Numeracy, but also the skills, values and attitudes they need to be successful in their next stage of education and beyond. These include being aspirational, resilience, an ability to work collaboratively, curiosity and having a 'go for it' attitude.

Excellence

We aim to provide a safe and stimulating learning environment that encourages pupils to grow and develop in an atmosphere of mutual respect. We have high expectations in all areas, especially behaviour and attainment. We strongly believe being prepared to learn from mistakes, effort, practice and acting on feedback leads to success and not innate talent or ability

Pride

At Crown Wood, we know children are unique; with their own strengths and interests. We offer many opportunities for children to discover and develop their personal, social, moral and spiritual identities.

Our Vision

Dare to DREAM

Determination – Responsibility – Everyone Together

Aspiration & Achievement – Mutual Respect

TERMS AND CONDITIONS

CONTRACT

Permanent, starting 1st January 2027.

SALARY

Salary calculated in line with NJC (fringe) pay scale, points 03-06, £26,367.00 - £27,600.00 per annum FTE.

Actual Salary £18,736.16 - £19,612.32.

HOURS OF WORK

Part time 31.25 hours per week, Monday – Friday, 08:30-15:15 with 30 min unpaid lunch break, term time only.

PLACE OF WORK

Crown Wood Primary School, Opladen Way, Bracknell RG12 0PE.

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

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:	Class Teacher

ROLE OVERVIEW

We are looking for an enthusiastic Teaching Assistant. The successful candidate will motivate, challenge, support and inspire our students. They must also have relevant experience in a similar role with a proven track record.

MAIN DUTIES AND RESPONSIBILITIES

- To assist the learning of individuals or groups of children under the direct instruction of the class teacher.
- To provide general support to the class teacher in the management and care of individuals and groups of children.
- To undertake administrative tasks as directed by the class teacher.
- To supervise children during lunchtime and to extend learning by developing social skills and independence and promoting 'active play' and healthy eating.

The postholder reports to the Class Teacher and Team Leader during teaching times and the Lunchtime Supervisor during lunchtimes.

TEACHING, LEARNING AND STUDENT PROGRESS

General Classroom Duties:

Under direct instruction of the class teacher or Senior Leadership Team (SLT):

- Provide for the children's welfare/personal care both individually and in groups and ensure their safety. This could include the administration of medicines to children.
- Promote inclusion, act as a role model, show awareness of individual needs and respond to them,
- Encourage child interaction and engagement with teacher led activities.
- Prepare and routinely maintain classroom materials/resources/displays, assist children in their use, clear afterwards and display children's work.

- Support and supervise children in lessons in relation to local and national learning strategies e.g., Literacy, Numeracy tasks and using basic ICT to promote learning.
- Be aware of children with known behaviour problems or who are vulnerable for any reason
- Be aware of children with known medical conditions
- Be aware of children's problems and achievements and report to the teacher as appropriate.
- Support the teacher in managing behaviour; report difficulties as appropriate.
- Undertake record keeping, gather and report information from and to parents/carers as required.
- Provide clerical and administrative support e.g. photocopying, typing, filing, collecting money etc
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Actively support the schools and Trust's equal opportunity policies and ensure that all children have an equal access to opportunities to learn and develop.
- Contribute to the overall aims and targets of the school and Trust, appreciate and support the roles of other members of the schoolwork team and attend relevant meetings as required.
- Be aware of and take part in the schools' performance management framework and participate in training and development activities as required.
- Assist with the supervision of children out of lesson times and accompany school trips and other out of school activities with the teacher as required.
- Undertake any other similar duties as required.
- The post holder is responsible for ensuring that the school's Safeguarding Policy is adhered to and concerns are raised in accordance with this policy.

Supporting Children with Additional Needs:

- Attend to the personal care needs of a named child. This could include the administration of medicines; Follow the named child's care plan;
- Under the direction and supervision of qualified staff, assist in the delivery of activities enhancing children's social and educational development;

- Undertake pre-determined structured agreed learning activities, including literacy/numeracy programmes, recording achievement and progress and feeding back to the teacher; Follow the named child's Individual Education Plan (IEP).
- Encourage child's interaction and engagement with teacher-led activities.

Break & Lunchtime Duties:

- Provide supervision (including the play equipment) to ensure the children's safety at all times; have an awareness of where children are and remain in designated areas to ensure adequate supervision.
- Report accidents and complete accident form as necessary; Undertake First aid when required.
- Be aware of children with known medical conditions.
- Organise, encourage and / or lead children in the establishment of suitable activities and games, including the use of equipment.
- Implement the school's behaviour policy, ensuring that expectations of behaviour are the same outside as in the classroom; complete logs and report, where appropriate, incidents to the class teacher or senior staff.
- Be aware of children with known behaviour problems or who are vulnerable for any reason and provide pastoral support as required.
- Comply with guidelines and policies as set out by the school.
- Support children while they eat their lunch, making sure tables are clean and that water is available.
- Encourage independence and promote healthy eating, social skills and good table manners.
- Ensure the dining areas are left clean and help set up and clear away as required.
- Undertake other duties, compatible to the role, as directed by the Headteacher.

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		
GCSE Grade C/ 4 or better (or equivalent) in English and Maths	x	
Willingness to undertake safeguarding training	x	
Willingness to undertake formal first aid training/ or hold paediatric first aid certificate	x	
Willingness to undertake Team Teach or other personal handling training		x
Evidence of wider professional development		x
Formal TA or Childcare Qualification (e.g. NVQ)		x
Certification in Team Teach or other positive handling training		x
Experience of working with children; including those with emotional difficulties and / or challenging behaviour.		x
Qualifications in or significant experience in coaching / leading specific sports or activities.		x
Skills and experience		
Basic childcare and health and safety knowledge		x
Knowledge of effective behaviour management techniques		x
Knowledge and understanding of child development and learning		x
knowledge of children's social, emotional and behaviour needs and how to support these		x
Personal attributes		
Able to establish good working relationships with a wide range of people - students, colleagues and parents	x	
A willingness to become involved in all aspects of school life	x	
Committed to the safeguarding of children	x	
Respond sensitively and flexibly to competing demands from children	x	
Able to lead games and other activities at lunchtime	x	
Personal attributes - Continued		

Ability to use basic technology – photocopier, computer etc.	x	
Possesses skills to undertake general clerical/administrative tasks to support teachers	x	
Ability to maintain a safe, calm and happy approach.		x
Ability to cope with personal hygiene needs and respond sensitively to children's needs		x
Committed to equality of opportunity		x
Willingness to participate in development and training opportunities		x
Skilled in supporting the social / emotional needs of children (i.e. providing pastoral support)		x
Skilled in supporting children with special educational needs		x
Assist teaching staff in dealing with parents and carers		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 Sunday 29th November 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

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.

Interviews will take place on Friday 4th December 2026.

TAKING UP POST

The successful applicant will take up the post on 1st January 2027. We reserve the right to close this application early if a suitable candidate is appointed.



FURTHER INFORMATION

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

Should you need any further information, please contact
Clare Clifford at
clare.clifford@crownwoodprimary.co.uk

GREENSHAW
LEARNING TRUST

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