



Oakhyrst Grange School

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. At this school we respect and value all children and are committed to providing a caring, friendly and safe environment for our pupils so that they can learn in a relaxed and secure atmosphere. We believe that every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Oakhyrst Grange School. We recognise our responsibility to safeguard all who access school and promote the welfare of all of our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

The position: Full Time Teaching Assistant ~ NVQ Level 3 Qualified (Term-Time only 8.00am to 3.30pm)

- This is an existing position within the school with effect from 1st September 2022
- Age range ~ 4 to 11 years.

Responsible to:

The successful candidate will be responsible to the Headmaster and Board of Management.

Responsibilities:

- To assist the Class Teacher in all areas of the curriculum across the setting. To keep such records as required by the Class Teacher effectively.
- Supervision of the children in other areas of the curriculum e.g. swimming, music and PE.
- To help build a secure foundation for learning throughout a child's school years.
- To be sensitive to the individual development of each child.
- To monitor pupil's personal, social and emotional development.
- Children's behaviour must be managed effectively and in a manner appropriate for their stage of development and particular individual needs.
- To ensure a safe, stimulating and appropriate learning & teaching environment.
- To escort the Class to and from events and activities where appropriate e.g. Sports Day, School trips.
- To carry out supervisory duties at break time as required. To be in charge of a lunch table for which a free lunch will be provided.
- To cover when required for absent colleagues.
- Prepare for and tidy up after lessons, as directed by the Class Teacher.

In addition:

All staff are required to attend the main school functions, such as Prize Giving, the Carol Service, open days and plays / concerts.

To attend up to four inset days in any school year.

Personal Profile:

The successful candidate will be:

- NVQ level 3 qualified
- Valid working experience in a school environment
- Enthusiastic and willing to 'go the extra mile'.
- Willing to co-operate with the Class Teacher, Head Teacher and Board of Management.

He or she will have:

- An ability to preserve and enhance the team spirit
- Excellent communication skills
- The ability to relate well to children, teachers, domestic staff, Head Teacher and the Board.
- The personality and interpersonal skills to gain the respect and co-operation of the parents
- A sense of humour equating to a sense of proportion

Annual Salary:

- Oakhyrst Grange pay scale.
- Membership of the school designated pension scheme
- There is a 25% remission of fees for staff children educated at Oakhyrst Grange

Details Required:

- Fully completed application form
- Covering letter
- Full CV
- 2 references prior to interview upon request
- Copies of DBS checks, qualification certificates etc. will be required at interview along with three proofs of identity for a school DBS check.

Key Dates:

- Closing date for applications Friday 17th June 2022 12.00noon
- Short-listed candidates will be called for interview on Friday 24th June 2022