

Teaching Assistant

Salary £18,562 - £19,312 Actual £13,467 - £14,011


31.25 hrs p/w term time only (39 weeks)

Start date: January 2021

Closing date: 6 December 2021



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Welcome from Paul Hemmings, Headteacher

Welcome and thank you for your interest in working with us at Oakmoor School.

It is an exciting time to be joining our brand new, vibrant school where all staff are valued and their contribution to the organisation as a whole is recognised. We are a highly collegiate staff and are surrounded by like-minded, high calibre colleagues.

Our professional support team are well regarded by teachers and students. The team is seen as critical to the success and continued development of the school. Every member of the team genuinely cares about our school, our students and our local community.

Professional development and career progression is often seen as limited in schools. At Oakmoor we encourage staff to develop and many of our professional support team have been successful with internal promotion in recent years. This provides excellent continuity for the school and allows colleagues the opportunity to progress whilst remaining in the school they enjoy being part of.

We have an excellent professional support team at all levels who share our goal of every child achieving their very best whilst enjoying a rich and varied curriculum with plenty of opportunities to excel outside the classroom.

I extend an invitation for you to visit our school and discuss the post with me in more detail. Vicky Ross, PA to the Headteacher, will be pleased to make arrangements for you and can be contacted at v.ross@oakmoor.hants.sch.uk or telephone (01420) 472132.

About Oakmoor School

Oakmoor School is a brand new, state of the art secondary school situated in a 22 acre tree lined site on the edge of the South Downs National Park.

We are a friendly, vibrant school with high standards and expectations. We pride ourselves on knowing every young person as an individual and challenging each of them to have the highest possible aspirations. The Oakmoor ethos is encapsulated by our motto: *Ambition, Courage, Excellence*.

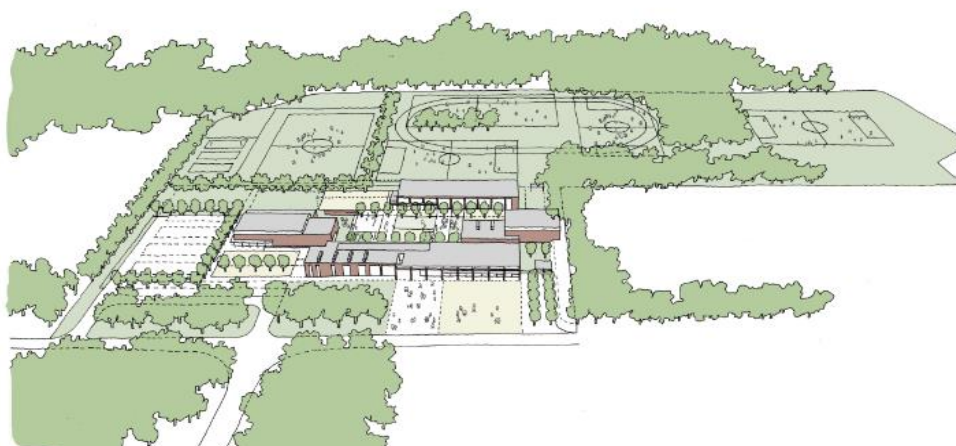
Students at Oakmoor display excellent behaviour in lessons and around the school. Teachers plan highly engaging lessons tailored to the needs of our students allowing high levels of progress to be enjoyed. Students benefit from a wealth of extra-curricular activities, including trips and visits to enrich their experience at our school.

We benefit from cutting edge technology throughout the site and the latest specialist equipment for key areas such as science, technology and performing arts. Our main buildings surround a central court yard which includes covered areas for outside dining and seating areas outside of the learning resource centre for reading at break and lunch times.

There is an abundance of green spaces which include several sports pitches, an athletics track, a nurture garden and a forest school area for outside learning and activities. The whole site is bordered by mature trees providing a relaxing and inspirational backdrop to our inspirational learning environment.

We are a very successful school where high levels of respect and conduct prevail. Our success shows that when you couple high quality pastoral care with high standards and expectations, young people are able to flourish and to achieve their very best.

Visitors comment on our purposeful learning environment and our delightful students. To experience this for yourself, you are most welcome to arrange a tour of the school by contacting our office.



Working at Oakmoor School - A View from our Staffroom

At Oakmoor you are trusted to deliver high quality lessons. You can deliver high quality lessons because the school has worked extremely hard to reduce the administrative burden for their teaching staff freeing our time to focus on what is most important, the progress of our students. I can genuinely say coming to school each day is a pleasure!

Mr Riley, Computing Department

Since joining Oakmoor School as a NQT in 2015, I have had the support of my colleagues every day, and have always felt trusted and valued as part of the team.

Mrs Carter, English Department

I have worked in quite a few schools during my working life and I can honestly say that none of them compare to Oakmoor. There is a really nice sense of belonging and knowing that you are all equally part of a team, we are all striving for the same thing...to better the school, to make a happy working environment, to give students and staff the opportunity to learn new things and to be encouraged to shine. With all of this in place results come naturally....

Mrs James, Senior Science Technician

There has been a real focus on reducing workload and unnecessary meetings. This has resulted in fewer after-school meetings. Even more significantly, we now have a whole-class feedback policy which has reduced time spent marking and given staff more time to focus on planning for progress.

Mr Denton, Mathematics Department

I have worked at Oakmoor School for over 14 years. In those years I have loved working here. We have a special staff team who are extremely supportive of one another. The students I work with are appreciative of the work I do and are always grateful for the time I give to help them.

I always said I would look to work in another school after 5 years of arriving but the wonderful students and staff have kept me here

Mrs Hale, Technology Department

I have worked at Oakmoor School since September 2018 and, as a new member of staff, have been really impressed by the warm and friendly environment around the school. The staff work collaboratively and the pupils' well-being is at the heart of everyone's work. Coming from a primary background, I like how the year 7s are welcomed into the school and I think the mixed mentor groups is a real strength, providing a great sense of togetherness amongst the year groups.

Mrs Pullinger, English and Mathematics Department

Working at Oakmoor as a teacher is an absolute pleasure. This is my third year at Oakmoor School and feel so lucky to have such an amazing classroom environment. Everything a teacher could wish for, lots of cupboard space, visualizers, interactive whiteboards and space to create displays. The team at Oakmoor is supportive and it feels like a family".

Mrs Sutehall, Head of Humanities

I have worked as the Exams Officer at Oakmoor School for almost 4 years. Oakmoor provides students with the necessary knowledge, skills and attitude for their development, which ensures a wider scope and prospective about education and what career choice to make in the future. My work colleagues are very supportive and friendly, which creates a sense of community and team spirit.

Mrs Kelly, Examinations Officer

As soon as you step through the doors as a new member of the team, you are welcomed, included and supported by all. There are fantastic links and communications across all departments, and staff are always willing to support both your personal and professional development. Watching our students grow academically and personally is truly an honour. I feel immensely proud to be part of the Oakmoor team.

Mrs Atkins, Inclusion Manager - Behavioural

The University of Chichester Multi-Academy Trust

The University of Chichester Academy Trust is uniquely placed to make a difference to the local education landscape. With access to the University's extensive resources, we provide both educational expertise from the University's Institute of Education and expertise from professionals within HR, Finance, ICT, Estates and Communications.

The Trust has an inclusive and an aspirational vision. People and relationships matter to us and we share the University's belief that education has the power to transform society.

Our Vision is for all young people to be inspired by an excellent education that raises their aspirations and enriches their lives.

Our Mission is to create a vibrant inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching and learning.

Our Shared values are:

- **Aspirational**
- **Inclusive**
- **Collaborative**
- **Dynamic**
- **People-focused**

University of Chichester as sponsor

As a University we believe education has the power to transform society and we should play a role in enabling people to exceed their own expectations, creating a positive impact on our local and regional communities.

Our belief is all schools can be successful and that student progress and the retention and growth of high-quality teachers should be at the heart of our work. We have years of experience in working with outstanding and improving schools as well as those less successful and were proud when we established the Academy Trust in 2012.

We believe there are five key factors that distinguish the University of Chichester as an academy sponsor:

- Teacher training and schools have been fundamental to the University since 1839;
- Tailor-made solutions designed on merit not a one size-fits-all compliance model;
- Wide ranging experience of working in partnership with a rich variety of schools backed up with school focused CPD and classroom-based action research;
- The University is judged as a good provider of Initial Teacher Training;
- High quality teaching and learning, recruitment, training, development and retention are all at the heart of the University ethos, which is shared by the Trust.

'The headteachers and chairs of governors of all of the schools play an important role in the leadership of the trust through forums such as the termly advisory group. Consequently, officers, headteachers and members of local governing bodies share a strong sense of common purpose.'

University of Chichester Multi-Academy Trust
Report, 2017

Together with make a difference

Our Promise to you:

- Be a member of a high performing team
- An academy which is committed to continued rapid progress and the achievement of excellence Involvement in a brand new, purpose-built academy with carefully planned internal and external spaces, well-equipped ICT resources, learning resource area and state of the art technology

A focus on you:

- Opportunities for shared learning and collaboration across the University of Chichester Academy Trust and the wider network
- Extensive professional and personal development opportunities
- Access to current research and expertise from the University of Chichester

Reward and Benefits:

- A pay and reward package which values all staff and recognises the importance of staff in contributing to the achievements and success of the Academy and Trust
- Eligibility to join NUS Extra saving you £££'s on a range of goods and services
- Teachers' Pension Scheme
- 24/7 Employee Assistance Programme

Be part of something bigger:

- The support of the University of Chichester Academy Trust, its Board and colleagues from the University of Chichester
- Security of knowing you are joining an organisation whose sponsor has been promoting education for the past 150 years!

Job Profile

Job Title:	Teaching Assistant
Reports to:	Special Educational Needs Co-ordinator
Location:	School based as designated but required to work at any academy where business is conducted that is within reasonable distance of the school

Function of the post:

Contribute to the students' development including their social and emotional well-being in supporting the teaching and learning in the classroom, providing general and specific assistance to students, under the direction and guidance of the teacher or independently in a one-to-one setting. This will involve providing assistance to the teacher in supporting students on a one-to-one or small group basis, across a wide range of activities and supported learning activities, including the preparation, maintenance and adaptation of resources.

Principal Accountabilities:

1. In liaison with, and under the guidance of the teaching staff and Special Educational Needs Co-ordinator and following best practice, appropriately support students on an individual or small group basis to understand instructions, and complete activities, encouraging and developing independent learning and inclusion of all students to ensure progression and continuity.
2. Support students in social and emotional well-being, generally providing students with positive feedback and praise to reinforce and sustain students' efforts and develop self-reliance and self-esteem; report problems to the teacher, or as appropriate and in-line with academy policy and procedures, such as health and safety, child protection, behaviour management.
3. Monitor students' responses to learning and feedback to the teacher on students' progress and record basic student data in line with academy procedure.
4. Support the learning of children, including implementing intervention programmes, in order to meet targets as required by the Special Educational needs and Disability Code of Practice and as identified on the pupil's plan, including completing the appropriate paperwork.
5. Provide general administrative support as required and directed by your line manager.
6. Attend meetings and training sessions as required and agreed with your line manager.

Other duties:

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, the school and the University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

Equality and Inclusion:

We believe that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the school has a number of policies that you should ensure you are familiar with and are compliant to. All policies are available from the Headteacher. Any breaches may lead to termination of employment.

Right to Work:

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the Headteacher.

Health & Safety:

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on their own work and that of others. You should familiarise yourself with the school's Health and Safety policies.

Sustainability and Environment:

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives and supports the School in continuously seeking to find ways to improve its environmental performance. Staff are required to support these aims.

Data Protection:

You will be responsible for ensuring that workplace responsibilities, such as confidentiality, treatment of personal information and records management are carried out in compliance with the requirements of the Data Protection Act 2018 and the Employment Practices Data Protection Code 2002.

Safer Recruitment:

The University of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service Certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.gov.uk/dbs. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applications for teaching posts are among those who are not entitled to withhold information about any previous criminal conviction.

Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Your application form will be assessed for literacy, accuracy and attention to detail.

	Essential	Desirable	Evidenced through
Knowledge and Qualifications	<p>GCSE Grade C or above in Mathematics and English, or equivalent qualification.</p> <p>General understanding of effective strategies that underpin positive behaviour at secondary school level, and which recognise and reward effort and achievement.</p> <p>General awareness of the current Special Educational Needs and Disability Code of Practice.</p>	<p>Higher qualifications relevant to the duties of the post.</p> <p>Knowledge of safeguarding and Health & Safety requirements within a secondary school environment.</p> <p>Awareness of the secondary national curriculum.</p> <p>Additional qualifications relevant to Special Educational Needs.</p>	<p>Application</p> <p>Interview</p> <p>Reference</p>
Skills	<p>Good interpersonal and communication skills that enable instructions to be understood by students across the ability range which promotes learning and understanding.</p> <p>Ability to communicate effectively and build good working relationships with staff, parents, carers and other stakeholders relevant to the post.</p> <p>Relevant skills to follow and deliver an intervention programme successfully.</p> <p>Relevant skills that enable effective review and feedback on student progress.</p> <p>Problem solving skills that enable a pro-active and effective approach in supporting students for continued improvement.</p> <p>Being part of a team by working effectively and collaboratively with others.</p>	<p>Ability to adapt both in class and one-to-one intervention support to ensure personalised learning which is motivating, engaging and accessible.</p>	<p>Application</p> <p>Interview</p> <p>References</p>

	Good literacy skills.		
Experience	<p>Establishing and maintaining positive relationships with children which encourage, support and enable student progress.</p> <p>Experience of implementing strategies that promote positive behaviour.</p> <p>Working with young children in a relevant environment.</p>	<p>Teaching Assistant in an educational setting.</p> <p>Experience of successfully delivering a specific programme of support to an individual or small group of children.</p> <p>Experience working with ASL, SLCN and/or MLD students.</p> <p>Experience supporting SEN English, Mathematics and/or Science students of an average or higher ability.</p>	<p>Application</p> <p>Interview</p> <p>References</p>
Personal attributes	<p>Positive and approachable, with patience and the character to inspire confidence and trust, combined with an enthusiasm to see students progress and develop.</p> <p>Willing to work flexibly as the needs and demands of the school fluctuate.</p> <p>The ability to be reflective and self-critical and to respond to feedback to further develop our skills in the area of Special Educational Needs.</p> <p>Understanding the need for confidentiality.</p> <p>A nurturing nature which will support and develop the wellbeing of all students.</p> <p>Strong working ethos with high level of commitment to the school and its values.</p> <p>Ability to work effectively as part of a team and form positive relationships with students, parents and carers, colleagues and the wider community.</p> <p>A passion and commitment to learning.</p>		<p>Interview</p> <p>References</p>

Application Procedure

Applicants should complete an Application Form and Equality Monitoring Form which can be downloaded from the school website www.oakmoor.hants.sch.uk or the Trust's website www.unicat.org.uk/find-job and submit it, so that it is received no later than 9am on Monday 6 December 2021.

Oakmoor School
Budds Lane
Bordon
Hampshire
GU35 0JB

T: (01420) 472132

E: v.ross@oakmoor.hants.sch.uk

Application Form Completion

When completing the application form, please refer to the Job Profile and particularly the essential criteria within the Person Specification. Indicate, giving evidence, how you believe your knowledge and qualifications, skills, experience and personal attributes, either at work, or elsewhere, qualify you to undertake the duties and responsibilities set out in the Job Profile.

Selection Procedure

The shortlist will be drawn up week commencing 6 December 2021. Further details will be sent to those candidates called for interview. Failure to send your application form to the above address may invalidate your application.

Equality Monitoring

All applicants will be required to complete an Equality Monitoring Form.

Receipt of Application

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the Recruitment Team immediately on the number above.

Safer Recruitment

University of Chichester Academy Trust and Oakmoor are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Data Protection Act 2018

You should be aware that the information you have provided will be stored on the HR secure database and will only be used to process your application. It will not be passed to any other organisation.