6 September, 2021

Dear Applicant,

**Teaching Assistant Vacancy**

Thank you for your interest in our vacancy. Oak Grove College is a Secondary School for students with a wide variety of Special Educational Needs. We are federated with Palatine Primary School, Herons Dale Primary School and Cornfield School forming the Thrive Federation.

We are currently recruiting for additional Teaching Assistants. Teaching Assistants form an important part of our staff team, working alongside other staff to support pupils with their learning.

We are looking for individuals with some of the following skills, knowledge and experience:

* able to employ a wide variety of communication strategies
* experienced in providing personal care
* experienced in supporting people with mental health issues
* experienced in supporting people with social and emotional barriers to learning
* able to engage and motivate students
* flexibility to work across the whole college as required
* excellent organisational skills
* able to use initiative and work effectively in a team

Prior experience with students with complex learning needs is preferred but not essential as a programme of support and training will be offered.

Hours: 32.5 hours per week 8.30am – 3.30pm; Term time only plus inset days

Salary: WSCC Grade 3 (£9.62 per hour) – temporary contract

Closing date: 10.am, Thursday 23rd September 2021

Interviews to be held: Thursday 30th September 2021

Please send your applications to ledmunds@oakgrovecollege.org.uk

*Oak Grove College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We require employees to undertake an enhanced DBS criminal record check. Please note we unable to accept CV’s alone we must have a completed application form*

Yours sincerely,

Phillip Potter, Headteacher