



Pinewood School Academy

Candidate Application Pack

Teaching Assistant



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Welcome From our Headteacher

It is a pleasure to welcome you to Pinewood School Academy Trust, a specialist SEN setting where every young person is celebrated, supported, and encouraged to be their best. We support pupils with Learning Difficulties, Autism, and Speech, Language and Communication needs.

At Pinewood, we recognise that every pupil is unique. We create a safe, nurturing environment where young people feel valued and inspired to learn. Through academic progress, communication development, and building confidence and independence, we support pupils at every stage of their journey.

Our dedicated staff work closely with families to ensure each child receives the care and education they deserve. We believe learning should be engaging and joyful, and we celebrate every success, knowing achievement looks different for every pupil.

We are committed to continual growth and improvement to provide the very best for our pupils.

We are looking for an enthusiastic and dedicated **TEACHING ASSISTANT** who shares our values of compassion, collaboration, and high expectations.

I invite you to explore our website or visit the school to see what makes Pinewood such a special place.

Miss Taney Howarth

Headteacher, Pinewood School



About Pinewood School Academy

Pinewood School Academy is a specialist provision serving students aged 11-16 with autism spectrum disorder (ASD), speech and language communication needs, and moderate learning difficulties. We are a successful mixed secondary school for 210 pupils. Our curriculum is highly structured and personalised, supported by therapy, social learning, and family engagement.

The school is located in a very attractive rural area of extensive, landscaped woodland within walking distance of Ware Town. We are a specialist secondary setting for pupils with Learning Difficulties, Autism, and Speech, Language and Communication Needs, and we pride ourselves on creating a nurturing, inclusive environment where every young person is supported to thrive.

At Pinewood, we understand that every pupil is unique, with their own strengths, challenges, and aspirations.

This is why we are so passionate about creating a school where they feel safe, valued, and inspired to learn. Whether it's through academic achievement, developing communication skills, or building confidence and independence, we are here to guide and support them every step of the way.



Our staff are passionate professionals who strive to create a nurturing, safe, and stimulating environment where every child is known, valued, and encouraged to reach their full potential.



Our Vision and Values

We believe every pupil deserves access to high-quality education, respect, and opportunities for independence. Our mission is to equip each child with the skills to lead fulfilling lives — academically, emotionally, and socially.

Our vision for our Pinewood community is to **“Be the best you can be.”**

Our aim is for everyone to engage in learning, activities and events that help them improve as a person. For our pupils we want them to be happy, develop their learning skills, knowledge and independence, so that they are more able and ready to engage in their community and further education. We want them to be able to self-regulate and understand their own behaviour, the difference between right and wrong, celebrate difference and to have their own voice.

Pinewood community share the following values:

| *Brave* |

Trying new things, persevering when things are hard, speaking out when something isn't right, giving an opinion, talking about your feelings, representing the school at events

| *Happy* |

Enjoying positive and healthy relationships with other people, being proud of who you are and what you have achieved

| *Independent* |

Taking on responsibility, making decisions, taking risks, knowing what support you need

| *Kind* |

Helping others and yourself, celebrating each other's successes, celebrating difference, respecting others, following the school code of conduct, looking after the school building and grounds and community spaces

Our vision and values are the focus of everything we do within school and are supported by the code of conduct.

Working at Pinewood Staff & Student Voice



Job Description

Job Title: Teaching Assistant

Responsible To: Line Manger
Deputy Headteacher / Headteacher

Salary/Grade: H3.1 to H3.2 - Pro Rata

Hours of Work: Full Time, Monday to Friday - mandatory hours apply;
Term Time only plus 5 Inset Days
Mon to Wed 8.30am to 4pm, Thurs/Fri 8.30am to 3.30pm

Contract Type: Permanent

Purpose of the Role:

To assist in the support and inclusion of children with Special Educational Needs/diverse learning needs within a Special Needs School.

Main Duties and Responsibilities:**Supporting the Pupil**

- To develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the children to be supported.
- To establish a supportive relationship with the children concerned
- To encourage acceptance and inclusion of children
- To develop methods of promoting/reinforcing the child's self-esteem
- To provide basic First Aid during the course of a school day and whilst off-site where necessary
- To provide Intimate Care to pupils during the course of a school day and whilst off-site where necessary

Supporting the Teacher

- To assist, with the class teacher (and other professionals as appropriate), in the development of a suitable programme of support (IEPs) for children who need learning support In conjunction with the class teacher and/or other professionals to develop a system of recording the children's progress
- To contribute to the maintenance of children's progress records
- To participate in the evaluation of the support programme
- To provide regular feedback about the children to the teacher

Supporting the School

- Where appropriate to develop a relationship to foster links between home and school
- To liaise, advise and consult with other members of the team supporting the children when asked to do so
- To contribute to reviews of children's progress, as appropriate
- To attend relevant in-service training
- To be aware of school procedures

- To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately

Support for the Curriculum

- To develop awareness of the requirements of the national curriculum
- To support specific aims in lessons as planned and directed by the teacher
- To develop awareness of the aims of the literacy and numeracy strategies relevant to the classes supported
- To develop awareness of curriculum targets and support work towards them

See Job description attached for full details of roles and responsibilities

Person Specification

Qualifications & Training:

- A good standard of education particularly in English and Mathematics, preferably a Level 2 qualification
- Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- Knowledge of SEN Code of Practice
- Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils

Experience:

- Experience of supporting children in a classroom environment, especially those with special educational needs
- Experience of using Information Technology to support pupils in the classroom

Skills & Attributes:

- Ability to use language and other communication skills that pupils can understand and relate to
- Ability to establish positive relationships with pupils and empathise with

their needs

- Ability to demonstrate active listening skills
- Ability to consistently and effectively implement agreed behaviour management strategies
- Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupil to stay on task
- Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes
- Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills
- Ability to assist in the recording of lessons and assessment as required by the teacher
- Ability to offer constructive feedback to pupils to reinforce self-esteem
- Ability to work effectively and supportively as a member of the school team
- Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc
- Please see job description attached for full list of responsibilities

The Recruitment Process

Closing Date: 8am Monday 2nd November 2026

Interview Date: Thursday 12th November 2026

We reserve the right to bring forward the closing date and/or interview date where interest and applications received are high, therefore we encourage early applications.

To apply please complete an application form which can be found on Teach in Herts: <https://www.teachinherts.com/schools/dashboard.htm>

If you wish to discuss the role or would like to arrange a visit, please contact our main office on 01920 412 211.

The Application Form:

Please complete the application form via Teach in Herts as fully as possible, or contact hr@pinewood.herts.sch.uk to request an application form.

Gaps in employment do need to be explained, therefore please provide as much information as possible. For example, if you undertook a gap year or had a period of unemployment, please state this. You will be unable to submit your application if there are any gaps.

All applications will be acknowledged, and you will be contacted thereafter of the next steps.

Right to Work in the UK:

Unfortunately, if you do not have the right to work in the UK, we are unable to process your application. If you are invited to attend an interview, you will be asked to produce the original and up to date documentary evidence of your right to work in the UK.

Safeguarding Statement

Pinewood School Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful candidate will be required to complete an enhanced DBS check with barred list information. References will be requested before the interview.

Equality & Inclusivity Statement

At Pinewood School Academy we strive to be a diverse and inclusive workplace where we can ALL be ourselves. We particularly encourage applications from under-represented communities, including but not limited to those who identify as Black, Asian or from a minority ethnic background.

This information will be kept separately from your application and used only for monitoring purposes by HR.

CV: We do not wish to see your CVs so please **do not** include it.

Supporting Statement

Your supporting statement is important and will be the basis of our shortlisting and progressing your application, therefore you need to ensure you answer the following as concisely as possible:

- Why do you believe you are a strong candidate for the position?
- Set out the impact you have made in your current / previous positions.
- Make reference to the job description and person specification to set out how you meet the criteria.

Additional skills:

Aside from your professional skills relevant to the role you are applying for, we are interested in you as an individual, therefore do share with us any additional skills, hobbies and abilities that you would like us to know about.

References:

Do provide referee details as outlined on the application form. If shortlisted for interview, please ensure you indicate whether references can be taken up prior to interview (please note for leadership and teacher vacancies references will be sought prior to interview due to safer recruitment guidelines).

Special Arrangements:

Please set out in the application form any special arrangements we should try to make if you are invited to interview.

Retention of Personal Information:

Any information supplied by an unsuccessful candidate will be destroyed six months after the date of shortlisting. Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data. A copy of our privacy policy can be found on our website.

Criminal Convictions:

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on the application form and when completing a Disclosure and Barring Form. Failure to provide this information

may result in dismissal. A Children's Barred List check is also obtained on anyone who will be working on or coming into contact with children; and must be received by the school before employment can commence.

Additional Information

Our promise to you:

- You will be a member of a high performing team.
- A school which is committed to continued rapid progress and the achievement of excellence.
- Involvement in a brand new, purpose built school with carefully planned internal and external spaces, well-equipped ICT resources, learning resource area and state of the art technology.
- Opportunities for shared learning and collaboration across Pinewood School and the wider network / community.
- Extensive professional and personal development opportunities.

Staff Benefits:

- A pay and reward package which values all staff and recognises the importance of staff in contributing to the achievements and success of the school.
- Eligibility to join NUS Extra saving you money on a range of goods and services.
- Teachers' Pension Scheme / Support Staff Local Government Pension Scheme.
- Employee Assistance Provision including 24/7 telephone helpline and counselling, lifestyle, health and wellbeing programme.
- The support of the school, its Board and colleagues.
- Access to National College for continued CPD.

Our Location:

Pinewood School Academy

Hoe Lane

Ware

Herts

SG12 9PB

Tel: 01920 412 211

<https://pinewood.herts.sch.uk/> **What3Words:** curating.pinewood.space

