



Teaching Assistant Level 1

Candidate Pack



Inclusion is at the
heart of our trust

Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of our pupils to reach their full potential, have unconditional positive regard, leave no one behind and everyone is welcome.

Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We focus on impact, always making sure common sense is at the heart of our decision making, ensuring clarity and consistency from our leaders.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need to allow them to flourish and be the best that they can be.

Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued, and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.



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About this role

Ash Grove School, formally Spring Lane School, is a specialist Pupil Referral Unit, dedicated to providing tailored education and support for young people facing challenges in mainstream education. We offer a nurturing and structured environment where students can re-engage with learning, develop resilience, and achieve personal success. Our dedicated staff work closely with students, families, and external agencies to ensure that every child receives the support they need to thrive.

We are seeking to appoint a dedicated and compassionate Teaching Assistant Level 1. You will support the class teacher and deliver interventions to help our students make the best progress they can, accessing a curriculum which meets their needs. If you are creative, resilient and looking for your next opportunity, we would love you to apply to work with us. In return, we offer you clear career pathways, excellent opportunities for professional development both in the school and the wider Trust and commitment to promoting your wellbeing at work. We fully recognise that our staff are our greatest asset, and we work hard to support them.

We are laying strong foundations for growth and have a clear vision for the trust. This role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity whilst maintaining a good sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

We ask that you do not send CV's, please send your application form to hr@oaklp.co.uk

For any inquiries about the role, please contact Ash Grove on **0161 724 2900** or by email to **enquiries@ashgrove.co.uk**

For further information about the trust please visit our website: **www.oaklp.co.uk**

James F-Smith

James Franklin-Smith
CEO of Oak Learning Partnership



oaklp.co.uk



A close-up photograph of a young boy with short brown hair, wearing a dark blue sweater, playing a violin. He is looking down at the instrument with a focused expression. The background is a library with bookshelves filled with books. A teal circular graphic is overlaid on the right side of the image, containing white text.

"Every day is different, with opportunities to learn new skills and work together to find solutions. It's a great place to work with a fantastic team of dedicated staff."

Member of our Pastoral Team at Oak Learning Partnership

Teaching Assistant Level 1

Salary: Grade 6, SCP 6, £25,183 actual salary £19,417 per annum

Hours: 32.5 hours per week, term time only plus 5 days

Job Description

Normal place of work: Ash Grove School, although you may be asked to contribute towards trust wide projects.

Normal working hours: 32.5 hours per week, term time only plus 5 days to be worked during school closures.

Responsible to: Class Teacher

PURPOSE OF THE POST

- To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher. May also be asked to support pupils during offsite education.
- To support access to learning for pupils and provide general support to the teacher in the management of pupils, the classroom and offsite provision.

DUTIES AND RESPONSIBILITIES

Support for the Pupil

- Supervise and support pupils ensuring their safety and supporting their access to learning.
- Establish good working relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to be as independent as possible.
- Attend to the pupils' personal needs.
- Implement pupil specific programmes, to support emotional and physical health and welfare needs.
- Follow behaviour management and positive handling programme.

Support for the Teacher

- Provide clerical/administration support (e.g., photocopying, typing filing, etc.).
- Assist with the display of children's work.
- Prepare the classroom as directed for lessons and clear afterwards.
- Be aware of pupil wellbeing, progress, achievements and inform the teacher.
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather/report basic information from/to parents/carers as directed.

Support for the Curriculum

- Support pupils to understand the learning intention and success criteria.
- Support pupils in respect of local and national learning strategies e.g., literacy, numeracy, early years as directed by the teacher.
- Prepare and maintain equipment and resources as directed and assist pupils in their use.
- Provide specific feedback to the teacher to support in assessing pupil understanding.
- Actively engage pupils in learning either in class or offsite.

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall visions, values and aims of the school.
- Appreciate and support the role of other professionals to best meet the needs of the pupils.
- Attend relevant meetings as required.
- Participate in training and other professional development opportunities.
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Use Team Teach de-escalation strategies in a highly effective manner.
- Use Team Teach positive handling appropriately in line with training.

Please note that the job description provided is not an exhaustive list of all responsibilities and duties associated with this position.

Teaching Assistant Level 1 Person Specification

CRITERIA		Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL		DESIRABLE	
- GCSE 3-1 (D-G) in English and Maths or Level 1 in Key Skills in English and Maths. - Willingness to participate in relevant training and development opportunities. - Willingness to complete Team Teach Behaviour Management and Physical Intervention course, and other courses/training as required.		- GCSE 3-1 (D-G) / Key Skills Level 1 in ICT (Must work towards an ICT qualification during the probationary period if you do not have this) - GCSE 9-4 (A*-C) English, Maths or ICT or Level 2 Key Skills in English, Maths or ICT - NVQ Level 2 in Supporting Teaching and Learning and/or 'A' Level in English, Maths and ICT and/or teaching degree qualification. - SEND experience - Experience of working in a school environment.	
CRITERIA		Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL			
		- Ability to work effectively within a team environment, understanding classroom roles and responsibilities. - Ability to build effective working relationships with all pupils and colleagues. - Ability to promote a positive ethos and role model positive attributes. - Good personal numeracy and literacy skills. - Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate. - Working knowledge of relevant policies/codes of practice/legislation. - Understanding of inclusion, especially within a school setting. - Ability to prepare resources to support learning programmes. - Ability to use basic technology – photocopier, computers, tablets, internet, email. Pupil Care – Listen and respond to pupil need, seek out innovative ways of consulting pupils and engaging partners. Network with others to develop support for the benefit of the pupils and their families. Valuing Diversity - Listen, support and monitor the diverse contributions made to school development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how valuing diversity can improve our ability to deliver better provision and reduce disadvantage. Developing Self and Others - Ability to question and request the right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise and to support others' learning and share learning with others.	

CRITERIA

Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:

ESSENTIAL

- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements.
- Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners.
- Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work.
- Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice.
- Establish constructive relationships with parents and carers.
- Able to improve their own practice through observations, evaluations and discussion with colleagues. Ability to follow instruction / training.



"I really enjoy working with the Oak Learning Partnership. I feel supported in my role and I am valued and encouraged to reach my full potential by leaders who believe in me. I have a wealth of support that I can access from the central and executive leadership team and their values are evident in raising outcomes for children whilst empowering staff to make, and be, the difference."

Member of our admin team
at Oak Learning
Partnership

Ash Grove School

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