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Oswestry School

Founded 1407

Oswestry School Applicant Pack



TA/LSA - PREP SCHOOL



TA/LSA - Prep School

Oswestry School is pleased to invite applicants for the post of Teaching Assistant/Learning Support Assistant at our Prep School for September 2024, joining our school at an exciting moment in our long history as we celebrate our 617th year and 50+ years of co-education.

Widely regarded as “Shropshire’s best kept secret”, Oswestry School is an historic school proud of its heritage but one that is likewise future-focused and progressive in outlook. A close-knit campus family, we are a diverse and inclusive community that values individuals and sees education in the round. Our school motto - We Learn Not For School But For Life - informs our commitment and dedication to ensuring that our pupils are not only prepared for academic success but likewise are prepared with the aptitudes and attitudes to thrive and flourish in the world beyond.



Leading
Independent
Schools





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About Oswestry School

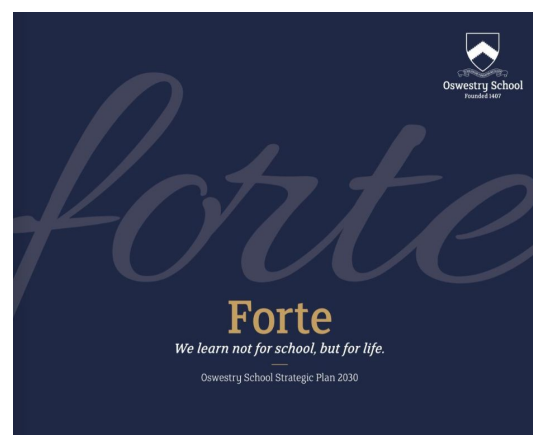
Oswestry School is an independent, co-educational day & boarding school, with an 11-18 Senior School of c.400 pupils and a 4-11 Prep School of c.120 pupils. The strong ethos of the School is reflected in its strength of pastoral care and sense of community. The School recently underwent inspection, with a very good report. As well as providing a fantastic learning and living environment for young people, Oswestry School offers an enjoyable, challenging and rewarding working environment.

Located in the ancient town of Oswestry in the county of Shropshire, the school was founded in 1407 and, as such, lays claim to being one of the oldest truly independent schools in the country. It is located in a beautiful corner of Shropshire close to the Welsh border and enjoys a campus setting and extensive playing fields. Just 30 minutes from the market town of Shrewsbury and an hour from major cities Liverpool and Manchester, the school is well located and draws pupils from all over the county and beyond through its extensive bus routes. A dynamic boarding community with pupils coming from over 30 countries provides a vibrancy and exciting diversity to the school; internationalism and diversity is celebrated and championed.

The school itself is relatively small in size with just over 500 pupils from 4-18 where one third of our senior pupils are boarders, with over 30 nationalities represented from around the world. Deliberately non-selective, the school strives to nurture and develop the talents and abilities of each and every pupil both inside and outside the classroom. Recent facility development includes an updated Refectory, a new Library and a refurbished Sixth Form Centre with further scheduled major capital projects in the years ahead for our Theater and our boarding houses.

To find out more about who we are, please click on the link below to watch our short film, 'This is Oswestry':

To find out more about where we are going, please click the link below to view our 2030 strategy, 'Forte'





WE LEARN NOT FOR SCHOOL BUT FOR LIFE

ACADEMICS

As the family school of choice in Shropshire, teaching and learning is at the core of what we do at Oswestry School. Pupils have the benefit of outstanding educational facilities and highly qualified staff. They learn what is needed to prepare fully for public examinations, but more importantly, they develop a love of learning which stays with them long after they have left the School. We set high expectations of pupils not only in terms of their work ethic, but also in terms of their intellectual ambition. Pupils aim high and our record of university success is proof of this.

Teaching of the highest standard takes place in well-equipped classrooms benefiting from the latest technology. Class sizes are small and, as such, teachers are able to develop strong working relationships with pupils and tailor their teaching accordingly. Throughout the Senior School, pupils are assessed regularly to ensure that they are working hard and achieving at the highest possible standard. Formative and summative assessments are reported to parents each term.



SEE THE WORLD FROM A HIGHER PERSPECTIVE

CO-CURRICULAR ACTIVITIES

In addition to academic subjects, pupils are encouraged to pursue their choice of physical education and games activities. They are also exposed to a wide range of co-curricular activities, be they theatre and art excursions close to home or cultural trips further afield. Recent and upcoming trips this year include a Costa Rica expedition, an Art trip to New York and a ski trip to Sierra Nevada in Spain.

On the sports field, the girls play netball and hockey and, in the summer, cricket, athletics and tennis; the boy's football and rugby plus cricket, tennis and athletics in the Trinity Term. We also have an indoor swimming pool. Culture in the form of music and drama also flourishes with regular ambitious productions. There is a flourishing CCF which has enabled the School to organise an extensive and imaginative extra-curricular programme with particularly adventurous expeditions in recent years to the Himalayas, the Andes, and the Atlas mountains. There are regular ski trips, foreign exchange visits, a Community Action group and an active Duke of Edinburgh Award scheme.



ACADEMIC EXCELLENCE IS ONLY
HALF THE STORY

PASTORAL CARE

A close-knit campus family, we are a diverse and inclusive community that values individuals and sees education in the round. Our school motto - *We Learn Not for School but for Life* - informs our commitment and dedication to ensuring that our pupils are not only prepared for academic success but likewise are prepared with the aptitudes and attitudes to thrive and flourish in the world beyond.

The School attaches great significance to the role of the form tutor and pastoral leads in guiding the development of each pupil academically, personally, and in extra curricular areas. In this way, the School seeks as broad a learning curriculum as is achievable for each individual pupil.

Our pastoral and boarding house teams are experts in looking after teenagers and are trained in mental health and first aid. The School Surgery is based on the site and has a registered and experienced school nurse who looks after all the pupils' medical and emotional needs. During term time, there is always a nurse on duty during the school day from Monday to Friday.

Oswestry School's boarders make up around one third of our community. Boarders are encouraged to play a full part in the life of the School, thereby developing skills and interests and becoming confident young adults, ready to take their place in the world of university and work.

TEACHING ASSISTANT/LEARNING SUPPORT ASSISTANT (Prep Department)

Full-time - One Year Fixed Term Contract

September 2024

Objective of the role

Work with class teachers to raise the learning and attainment of pupils. Promote pupils' independence, self-esteem and social inclusion. Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

Responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Assist in the educational and social development of pupils under the direction and guidance of the Head of Learning Support and class teachers
- Assist in the implementation of Individual Education Programmes, where required, for pupils and help monitor their progress
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties to support the effective running of the class and wider school

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Plan and adapt activities where necessary, and in line with any IEPs, to enable pupils with SEND access the learning to make progress
- Prepare the classroom for lessons



Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues



Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset, may feel unwell or have had accidents



Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures



Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

The TA/LSA will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA/LSA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.




Job Requirements

- DBS checked
- GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths
- **Experience in working and supporting pupils in small groups or 1:1 with SEND**
- **Specific EYFS Qualifications that support the supervision of pupils in EYFS are desirable**
- Paediatric First-aid training, or willingness to complete it
- Experience working in a school environment or other educational setting
- Experience working with primary aged children
- Experience planning and delivering learning activities
- Good literacy and numeracy skills
- Good organisational skills
- Ability to build effective working relationships with pupils and adults
- Skills and expertise in understanding the needs of all pupils
- Knowledge of how to help adapt and deliver support to meet individual needs
- Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils
- Excellent verbal communication skills
- Active listening skills
- The ability to remain calm in stressful situations
- Knowledge of guidance and requirements around safeguarding children
- Good ICT skills, particularly using ICT to support learning
- Understanding of roles and responsibilities within the classroom and whole school context
- Health and safety awareness

Personal Qualities

- Enjoyment of working with children
- Sensitivity and understanding, to help build good relationships with pupils
- A commitment to getting the best outcomes for all pupils, and promoting the ethos, Virtues and Values of the school
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding pupil's wellbeing and equality
- Resilient, positive, forward looking and enthusiastic about making a difference
- Capacity to inspire, motivate and challenge children





Closing Date for applications: 12.00pm on Friday 10th May 2024

For further information or an informal discussion about the post and the school, please contact Claire Belk, Head of Prep School on 01961 653453 or email claire.belk@oswestryschool.com

The school reserves the right to offer the post at any stage in the appointment process or not to offer the post.

For an application form please contact Lesley Ward, HR Administrator, on 01691 655711 or email at recruitment@oswestryschool.com

Oswestry School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.



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Oswestry School
Upper Brook Street
Oswestry
Shropshire
SY11 2TL

Telephone: +44 (0)1691 655 711

Facsimile: +44 (0)1691 662 726

Email:

enquiries@oswestryschool.com

Website:

oswestryschool.com

Oswestry School is a Company
Limited by Guarantee. Registered
in England No: 03931222.
Registered Office: Upper Brook
Street, Oswestry, Shropshire SY112TL.
Registered Charity No.
1079822