

Job Introduction

Teaching Assistant – Woodcote Primary School

Salary: £25,185 - £25,584, pro-rata, paid over 12 months

Salary Type: Support Staff; Grade 4, SCP 4 -5

Contract/Hours: Fixed Term Contract for 1 year in the first instance

Hours of Work: 31.25 hours/week, 8:30 - 3:15, with ½ hour lunch, 5 days a week

Start date: 3 September 2026

Join Our Wonderful Team at Woodcote Primary School

Woodcote Primary School is a happy, nurturing school with a genuine atmosphere of warmth and care. Described by Ofsted as a "friendly and welcoming place to learn," our motto *Learning, Caring and Sharing* runs through every aspect of school life, from the way we support our pupils to the way we look after one another as a staff team.

We are proud of our lovely, close-knit team. We support each other, celebrate each other's successes, and share a real commitment to giving every child the very best start in life. You will be joining a school where adults form strong partnerships with pupils and where everyone, children and staff alike, feels valued and cared for.

Our school values of positivity, respect, courage and honesty are at the heart of everything we do, and we are looking for someone who shares and champions those values every single day.

About the Role

Working under the guidance of our teaching staff, you will play a vital role in enabling children to access learning, thrive in the classroom, and develop confidence and independence. The role may involve supporting pupils within the classroom or in small group settings outside the main teaching area.

Support for Pupils

- Supervise and provide tailored support for pupils, including those with special educational needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education and Behaviour Plans and Personal Care programmes
- Build warm, constructive relationships with pupils and respond sensitively to individual needs
- Promote the inclusion, acceptance and belonging of all pupils
- Encourage pupils to interact positively with others and engage in teacher-led activities

- Set high expectations, promote self-esteem and foster independence
- Provide feedback to pupils on their progress and achievement under the guidance of the class teacher

Support for Teachers

- Help create and maintain a purposeful, orderly and supportive learning environment in line with lesson plans
- Use agreed strategies to support pupils in achieving their learning goals
- Assist with the planning and preparation of learning activities
- Monitor and accurately record pupils' responses, progress and achievement as directed
- Provide regular feedback to teachers on pupil progress, achievement and any concerns
- Promote positive behaviour, deal promptly with conflict in line with school policy, and encourage pupils to take responsibility for their own conduct
- Build constructive, professional relationships with parents and carers
- Administer routine assessments, invigilate tests and undertake routine marking as directed
- Provide general admin support including photocopying and resource preparation

Support for the Curriculum

- Deliver structured and agreed learning activities, adapting to pupil responses
- Support programmes linked to national strategies in literacy, numeracy and early years
- Support the effective use of ICT in learning and develop pupils' digital confidence and independence
- Prepare, maintain and use equipment and resources required for lessons and learning activities

Support for the School

- Be aware of and comply with all school policies relating to child protection, health and safety, confidentiality and data protection
- Contribute positively to the overall ethos, aims and values of Woodcote Primary School
- Support difference and ensure all pupils have equal access to learning and development opportunities
- Attend and contribute to relevant meetings, training and professional development activities
- Assist with supervision of pupils at break times, lunchtimes and before/after school as required
- Accompany staff and pupils on visits, trips and out-of-school activities when required

Safeguarding

Woodcote Primary School is committed to the Safeguarding of children. All staff must be dedicated to ensuring the safety and well-being of children. The post holder is responsible for ensuring that all child protection policies are adhered to, and concerns raised in accordance with these policies.

Application Procedure

If you are interested in this opportunity, we would be delighted to hear from you.

Please telephone the school office to arrange a visit. Tel: 01491 680454

If you wish to apply, please complete and return the application form to the school via the school email: office.2510@woodcote.oxon.sch.uk

Enter your advert text here.

Safer Recruitment

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.