



WOODBRIDGE
SCHOOL

Work with us

KS1/KS2 TEACHING ASSISTANT

APPLICATION PACK

KS1/KS2 Teaching Assistant

Salary: £23,968 FTE – pro rata £19,223 per annum

37.5 hours per week

34 weeks per year 0.802 FTE

We are looking to appoint an enthusiastic and motivated Teaching Assistant, with experience of working at KS1/KS2, to join the nurturing and energetic team at Woodbridge School Prep.

We are seeking a dedicated Level 3 Qualified Teaching Assistant to support pupils' learning across Key Stages 1 and 2. The role will involve working closely with a specific class at times, while also providing flexible support across different year groups and classes as needed. The successful candidate will foster a positive learning environment, encourage pupil confidence and independence, and work collaboratively with teaching staff to help every child thrive.

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: 4 June 2026

Interviews: W/C 8 June 2026

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

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

Job Title: KS1/KS2 Teaching Assistant	
Department: Prep	
Hours: 37.5 hours per week	Accountable to: Head of Prep
Job Purpose: Supporting the class teacher as part of the KS1/KS2 team to enable the effective delivery of learning, care, and supervision for pupils, by assisting individuals and small groups to access the curriculum, meet their personal and social needs, and achieve their individual learning goals, while contributing to a safe, inclusive, and well-organised school environment in line with school policies and procedures.	
KEY RESPONSIBILITIES:	
Support for Pupils:	
<ul style="list-style-type: none">• Working with a focus on KS1/KS2 pupils supporting them to achieve their individual learning goals;• Attend to the personal and social needs of pupils and any other special requirements depending on the nature of the individual's needs, wherever possible making these part of the learning experience;• Under agreed School procedures, give first aid/medicine where necessary.	
Support for the Teacher	
<ul style="list-style-type: none">• Support the teacher in preparing the classroom for lessons and assist with the display of pupils' work;• Be aware of pupil circumstances, progress and achievements, report to the teacher as agreed and undertake pupil record keeping as requested;• Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.	
Support the Curriculum	
<ul style="list-style-type: none">• Support pupils to understand instructions and in undertaking literacy and numeracy tasks as directed by the teacher;• Support small groups and individuals to access the curriculum as part of support or extension as appropriate;• Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use, including the use of basic ICT as directed.	
Support for the School	
<ul style="list-style-type: none">• 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;• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;• Attend relevant meetings as required and participate in training and other learning activities and performance development as required;• Assist with the supervision of pupils out of lesson times, including before, during lunchtimes and after school.	

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

BENEFITS

Pension	Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria).
Sick Pay	Company Sick Pay 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.
School Fees	School fee remission may be available depending on individual circumstances and at the discretion of the Governors.
Training	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.
Holiday	25 days plus 8 public holidays paid leave (pro rata for part time posts) included in salary.
Other Benefits	<ul style="list-style-type: none">• Free parking• Complimentary lunch is available when the Dining Room is in operation• Access to Employee Assistance Programme

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 "KS1/KS2 Teaching Assistant" in the title line to:
recruitment@seckford-foundation.org.uk.

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