



CANDIDATE PACK

Teaching Assistant



Start date:
ASAP

Location:
Queens Road
Walton on Thames
Surrey
KT12 5AB



About Us

Walton Leigh is a maintained special school for young people aged 11 to 19 with severe and complex learning difficulties.

We are a positive, welcoming school and we endeavour to provide a happy and caring environment where your child can flourish.

We will make sure your child is valued and supported in every way. We have a positive ethos, love celebrating achievement and always have high expectations!

We provide excellent opportunities to develop your child's communication skills and personal and social development.

We strive to deliver outstanding teaching and your child's class teacher will support and guide them to be as independent as possible.

WALTON
LEIGH
SCHOOL



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LEIGH
SCHOOL



About the Trust

Our school is part of London South East Academies Trust - a multi academy trust sponsored by London South East Colleges. In 2024 the Trust was formally recognised and awarded as the TES Small Trust of the Year.

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools

Read more on the trust website:
LSEAT.co.uk

LONDON
SOUTH EAST
ACADEMIES



TRUST

Working together to create an environment in a secure, stimulating atmosphere.

Promoting independence where self-esteem and mutual respect are fostered and effort and achievement celebrated in the pursuit of excellence.

Values

Responsibility

Friendship

Happiness

Honesty

Care

Respect

Love

Confidence

Cooperation

Belonging

Thoughtfulness

Patience

WALTON
LEIGH
SCHOOL



Job Description

Job title: Teaching Assistant - Full time or Bank staff

Salary: H13 on the LSEAT Harmonised pay scale

Contractual Hours: 31.18 hours per week or a 0 hour contract

Position Status: Permanent

About our Vacancy:

We are seeking an enthusiastic, energetic and compassionate Teaching Assistant to join our supportive school community. This rewarding role involves working closely with our pupils with special educational needs, helping them to achieve their full potential both academically and personally.

The successful candidate will have lots of energy and enthusiasm, and who enjoys working as part of a team and is committed to making a meaningful difference to the lives of young people. You will support pupils in their learning, encourage independence, and help create a safe, nurturing and engaging environment where every student can thrive.

You will join a committed and supportive staff team, playing a vital role in promoting positive behaviour, wellbeing and inclusion across the school. This role would suit individuals with experience of working with children and young people, particularly those with additional needs, although full training will be provided.

Walton Leigh School is a specialist setting for pupils aged 11–19 with additional needs, including autism, where we provide a nurturing and inclusive environment for every young person to thrive. As part of the London South East Academies Trust, we are committed to improving lives through high-quality education and strong support.

We are looking for enthusiastic, kind, caring and resilient individuals to join our team. You will help create a safe, positive and structured environment, supporting pupils' social, emotional and academic development.

We offer a strong induction programme and ongoing CPD, ensuring our staff are well supported and continue to develop professionally within a collaborative Trust. We are committed to safeguarding children; successful applicants will be required to undertake an enhanced DBS check.





Job Description

Main purpose of the role:

- To work with and support the teaching staff of Walton Leigh School in the education and care of pupils, to meet their Special Educational Needs.
- To work with and support the pupils of Walton Leigh School enabling them to take part in all aspects of the curriculum. • To work under the direction of the Class Teacher, or the Senior Teaching Assistant in the absence of the Class Teacher, as a member of the class staff team, to support the delivery of an appropriate curriculum in a safe, stimulating and caring environment.



Duties and Responsibilities

- To support the teacher in the classroom and in other learning environments/activities e.g. swimming pool, P.E. to enable students to make the most of their learning opportunities
- To attend to the pupils' personal requirements , physical care and therapy needs on a daily basis, including moving and handling students as necessary (following training)
- To manage pupils' behaviour in line with school policy and procedures, following pupils' individual Behaviour Management Plans and Strategies.
- To supervise pupils during break and lunch time as appropriate to support teachers and Senior Teaching Assistant: encouraging pupils to be physically active and to play
- To contribute to the organisation of classroom resources to ensure effective classroom management
- To encourage independence at all times
- To undertake specific tasks with individuals or small groups of pupils
- To assist on outings and school trips on foot or in the Minibus
- To be aware of school policies and support the implementation of these policies
- To record pupils' progress on appropriate recording charts
- To work within the specific hours designated by the post

Note: Teaching Assistants are welcome to attend any relevant staff meetings

Job Specification

This post will entail working with students between the ages of 11 and 19 who will potentially require any or all of the following;

- Personal Care, i.e.
- Toileting * Feeding *

Administration of medication and or medical interventions, i.e.

- Gastrostomy feeds *
- Suctioning *
- Tracheotomy *
- Administering oral medication, (always with supervision by another trained adult)

All these would be after specific training by medically trained staff and carried out under their supervision until such time as their competencies were signed off and the staff member is confident to carry them out. *

Administration of Therapies, i.e.

- Carrying out therapy programmes provided by the relevant therapist including Hydrotherapy programmes. *

Management of Challenging Behaviour, i.e.

- Using registered and County approved physical interventions. *

Moving and Handling of pupils / students, i.e.

- Positioning *
- Toileting *
- Therapy input *

Delivery of the wider curriculum, i.e.

- Engaging students in play activities at break times *
- Taking students including those who may be wheel chair users off site to access community based activities. *
- Supporting students to participate in all curriculum areas, including, Performance Arts, Sports and PE activities. *

*This post will require a level of mobility and fitness commensurate with the staff member's ability to undertake any or all of the above. * Following policies and protocols and appropriate training.*

General Requirements

- Take on any additional responsibilities which might, from time to time, be determined.
- **Safeguarding:** Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.
- **Equity, Diversity and Inclusion:** Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.
- **Health and Safety:** Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.
- **STARS Values:** Consistently model and promote our STARS values, contributing positively to our culture and reputation.
- **Sustainability:** Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices.

This job description may be amended at any time following discussion between the Head Teacher, Senior Leader and member of staff, and will be reviewed annually.

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

Person Specification

Education and Qualifications	Essential	Desireable
Good level of written and spoken English	✓	
Maths and English GCSEs	✓	
Basic IT skills		
Experience	Essential	Desireable
Experience of working with students in a school setting or child care experience		✓
Abilities and Skills	Essential	Desireable
Able to follow through verbal and written instructions	✓	
Able to communicate effectively with pupils	✓	
Able to motivate pupils to learn	✓	
Able to assist with the organisation of the learning environment	✓	
Able to undertake routine tasks under the direction of the teacher or Senior Teaching Assistant	✓	
Able to work effectively with adult team members	✓	

Able to carry out and record individual pupil programmes	√	
Able to maintain confidentiality	√	
Personal Qualities	Essential	Desireable
Good interpersonal skills	√	
Common sense	√	
Flexible	√	
Able to cope in difficult situations	√	
Sense of humour		√
Equal Opportunities	Essential	Desireable
Commitment to equal opportunities	√	

What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other
- A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Free parking on site
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free Onsite Parking - available at our schools.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.



How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page [here](#).

