



Oak Wood School  
**Teaching Assistant**  
Information 2023-24



Thank you for taking the time to look at this job opportunity at Oak Wood School.

The Inclusion Team at Oak Wood School is a key part of the successful functioning of the school. We expect the highest standards of professionalism from our support staff working at the school to underpin the work that we do in supporting our students and their families.

Whether or not you have worked in a school environment before you will benefit from a comprehensive induction programme not only within the school but also within the team that you will be a part of. The school is a fantastic place to develop your administration skills.

Relationships across the school between parents, students and staff are warm and positive which makes Oak Wood School an environment that is a pleasure to work in and develop your career at.

We have a caring, respectful and supportive core ethos 'We Dream, We Learn, We Grow' that propels us to constantly advocate that students at Oak Wood School are not limited in their choices. 'We Dream, We Learn, We Grow' also underpins how we develop our staff with our extensive professional development and well-being programmes.

In joining our community, you will be part of an organisation that will support you in your career goals and help you to develop as an individual.

I look forward to receiving your application.

Daniel Cowling  
**Headteacher**



## Job Description Teaching Assistant

<b>Title of post:</b>	<b>Teaching Assistant</b>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To work under the direction of the class teacher to support individual or small groups of pupils in order to achieve high levels of accelerated pupil progress.</li> <li>To support pupils to overcome barriers to learning, promoting the inclusion of all pupils by developing their communication skills, supporting them to manage their behaviour, developing independence and social skills and to take responsibility for monitoring/reporting on the impact of class-based interventions.</li> <li>To provide supervision and guidance and learning opportunities in all non lesson-based activities.</li> </ul>
<b>Reporting to:</b>	Assistant Headteacher - SEND Coordinator
<b>Liaising with:</b>	Headteacher/Senior Leadership Team, Teaching & Support staff, students, parents, external partners
<b>Salary/Grade:</b>	NJC Point 5-6 Pro rata (actual salary £20,825-£21,139 p.a.)
<b>KEY AREAS OF RESPONSIBILITY/SCOPE</b>	
Teaching and Learning	<ul style="list-style-type: none"> <li>Under the supervision of the class teacher or the cover supervisor covering the class teacher, support all pupils to fully engage in learning and work to their potential.</li> <li>Feedback to the class teacher on the progress made by individual pupils throughout the lesson verbally and in written form.</li> <li>Assist the class teacher to mark work and give verbal feedback to pupils on progress made and next steps in all lessons.</li> <li>In liaison with the class teacher, to contribute to pupil reports and participate in reviews of pupil progress.</li> <li>Support the development of pupils' literacy skills in all lessons.</li> <li>Support social communication skills at all times.</li> <li>Support the development of pupils' independent learning and independence skills.</li> <li>Plan and deliver interventions as timetabled.</li> <li>Facilitate play and social interactions at play and lunch times.</li> </ul>
All staff	<ul style="list-style-type: none"> <li>To take part in the school's staff development programme and attend relevant training</li> <li>To attend meetings as required</li> <li>Support the aims, policies &amp; ethos of the school</li> <li>Set a good example in terms of dress, punctuality and attendance</li> </ul>

	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community</li> <li>• To comply with the school’s Health and Safety Policy</li> <li>• Comply with school’s safeguarding procedures.</li> </ul>
<b>Other Duties</b>	
<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its mission and ethos</li> <li>• To be courteous to colleagues and be welcoming to visitors</li> <li>• To comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate</li> <li>• To undertake any professional duties, reasonably delegated by the Headteacher</li> <li>• To undertake any other specific duties as specified in the School Teachers Pay and Conditions Document not mentioned in the above</li> </ul> <p>Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified.</p> <p>Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description.</p> <p>The Governors will endeavour to make any reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants, or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary.</p>	



# Person Specification

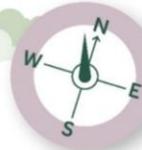
## Teaching Assistant

<p><b>Qualifications</b></p> <ul style="list-style-type: none"><li>• GCSE or Equivalent qualification in English and Mathematics (or a willingness to achieve this within 2 years of appointment).</li><li>• Child Care/NVQ/ other relevant qualification at level 3 is desirable.</li></ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"><li>• Experience of support work with children in an educational setting.</li></ul>
<p><b>Professional Knowledge and Understanding</b></p> <p>The post holder will have knowledge and understanding of:</p> <ul style="list-style-type: none"><li>• How to remove barriers to learning for pupils with a range of SEN (cognitive learning difficulties, ASD, Communication and Language needs, Attachment needs, Social and Emotional development needs) and promote inclusion.</li><li>• How to support the development of social communication and literacy skills, promoting high standards of literacy, articulacy and numeracy.</li><li>• How to support the development of independence.</li><li>• Excellent written communication skills and a high level of ICT literacy.</li></ul>
<p><b>Reliability</b></p> <ul style="list-style-type: none"><li>• Good attendance and reliability</li><li>• Professional dress</li><li>• Good timekeeping.</li></ul>
<p><b>Quality of relationships</b></p> <ul style="list-style-type: none"><li>• An ability to work collaboratively with members of a team</li><li>• An ability to build and maintain successful and positive relationships with pupils, treating them equitably with respect and consideration.</li><li>• Ability to display fairness and respect for pupils and colleagues</li><li>• An understanding of excellent strategies for management of challenging behaviour.</li></ul>
<p><b>Personal characteristics</b></p> <ul style="list-style-type: none"><li>• Capacity to work very hard under pressure</li><li>• Approachable</li><li>• Committed</li><li>• Empathetic</li><li>• Enthusiastic</li><li>• Organised</li><li>• Patient</li><li>• Resourceful</li><li>• Resilient</li><li>• Determined</li><li>• Sense of humour.</li></ul>



# Oak Wood School

## Welcome to your Learning Journey



*We dream, we learn, we grow*  
*We dream, we learn, we grow*



# Oak Wood School

*We dream, we learn, we grow*

## **Applicant Information**

Thank you for your interest in our school.

Candidates are requested to complete the Application Form (in two parts) downloadable from the Oak Wood School Website: [www.oakwoodschoo.uk](http://www.oakwoodschoo.uk) and send it by email, with a letter of application, outlining how your skills and experience will have prepared you for the role and how you would contribute to Oak Wood School's future success, addressed to Daniel Cowling, Headteacher via email: [HR@oakwoodschoo.uk](mailto:HR@oakwoodschoo.uk).

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[www.oakwoodschoo.uk](http://www.oakwoodschoo.uk)  
Email: [HR@oakwoodschoo.uk](mailto:HR@oakwoodschoo.uk)

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Oak Wood School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.  
Oak Wood School is an Equal Opportunities Employer.