

# Hotham Primary School

Charlwood Road  
London  
SW15 1PN

## Join Our Team

Teaching and Learning Assistants  
Required from September 2025  
Fixed-term (one year)  
Full time



# Welcome to Hotham

Thank you for your interest in the position of Teaching and Learning Assistant at Hotham Primary School.

Hotham is a confident and creative two-form entry community school in the heart of Putney. The words purpose and opportunity sit at the heart of our approach. We believe that children need to understand what they are learning, why they need to know it and to have the opportunity to apply their learning in meaningful ways. This also extends to our decision making as a staff team. Everything we choose to do must ensure maximum opportunity for all, have a positive impact on our children and help our school achieve its vision.

Hotham is a successful school. Children are given limitless opportunities to succeed and routinely achieve above national averages. Hotham was graded as 'outstanding' in all areas by Ofsted in February 2025. We value languages, with all pupils learning integrated French from nursery upwards.

We are looking for Teaching and Learning Assistants to join our committed and enthusiastic staff team. As a Hotham staff member, you can expect regular and relevant professional development, opportunities to work across phases, be creative and risk taking in your teaching and work closely with colleagues in planning and training. You will be an integral part of moving the school forward, supported by an experienced and supportive leadership team. As a school, we never sit still and we always expect the best for our children and families.

As a school, we can offer you:

- A genuine commitment to staff wellbeing;
- Strong teaching and passionate practitioners;
- A unique curriculum which aims to reduce staff workload;
- Opportunities to share your passion, both through our curriculum and a large range of clubs;
- An open-minded and forward-thinking ethos;
- Supportive parents and an amazing PTA;
- Dedicated colleagues and a culture of mutual support;
- Opportunities for professional development and career progression;
- A large, diverse and well-equipped school site.

We are looking for someone who shares our values and is ready to take the next step in their career. Hotham is a wonderful school, and we think carefully about each recruitment decision we make. If this post sparks your curiosity, I would encourage you to get in touch. Practitioners with relevant experience and an enthusiasm for teaching and learning are welcome to apply.

Thank you for your interest in our school, and I look forward to meeting you soon.

Richard Byrne-Smith  
Headteacher





## Our Vision

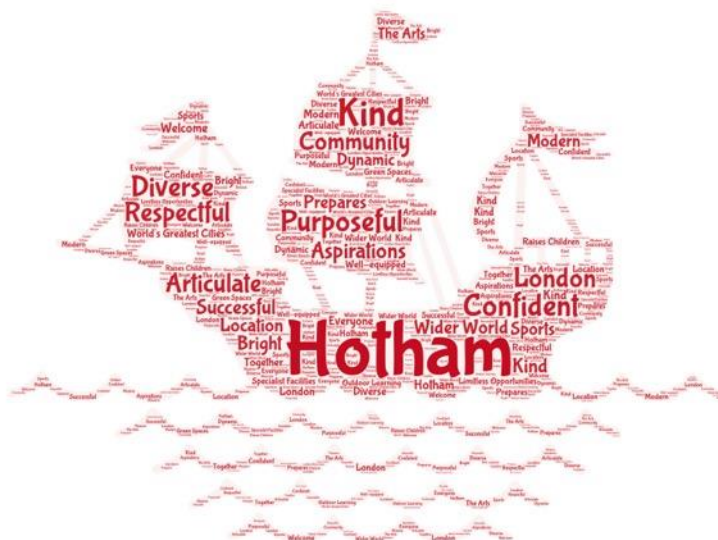
Hotham is a diverse, dynamic and successful school, which prepares all children for life in London and the wider world.

We make the most of our location in one of the world's greatest cities.

Our strong commitment to purposeful learning gives every child limitless opportunities and aspirations for the future.

Our school is bright, modern and well-equipped, with specialist facilities for sport and the arts, and we have green spaces for outdoor learning.

We welcome everyone through our doors, and together, our community raises children who are kind, confident, articulate and respectful.



## Limitless opportunities for every child to aspire and succeed

## Our Values

Our three core values represent the overarching principles which guide our actions and behaviour as a school. They apply to all members of our school community: pupils, staff, parents and governors.

We **respect** ourselves, each other and our environment.  
We take **responsibility** for our learning and our actions.  
We show **resolve** in the face of every challenge.



# Job Description

## Teaching and Learning Assistant (Scale 1, Point 2)

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

The Teaching and Learning Assistant (TLA) is also responsible for supporting access to learning for pupils and providing general support to the teacher in the management of pupils and the classroom.

### Main purpose

Responsible, under the direction or instruction of the teacher or line manager, to work with individual pupils or to work with small groups to supervise physical and general care of pupils, including those with SEN.

The TLA will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

### Areas of Responsibility and Key Tasks

#### Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

#### Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

#### Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or

concerns they may have about the pupils they work with

- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

#### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

#### **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Support pupils on the playground during break and lunch times
- Support pupils who are unwell or injured, and provide first aid (after appropriate training)

#### **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

#### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

The TLA will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TLA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

# Person Specification

Teaching and Learning Assistant (Scale 1, Point 2)

	Essential	Desirable
<b>Qualifications</b>		
GCSEs at grades 9 to 4 (A* to C) including English and Maths	✓	
Excellent literacy and numeracy skills	✓	
Satisfactory DBS and safeguarding checks	✓	
Valid first aid certificate, or willingness to attend training on appointment	✓	
<b>Experience</b>		
Experience working with or caring for children of an appropriate age	✓	
Experience of working successfully as part of a team	✓	
<b>Professional Knowledge, Understanding and Skills</b>		
Understands the National Curriculum	✓	
Understands the role of a TLA in supporting pupil progress	✓	
Able to lead groups skilfully during lessons	✓	
Able to support pupils on a one-to-one basis	✓	
Understands the principles of assessment	✓	
Understands the principle of Equality of Opportunity	✓	
Understands and shows a commitment towards safeguarding, child protection and wellbeing	✓	
<b>Specific Skills and Abilities</b>		
Good ICT knowledge and skills and an ability to use technology to enhance the learning and teaching of all subjects	✓	
Basic knowledge of first aid		✓
Able to communicate effectively (both orally and in writing)	✓	
Demonstrates a willingness to share good practice across the school	✓	
Has a good working knowledge of the French language		✓
<b>Personal Qualities</b>		
Understands the school aims and values, and has a genuine desire to promote these	✓	
High expectations of themselves and the children they work with	✓	
Good interpersonal skills, with the ability to enthuse and motivate children	✓	
Able to establish and develop close relationships with parents, staff and the community	✓	
Has a flexible approach to work and is a proactive team member who shows respect for their colleagues	✓	
Able to manage own work load effectively	✓	
Shows an openness and willingness to constantly improve, building upon feedback and demonstrating the drive to be an outstanding practitioner	✓	

# How to Apply

For further information and to apply please download an application and details below or from the Wandsworth Council website, <https://jobs.richmondandwandsworth.gov.uk/>

Please return the completed application to the school either by email (preferred) to [recruitment@hotham.wandsworth.sch.uk](mailto:recruitment@hotham.wandsworth.sch.uk), or post

**Closing date:** Sunday 29<sup>th</sup> June 2025 (midnight)

**Interviews:** W/B 30<sup>th</sup> June 2025



## Commitment to Safeguarding

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

This post is subject to a satisfactory DBS check and references.

CVs are not accepted.