



# Woodstone Community Primary School

Heather Lane, Ravenstone, Leicestershire, LE67 2AH  
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Headteacher: Mr P Mullins  
Deputy Headteacher: Miss G Clement

*Growing together, Learning forever*

3<sup>rd</sup> June 2025

## TEACHING ASSISTANT VACANCY

Dear Applicant,

Thank you for your interest in this post, which will commence on 20<sup>th</sup> August 2025. The post is for a Teaching Assistant to provide teaching and learning support and also to cover classes when needed. This is a temporary position for 27.5 hours per week, working Monday to Friday 8.30am – 12.20pm and 1.20pm – 3.20pm.

We will support you by offering training opportunities for you to develop your role into one that is fulfilling for all parties. Holidays may only take place during the school holidays. It is also expected that medical and other appointments are not arranged during working hours. This post is subject to a 6 month probationary period.

As part of our safer recruitment process, we would refer you to our school website, [www.woodstoneprimary.co.uk](http://www.woodstoneprimary.co.uk), where you will find our 'Safeguarding/Child Protection and Procedures Policy' and 'Behaviour Policy' under Key Info/Policies.

### **An enhanced DBS check will be required before the successful applicant can take up this post.**

Woodstone Community Primary School is fully committed to safeguarding and promoting the welfare of children. Applicants will be required to undertake pre-employment checks, such as an Enhanced Disclosure and Barring Service (DBS) Check. We also seek references from current employers and will follow up gaps in employment history.

Should you wish to apply for this vacancy, please submit an Application Form and covering letter telling us about your background, qualifications and suitability for the job by one of the following methods:

- Go to [www.eteach.com](http://www.eteach.com) and download the application pack;
- Go to [www.woodstoneprimary.co.uk](http://www.woodstoneprimary.co.uk) and download the application pack;
- Submit the Application Form online to [wpsoffice1@woodstone.leics.sch.uk](mailto:wpsoffice1@woodstone.leics.sch.uk), by post or handed into the school office.

The closing date for applications is **Monday 23<sup>rd</sup> June at 12 noon**. All candidates should make sure that they refer to the person specification when completing their application form. It is anticipated that selection tasks and an interview will take place on **Tuesday 1<sup>st</sup> July**.

We look forward to receiving your application.

Yours sincerely,

Patrick Mullins  
Headteacher