



Wheatley Park School

'Everyone Learning'

11-18 Academy Converter (May 2014)

1034 on roll 157 Sixth Form

TEACHING ASSISTANT (Progress Coach) - Required immediately

30 hours per week, term time only

Grade 4 £16491 (pro rata £11137)

Wheatley Park School is at an exciting stage in its development. We have made strides, enjoyed recent successes and we are ambitious to build on them. We are a busy, friendly and supportive community. We are proud of our students and keen to keep helping them to achieve high standards. Your role will be to play an important part in helping some of our students overcome the barriers they face with their learning.

We are seeking a Teaching Assistant (Progress Coach) to join our busy and motivated team to support the progress of young people with Special Educational Needs and also those for whom we receive Pupil Premium Grant. Some experience of working with young people would be beneficial and you must have a good standard of education.

What we offer you:

- The chance to be part of a strong school community, making a difference to young people's futures.
- Good opportunities for Professional Development, helping you move to the next stage.
- A supportive working environment, characterised by variety and personal challenge.

Wheatley Park is situated just outside the City of Oxford, and is a vibrant and supportive school with an increasing track record of success, graded "Good" by Ofsted, with much positive feedback. We are determined to build on this.

We have a mixed rural and urban intake and we are well supported by our community, who recognise the considerable improvements that have taken place in recent years. Our students are happy at school and motivated to succeed, and our staff work well together, providing a collaborative and professional ethos

If you would like to know more, or arrange a visit, please contact Mrs Pat Mason (Finance and Personnel Administrator) either by telephone on 01865 877634 or by email to pmason@wheatleypark.org. We are a member of the River Learning Trust, a schools-led trust, based in Oxford. For more information: www.riverlearningtrust.org.

Full details and an application form can be found on our website: www.wheatleypark.org - Get involved - Vacancies. Please note we can only accept CVs as supporting documentation when submitted along with a fully completed school application form. Please send completed applications to pmason@wheatleypark.org

Wheatley Park School is committed to safeguarding and promoting the welfare of all children and young people and to preventing extremism. Wheatley Park School expects all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check. Wheatley Park School is an equal opportunities employer.

Closing date: Monday 27th November 2017

Interview date: To be confirmed

Wheatley Park School, Holton, Oxford, OX33 1QH

Tel: 01865 872441 Fax: 01865 877666

www.wheatleypark.org



WHEATLEY PARK SCHOOL

JOB DESCRIPTION

Post Title:	TEACHING ASSISTANT (Progress Coach)
Available from:	Immediately
Hours:	30 hours per week, term time only
Main Duties:	<ul style="list-style-type: none"> • Support learners overcome barriers to learning presented by their literacy / numeracy and behaviour difficulties. • Support interventions and small group work to accelerate progress with identified groups of students. • Work alongside teachers planning and differentiating work. • Give support to teachers of students in order to best support their work with students with SEND or entitled to the pupil premium. • Support SEND students in assessments and exams. • Help to maintain effective home/school links. • Ensure good communication with staff and external agencies about students to support learning,
Responsible to:	Assistant SENCO; Assistant Headteacher (SENCO); Headteacher; Governing Body
Salary Level:	Grade 4
Knowledge/Skills :	<ul style="list-style-type: none"> • Knowledge of how to support the learning of students with SEND in secondary schools, or willingness to learn • Knowledge and awareness of good practice to support learning of students with SEND, or willingness to learn • Ability to support and motivate students with challenging behaviours to enable reintegration into mainstream • Ability to work as part of a team as well as taking initiative. • Good interpersonal skills with all kinds of people. • Good communication skills using school systems to communicate about student issues. • Competent IT skills.
Safeguarding	<p>Wheatley Park School is committed to safeguarding and promoting the welfare of children and young persons; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring service (DBS) and obtain any other statutorily required clearance. A 'prohibition from teaching' check will be completed for all applicants. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.</p>

Additional Duties:	<ul style="list-style-type: none"> ● To play a full part in the life of the school, to support its ethos and development. ● To undertake in-service training for professional development. ● To comply with all school policies and procedures. ● To comply with any reasonable request which is consistent with the post.
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November 2017



WHEATLEY PARK SCHOOL

TEACHING ASSISTANT

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
Qualifications/ Training/ Knowledge	GCSE English and Mathematics at Level 2 Knowledge of Secondary education.	Knowledge of SEND issues Qualifications relevant to secondary school curriculum Maths and Science at Level 3. Interest in developing literacy skills or behavioural skills.
Experience	Working with young people of primary or secondary school age Teamwork in SEN or other context	Knowledge of literacy / numeracy interventions Working with vulnerable and challenging young people
Skills	Clear, positive and engaging communication with young people. Communication skills to link with other colleagues, students and parents. Ability to adapt and be flexible. Personal organisation and administration.	IT Skills Literacy and numeracy support skills and experience dealing with behaviour difficulties Creative approaches to problem solving.
Aptitudes	Ability to relate to young people with Special Educational Needs. Patience and perseverance, able to stay calm under pressure. Excellent time management. Ambitious to do the job well.	Able to adapt to change and development.
Other	Resilience and Stamina Understanding of Child Protection and Safeguarding issues	

June 2017