



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: **Part Time Teaching Assistant**
(5 days a week, Term-Time only 8.00am to 12.30pm)

- Age range ~ 3 to 11 years.

Responsible to:

The successful candidate will be responsible to the Head Teacher and Board of Governors.

Specific Duties:

- To provide teaching assistant support across the school.

Teaching Assistants:

- To communicate well with pupils, staff, parents and outside agencies.
- To work closely with the class teacher and SENDCo to enhance the learning opportunities for all pupils.
- To support the class teacher in maintaining a safe and engaging learning environment.
- To keep records, as required by the class teacher, to help inform planning and to monitor pupil progress.
- To help plan and deliver interventions when needed.
- To work effectively with pupils in 1:1, small group and whole class situations, including pupils with Special Educational Needs and/or Disabilities.
- To be able to adapt to situations as they arise, in line with school policies and procedures including the safeguarding policy and procedures.
- To monitor pupil's personal, social and emotional development and communicate concerns appropriately.
- To be positive and encouraging to all pupils.
- To manage pupil behaviour effectively and appropriately.
- To support all pupils to feel included and valued.
- To uphold the values and behaviours of Oakhyrst Grange School.
- To maintain confidentiality in and out of the workplace.
- To carry out supervisory duties at break time, as required.
- To attend phase group meetings and teaching assistant meetings.
- To maintain high standards of Health, Safety and Welfare at work.
- To understand and carry out the role in line with the Teaching Assistant Standards.

Personal Profile:**The successful candidate should:**

- Be educated to an appropriate level and have an NVQ level 3 qualification.
- Have good IT skills.
- Have relevant work experience in a school environment.
- Have excellent communication skills and be able to relate well to children, parents, staff, Head Teacher and the Board of Governors.
- Be able to work well as part of a wider team; pupils, class teachers, SENDCo, Head Teacher and the Board of Governors.
- Be a reflective practitioner, able to problem solve and to seek support when needed.
- Be able to work in a busy environment.
- Have high expectations and standards.
- Be enthusiastic and willing to 'go the extra mile'.
- Have a good sense of humour.

In addition:

- A willingness to attend the main school functions outside of the working week, such as the Carol Service, Prize Giving and plays/concerts.
- A requirement to attend all Inset days in a school year.

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 School.

Details Required:

- Fully completed application form
- Covering letter
- Full Curriculum Vitae
- Two references prior to interview upon request
- Satisfactory Online Check
- 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 Monday 16th June 2025

Short listed candidates will be contacted for interview on Tuesday 24th June 2025