



# Oakhyrst Grange School

## Teaching Assistant

(Fixed-Term)

## APPOINTMENT BRIEF

To start:

**ASAP (Full-time/Part-time available)**



# ABOUT OAKHYRST GRANGE SCHOOL

Oakhurst Grange is a leading independent co-educational preparatory school for children aged 3–11, set within 5.5 acres of beautiful Surrey countryside. We are a warm, family-focused school where every child is known, valued and encouraged to flourish.

With a strong emphasis on academic achievement, pastoral care and personal development, we combine traditional values with innovative learning opportunities, creating a supportive and inspiring environment for both children and staff. As part of the Caterham Family of Schools, we are excited about our continued growth and the opportunities this brings to our school community.



## THE ROLE OAKHYRST GRANGE SCHOOL

We are delighted to offer the opportunity to join our team at Oakhurst Grange School as we are seeking an enthusiastic and committed Teaching Assistant. The Teaching Assistant will play a key role in supporting our pupils to thrive within a school that is ambitious, nurturing and forward-thinking.

You will work in close partnership with the class teacher to support high-quality teaching and learning, ensuring every pupil is supported and challenged to achieve their best.

This is a fixed-term role ending 9 July 2027.

### Key responsibilities:

- Work alongside the class teacher to deliver engaging and purposeful learning experiences
- Encourage independence, curiosity and a growth mindset
- Support pupils' social and emotional development, helping creating a calm and inclusive learning environment
- Confidently support or teach children according to their educational needs, including planning, and leading a regular small group phonics session
- Build positive, respectful relationships with pupils promoting high standards of behaviour through positive reinforcement
- Support early reading, phonics, writing and numeracy skills
- Contribute to observations and assessment to support pupil progress
- Support pupils' social and emotional development
- Support pupils during a range of curriculum activities, including PE and swimming sessions, promoting participation and confidence
- Assist in the preparation, organisation and maintenance of classroom resources and equipment
- Organise and manage play equipment to promote safe, inclusive and engaging play opportunities
- Contribute to trips, events and the wider school life, attending open days and parents evenings if required
- Take an active role in break-time and lunchtime duties, encouraging positive play, cooperation and the development of social skills
- Actively promote the school's policies and procedures, promoting and safeguarding the welfare of all pupils at all times
- Maintain vigilance in all aspects of safeguarding and pupil wellbeing, and share concerns promptly and appropriately
- Contribute to observations and assessment to support pupil progress
- Reflecting on own practice and attending meetings to contribute to ongoing professional development
- Work collaboratively with colleagues and communicate effectively with staff and parents
- Administer first aid for minor injuries and respond appropriately to pupil needs

# THE PERSON OAKHYRST GRANGE SCHOOL

**The person appointed will be expected to play a full and positive part in the life of the School.**

**The successful candidate will have:**

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- Have Level 3 Teaching Assistant qualification (desirable), or willingness to train
- Have a basic general education including spoken and written English
- Have English and Maths to a minimum of GCSE level and Good IT Skills
- Have experience of supporting early reading and phonics (desirable)
- Be proactive, flexible and able to use initiative, working as part of a collaborative team
- Have awareness and understanding of Health and Safety requirements of the role.
- Be a positive role model with a supportive and nurturing manner, bringing energy, resilience and a sense of humour
- Have knowledge and experience of behaviour management
- Be forward thinking, adaptable, resilient and able to think on their feet
- Have experience working with primary-aged pupils, ideally in EYFS or Key Stage 1
- Interest and experience in supporting social and emotional development of pupils
- Be Pediatric First Aid trained (desirable), or have a willingness to undertake training

# BENEFITS OAKHYRST GRANGE SCHOOL

**We pride ourselves on the best support and care for our academic and bursarial staff – a school is only as strong as those working within it. As such, our staff enjoy a range of benefits and enjoy the strong sense of community that pervades the School.**

## **Continuous Professional Development**

All staff have access to generous professional development training as part of the School's performance management process. The focus at Oakhurst Grange School is on encouraging and supporting individuals to continue to grow their skills to provide the finest teaching and learning for our pupils. We have a strong track record of supporting colleagues into Middle and Senior Management positions.

## **Counselling and Legal Advice Service**

A free, confidential 24 hour telephone service available 365 days per year.

## **Fee Remission**

Discount available on school fees. Please contact the HR department for full terms and conditions.

## **Pension Scheme**

Professional Services staff are eligible to join a stakeholder pension scheme, this includes an employer's contribution of up to 7%.



# APPLICATION PROCESS

**You can complete the application online via the school website at:**

**<https://www.oakhyrstgrangeschool.co.uk/about-us/vacancies/>**

If you have any questions or queries, please contact Emma Golding, Director of People: [emma.golding@oakhyrstgrangeschool.co.uk](mailto:emma.golding@oakhyrstgrangeschool.co.uk) or call 01883 343028

This appointment is to start as soon as possible and will end **9 July 2027**.

Applications will be reviewed as they are received. The School reserves the right to appoint at any stage of the recruitment process; early applications are therefore encouraged.

Oakhyrst Grange School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an enhanced DBS check.

