



# Teaching Assistant

Information Pack

Dear Candidate,

Thank you for your interest in the role of Teaching Assistant at Oasis Academy Sholing. We are excited about the possibility of you joining us as we continue our journey of "Striving for Excellence" (SFX).

Our school community is close-knit, and we pride ourselves on offering a supportive environment where staff feel motivated and empowered. Strong relationships are at the heart of everything we do, ensuring that both students and staff thrive. We are committed to providing continued professional development for all staff, enabling everyone to grow their skills and realise their potential.

At Oasis Academy Sholing, we believe every student, regardless of their starting point or background, deserves an exceptional education. Our mission is to ensure that every young person reaches their full potential and receives nothing less than the best education we can offer.

As part of our team, you will be encouraged to pursue your own personal development, as we place great value on nurturing ambition and supporting growth at all levels.

I truly hope you will consider taking the next step in your career with us. This position offers a wealth of opportunities for further professional advancement, and I am confident you will find it both challenging and rewarding.

Education is in a pivotal moment, and despite the increasing demands, it remains one of the most fulfilling and impactful professions. I believe that joining Oasis Academy Sholing will provide you with the chance to contribute to our continued success.

If you would like to discuss the role or take a tour of the academy, please feel free to reach out to our HR Officer, Louise Austin, at [recruitment@oasissholing.org](mailto:recruitment@oasissholing.org).

We look forward to hearing from you.

Kind regards,

A handwritten signature in black ink, appearing to be "Martin Brown".

Martin Brown  
Principal





# About us



Oasis Academy Sholing, located in East Southampton, Hampshire, has a rich and evolving history. Originally founded as Sholing Middle Road Girls' School between 1910 and 1912, the school has undergone various transformations over the years. The original buildings, which housed a boys' school, were repurposed for the girls' school during the early 20th century, with further alterations made between 1914 and 1920. By 1938, the school had become known as Middle Road Senior Girls' School, Sholing, and by 1954, it was renamed Sholing (Middle Road) Secondary Girls' School.

During World War II, the school temporarily relocated its students to nearby facilities such as Merry Oak Boys' School and St. Monica Road Boys' School. In the early 2000s, the school transitioned to become The Sholing Technology College in 2003, focusing on technology as a specialist subject. Despite this change, it remained an all-girls' institution, and by 2006, it had a student body of 999 girls.

A major shift occurred in September 2018, when the school joined Oasis Academy Trust, becoming Oasis Academy Sholing. Oasis Academy Trust, established in 2004, is an educational charity dedicated to improving the lives of children and young people by creating and managing academies across the country. As part of this wider network, Oasis Academy Sholing continues to contribute to the vision of transforming lives and communities. Today, Oasis Academy Sholing serves children aged 11 to 16 years and is committed to providing high-quality education, with a strong focus on community and individual development.



# Our offer to you

## **Integrated training & development opportunities**

As our curriculum and tech evolve, so do we! We are all about helping our team grow, whether it is through external certification courses, internal development programs, or training days. If you are looking to take your career in a new direction, we've got your back with plenty of opportunities to learn and level up. With our training packages and clear staffing structure, there's a straightforward path for career progression within Oasis.

## **Support and sharing best practice**

Through ongoing support from our National Lead Practitioners, Best Practice Academies, Regional Directors and Monitoring and Standards Team, our academies continually progress and innovate learning for both students and staff alike.

## **Free Support Service**

As part of the Oasis team, you'll also have access to a free, confidential counselling service whenever you need it.

## **Health Scheme**

We're excited to be part of the Health Shield Cash Plan Scheme, which means our team can opt in for just a small monthly fee and enjoy great benefits, including:

- Money back for everyday healthcare like dental, optical, physiotherapy, and chiropody
- 24/7 GP access over the phone at a time that works for you
- Direct access to a qualified physiotherapist
- A 24/7 helpline offering advice and support on everything from family matters, stress, and bereavement, to legal info, tax, and money management
- An online rewards portal full of exclusive discounts, deals, and cashback on everything from groceries to travel and dining.

Plus, children up to 21 living at home and studying full-time are covered at no extra cost!



Dear Candidate

Thank you for your interest in the position of Teaching Assistant at Oasis Academy Sholing.

I hope you find the information pack helpful. If you feel that that this is a post that you would like to apply for, please submit your application online by visiting our website. From there, you will be directed to the OCL jobs board where you can submit your application. There is also the facility to download an application form, and you can return it using the following email address: [recruitment@oasissholing.org](mailto:recruitment@oasissholing.org).

The closing deadline for applications is no later than **Wednesday 7<sup>th</sup> May midday**.

Candidates should be aware we will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify experience or qualifications before interview. Please ensure you provide the name, address, and status of two referees, one of whom should be your current direct manager.

Interview date will be **Monday 12<sup>th</sup> May 2025**. If you do not hear from us by close on business on Friday 9<sup>th</sup> May 2025 you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

If you would like to know more about us before you apply, please see our website [www.oasisacademysholing.org](http://www.oasisacademysholing.org), or if you are not clear about any aspect of the application procedure, do not hesitate to contact us for clarification.

I wish you well and thank you once again for your interest in what we know will be a satisfying and rewarding post.

Yours sincerely

*Louise Austin*

Louise Austin  
HR Officer



# Teaching Assistant Job Description



<b>POST:</b>	Teaching Assistant (NVQ Level 3 Essential)
<b>START DATE:</b>	In arrangement with successful candidate
<b>RESPONSIBLE TO:</b>	Operations Manager
<b>SALARY:</b>	OCL scale 4, SCP 7-11 (FTE £25,584 - £27,269) Actual £22,006 - £23,455 + Local Government Pension Scheme
<b>LOCATION:</b>	Oasis Academy Sholing, Southampton
<b>WORKING PATTERN:</b>	Full Time, Permanent (08:00-16:00 Monday-Friday term time only) or Part Time will be considered (hours to be discussed at interview)
<b>DISCLOSURE LEVEL:</b>	Enhanced

## Specific Responsibilities:

- Implement learning activities/ teaching programmes as directed by the teacher, adjusting activities and differentiating approach and resources according to student needs.
- Participate in planning, evaluation of learning activities with the teacher, providing feedback to the teacher on student progress and behaviour.
- Support the teacher in monitoring, assessing and recording student progress/activities.
- Assist in the creation, development and review of individual student development plans (such as Education and Health Care Plans (EHP)).
- Provide feedback to students in relation to attainment and progress under the guidance of the teacher.
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
- Support students in social and emotional wellbeing, reporting problems to the teacher as appropriate.
- Liaise with appropriate external agencies and parents and carers as required by the class teacher or Academy Leadership team.
- Understand and support educational and therapeutic professionals in their delivery of specialist support programmes.
- Carry out specified medical care procedures following direct specific training by a qualified practitioner.
- Invigilate exams and assessments

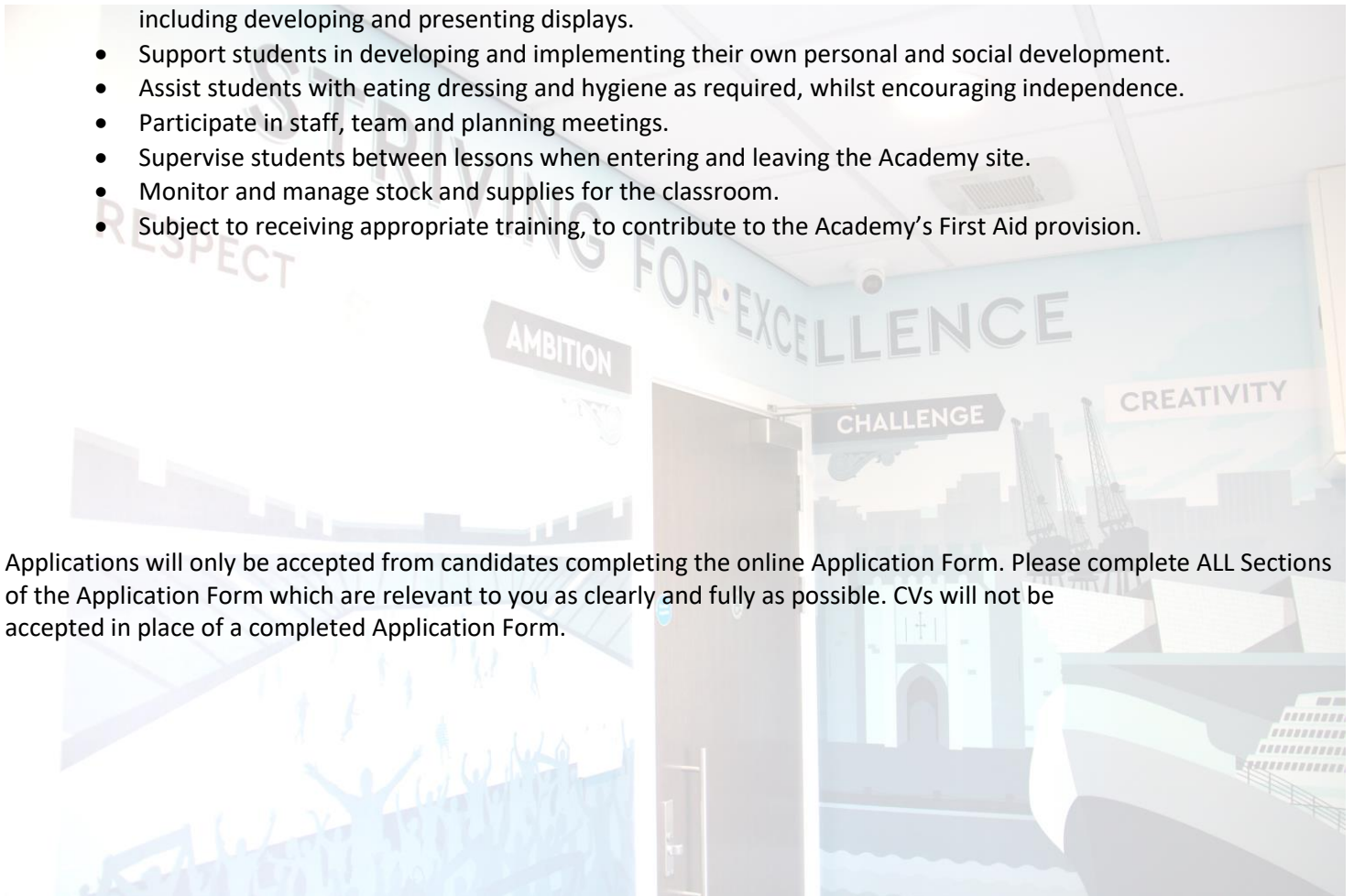
# Job Description

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- Assist in escorting and supervising students on educational visits and out of school activities.
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.
- Support students in developing and implementing their own personal and social development.
- Assist students with eating dressing and hygiene as required, whilst encouraging independence.
- Participate in staff, team and planning meetings.
- Supervise students between lessons when entering and leaving the Academy site.
- Monitor and manage stock and supplies for the classroom.
- Subject to receiving appropriate training, to contribute to the Academy's First Aid provision.

Applications will only be accepted from candidates completing the online Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.



# Person Specification

## ESSENTIAL

## DESIRABLE

### Qualifications

Maths & English GCSE grade A\*-C / 9/4 or Numeracy and Literacy Level 2 on the NQF or equivalent

First Aid Certificate

NVQ/VRQ Level 3 Teaching Assistant Qualification or equivalent

### Experience, Skills & Knowledge

The ability to converse at ease with parents/students and members of the public and provide advice in accurate spoken English.

Extensive experience as a Teaching Assistant or in a Pastoral Support role in a school with a specialism in specific developmental or behavioural initiatives

Considerable experience working as a Teaching Assistant at NVQ level 2 or above

Demonstrate sound knowledge and understanding of:  
 \*Every Child Matters, especially the common core knowledge and skills for working with children and young people.  
 \*Effective child protection.  
 \*SEND Code of Practice  
 \* Good IT Skills

### Personal Qualities

Good organisational skills

Ability to encourage and motivate learning with high expectations of behaviour

Good interpersonal skills and the ability to work effectively with a wide range of people across the organisation and external agencies

High level of discretion and confidentiality

Reliability, motivation, adaptability and resilience under pressure

Commitment to safeguarding and promoting the welfare of children and young people

Ability to form and maintain appropriate relationships and personal boundaries with children and young people



# Explanatory Notes

## Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks

1. Candidates should be aware that all posts in Oasis Community Learning involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

## Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
  - Documentary evidence of identity that will satisfy DBS requirements such as a current driving license including a photograph and/or a passport and/or a full birth certificate
  - Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
  - Where appropriate any documentation evidencing a change of name
  - Documents confirming any educational or professional qualifications that are necessary or relevant for the post.
- Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

If you have an enquiry, please contact the Academy Office at:

Oasis Academy Sholing  
Middle Road  
Southampton  
SO19 8PH

Reception is open Monday to Thursday 8:00am – 4:00pm, Friday 8:00am – 3:30pm

Tel: 023 8044 8861



