

## Buckinghamshire Council – Education Department

Mr S Cook  
Headteacher

Mrs S Ansari  
Deputy Headteacher

[www.oakridgehighwycombe.co.uk](http://www.oakridgehighwycombe.co.uk)



Oakridge School  
Oakridge Road  
High Wycombe  
Bucks HP11 2PN  
Telephone: 01494 520341  
[office@oakridge.bucks.sch.uk](mailto:office@oakridge.bucks.sch.uk)

*"Working together to Succeed"*

### **Higher Level Teaching Assistant (HLTA)**

**Required as soon as possible**

**Annual Salary Range Bucks Pay Range 3**

**Term Time only + Inset Days (39 weeks per year)**

**33.75 hours per week**

**Permanent position**

#### **About this Role**

Are you passionate about supporting children's learning and ready to take the next step in your education career? At Oakridge School & Nursery, we are seeking an enthusiastic, experienced, and dedicated Higher Level Teaching Assistant (HLTA) to join our vibrant and nurturing school community.

As a HLTA, you will play a vital role in supporting the delivery of the Early Years Foundation Stage (EYFS) and/or National Curriculum. You will work in close collaboration with teachers and school leaders to ensure high-quality teaching and learning across the school.

#### **Your responsibilities will include:**

- Leading whole-class learning in the absence of a teacher, or to enable focused group work.
- Supporting teachers throughout the planning cycle, including preparing and managing resources.
- Delivering targeted interventions for individuals or groups to support progress and inclusion.
- Using your advanced knowledge and skills to assist with planning, assessment and class management.
- To lead the learning (teach) whole classes enabling teachers to work with focus groups and occasionally during the short-term absence of teachers.
- Encouraging pupils to become independent, resilient learners and supporting their welfare and personal development.
- Helping to create a positive, inclusive and ambitious learning environment for all children, including those with SEND and SEMH needs.
- Contributing to the professional development of other support staff and the development of school strategies.

## Buckinghamshire Council – Education Department

**Mr S Cook**  
Headteacher

**Mrs S Ansari**  
Deputy Headteacher

[www.oakridgehighwycombe.co.uk](http://www.oakridgehighwycombe.co.uk)



**Oakridge School**  
Oakridge Road  
High Wycombe  
Bucks HP11 2PN  
Telephone: 01494 520341  
[office@oakridge.bucks.sch.uk](mailto:office@oakridge.bucks.sch.uk)

### *“Working together to Succeed”*

- Attending INSET and relevant CPD opportunities to support your professional growth.
- Carrying out break time and lunchtime supervision duties as required.

This is an exciting opportunity for someone who is proactive, nurturing, and eager to make a real difference to children’s lives. If you’re a flexible team player with a passion for education, we would love to hear from you.

#### **Essential requirements:**

- Level 2 Literacy and Numeracy qualifications
- ICT competence
- Prior experience working in a school setting is essential
- Ability to identify, support and plan for children’s next steps in learning
- Experience of leading whole classes and small group activities within a school setting
- Confidence in communicating with parents
- Flexibility and ability to work with children across the school as needed

#### **We are looking for someone who:**

- Holds HLTA status or an equivalent qualification
- Has substantial classroom experience in primary education
- Is confident managing classroom behaviour and promoting positive learning
- Demonstrates initiative, flexibility, and strong communication skills
- Shares our commitment to safeguarding and promoting the welfare of children

#### **Why Join Oakridge School:**

- Join a welcoming and supportive team, where collaboration, trust, and mutual respect are embedded in our daily work with staff, children, and families.
- Work with children who are enthusiastic, curious, and full of potential. Our pupils are at the centre of everything we do.
- Oakridge School was proud to win the Primary School Leadership Award 2024, recognising our commitment to excellence, innovation, and inclusive school improvement.
- We value ambition and nurture talent from within, offering clear pathways for progression and regular CPD that is meaningful, relevant, and evidence-informed.

## Buckinghamshire Council – Education Department

Mr S Cook  
Headteacher

Mrs S Ansari  
Deputy Headteacher

[www.oakridgehighwycombe.co.uk](http://www.oakridgehighwycombe.co.uk)



Oakridge School  
Oakridge Road  
High Wycombe  
Bucks HP11 2PN  
Telephone: 01494 520341  
[office@oakridge.bucks.sch.uk](mailto:office@oakridge.bucks.sch.uk)

### *“Working together to Succeed”*

- We are deeply committed to staff wellbeing and sustainable working practices. That’s why we have developed our own *Wellbeing and Workload Charter*, setting out clear principles to protect and prioritise the wellbeing of all our staff.

### About the School

Oakridge is a wonderful 2-form entry community school set on Oakridge Road, just outside High Wycombe town center. We welcome around 470 pupils aged 2–11 and are proud to have been rated **Good** overall by Ofsted in March 2022, with our Nursery and Reception judged **Outstanding**. We are proud of our diverse and inclusive ethos and our commitment to the highest standards of safeguarding and child welfare.

Our school prides itself on:

- A vibrant, diverse and inclusive community
- Polite, respectful, and curious children
- A forward-thinking Senior Leadership Team led by Mr. Stuart Cook, who champions ‘working together to succeed’, underpinned by clear vision and inclusive leadership
- Outstanding early years provision, providing a strong foundation in EYFS that sets children up to thrive throughout their school journey
- A commitment to family and community, offering wrap-around care, strong SEND and wellbeing support, and a genuine partnership with parents.

Visits to the school are warmly welcomed. Come and see our vibrant school in action and get a sense of what makes Oakridge School such a special place to work. If you would like further details, please contact the school office on 01494 520341 or e-mail [finance@oakridge.bucks.sch.uk](mailto:finance@oakridge.bucks.sch.uk)

The school reserves the right to consider and interview candidates ahead of the closing date if appropriate. An offer may be made to an exceptional candidate in this instance.

**Oakridge School is committed to safeguarding and promoting the welfare and safety of all children therefore robust checks will be made to ensure the safety of Oakridge children. This will include a social media check on applicants. Any offer of employment will be subject to satisfactory references and enhanced DBS disclosure.**

**Closing Date:** Monday 21<sup>st</sup> July 2025

**Interview Date:** Tuesday 22<sup>nd</sup>/Wednesday 23<sup>rd</sup> July 2025