



Teaching Assistant



Dear Applicant,

Thank you for your enquiry regarding the position of **Teaching Assistant** at Oasis Academy Isle of Sheppey. We are part of Oasis Community Learning www.oasiscommunitylearning.org which runs over 53 academies across the UK.

I hope you find the information pack helpful. If this sounds like you, and you would like to work for an innovative and collaborative Trust, and you want to learn more about this unique opportunity and Oasis MAT, please visit <https://joinoasisios.co.uk>, where you can register your interest and submit your CV.

Alternatively, email: Jenna@satiseducation.co.uk or Janet@satiseducation.co.uk

We welcome early applications, and we reserve the right to interview upon receipt of an application.

The closing deadline for applications is no later than **9am on Monday, 18 April 2022**.

Prior to interviews all candidates will be required to provide the name, address and status of two referees, one of whom should be your current Line Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

If you would like to know more about us before you apply please see our website www.oasisacademyisleofsheppey.org and <https://www.linkedin.com/company/oasis-academy-isle-of-sheppey>, 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 think will be a rewarding post.

Yours sincerely,

Recruitment Team

About Oasis Academy Isle of Sheppey and the role

About the role

We are seeking a talented Teacher Assistant who can inspire and motivate students and staff. You will work to secure the highest standards across our academy. In addition, you will be a member of the Academy Leadership Team, which sets the strategic direction for the whole academy. This is a fantastic opportunity for a dedicated and inspirational leader. Strong experience in secondary education is crucial.

Our Academy

Oasis Isle of Sheppey is a mixed, comprehensive academy serving the island community of Sheppey, with 1507 students on roll, 47% of whom are Pupil Premium and 5.6% EAL. Our multi-million-pound buildings boast an unparalleled range of facilities for all students in our secondary and sixth form phases. No matter what the subjects our young people choose we have the right settings and resources to give them support and resources they need to succeed and to achieve their ambitions.

Job purpose

In collaboration with class teachers and other support staff, the post holder supports, plans, prepares and delivers elements of learning to students on a one to one, small group or class basis.



About Oasis Community Learning

The vision of Oasis Academies is to create both outstanding schools and community hubs. As well as delivering first-class and innovative education, Oasis builds 'Hubs' in the area it works in; creating safe and inspiring local neighbourhoods that provide integrated and diverse services to benefit the whole person and the whole community.

Oasis Community Learning seek to create and sustain networks of excellent learning communities working in the context of the Oasis Ethos where every student can reach their full potential. Oasis believes this can be achieved through clear leadership, outstanding staff, a positive and affirming environment, strong partnership between students, parents/carers and the local community, along with the wider national and international links the Oasis' global operations create.

Our ethos is an expression of our character- it is a statement of who we are and therefore a lens through which we assess all we do. The work of Oasis Community Learning is motivated and inspired by the life, message and example of Christ. This is encapsulated by the following five statements:

- a passion to include everyone
- a desire to treat everyone equally, respecting differences
- a commitment to healthy and open relationships
- a deep sense of hope that things can change and be transformed
- a sense of perseverance to keep going for the long haul

The full Education Charter explains how our ethos impacts in Oasis Academies and can be found on www.oasiscommunitylearning.org

Letter from the Executive Principal

Welcome to the Oasis Academy Isle of Sheppey,

I am delighted you are considering this exciting opportunity to transform lives here on the Isle of Sheppey.

You would be joining me and my dedicated staffing team who are committed to making the Academy a success. I am incredibly passionate about offering the very best opportunities we can for the young people on and off the island.

This would be an opportunity for you to greatly impact the strategic direction of the Academy at a very exciting time. The Trust, Oasis Community Learning, are dedicated to offer support, guidance and challenge to make the academy the place it can truly become.

I lead a very dedicated team of happy staff who work tirelessly to provide our young people with the opportunities, guidance and support to excel no matter what their chosen pathways may be. It is our ambition that all students make exceptional progress from their starting point in a safe and happy learning environment and leave confident that they will succeed in their life after school.

We understand and value the community and we are proud to be a part of the Isle of Sheppey. We have a strong set of values and this helps create a culture we are all proud to be part of.

I am dedicated to developing you and will support you to fulfil any of your aspirations. I hope the information pack provided gives you the details and understanding needed to make an application and I look forward to receiving this.



Mr A S Booth
Executive Principal

Job Description

POST:

Higher Level Teaching Assistant (HLTA)

ACCOUNTABLE TO:

SENCO

GRADE:

Salary 3, SP 4 – plus Local Government Pensions Scheme

KEY RELATIONSHIPS:

Principal and Academy Leadership Team; relevant teaching and other associated staff; other associated staff; LA representatives; partner professionals; parents; local community; Oasis Academy Hub; other Oasis Academies and Oasis Community Learning central staff.

LOCATION:

Oasis Academy Isle of Sheppey
Minster Rd, Minster on Sea,
Sheerness ME12 3JQ & Marine
Parade, Sheerness ME12 2BE

WORKING PATTERN:

Full-time and as described in the
School Teachers' Pay and
Conditions document

JOB PURPOSE:

In collaboration with class teachers and other support staff, the post holder supports, plans, prepares and delivers elements of learning to students on a one to one, small group or class basis.

AREAS OF ACCOUNTABILITY:

- Provide support for class teachers and help children with their educational and social development, both in and out of the classroom and, where appropriate, contribute to the day-to-day running of the Academy.
- To contribute to the provision for children within a class or year group.
- To contribute to the raising of the achievement of children in a class or year group and support them in making expected or better progress.
- To provide interventions such as reading and maths provisions
- To contribute to the promotion of the well-being of children within the Academy.
- To promote and safeguard the welfare of children you teach or come into contact with.
- Responsible, as a member of staff, for promoting and developing a positive culture and to ensure diversity within the Academy community is recognised and respected.
- Raise pupil achievement by developing outstanding practice in liaison with the class teacher. • Contribute to the development of the Academy's vision, values and aims and to abide by agreed professional behaviours and attitudes.
- To supervise children during break & other unstructured times
- Ensure a working knowledge of and interest in Special Educational Needs relevant to the children requiring additional support in the academy
- Provide teaching support under the guidance of the class teacher, in small groups and, where necessary, for individual pupils and/or children with statements or additional needs in order to aid the teaching of all curriculum subjects.
- Assist in drawing up and undertaking the delivery of group or individual pupil learning programmes, either in withdrawal groups or within the classroom, to ensure delivery of the individual's targets, group targets and to support the meeting of whole school targets.
- Assist in drawing up and undertaking the delivery of the learning programmes, either in withdrawal groups or within the classroom, to ensure delivery of the specific areas of need such as underachievement, induction, speech and language etc.
- Assist the teacher with observation and monitoring of the progress of children, maintaining accurate records in order to ensure documentation of all children, especially those children with interventions

- Provide activities to promote positive behaviour patterns; raise self-esteem and improve independent working in children to assist in their education and growth.
- Assist the teacher where necessary with preparation and clearing away of the classroom and materials to ensure effective and efficient teaching.
- Ensuring that all children are safely in the classroom at the beginning of the lesson. • Ensure that all pupils clearly understand the instructions for the work set. • Assist with the implementation of Individual Education/Behaviour Plans and Personal Care Programmes where necessary.
- Supervise and support pupils, maintaining good order and discipline and ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Monitor pupil's responses to learning activities and accurately record achievement/progress as directed.
- Clear away resources and materials after lessons.
- Supervision of children on visits.
- Encourage the development of a positive attitude towards the Academy from all pupils.
- Undertake professional development and training activities as appropriate.
- Contribute to the achievement of and help to maintain the Academy mission, aims and values.
- Contribute ideas, opinions, and evaluations to support the preparation of the Academy improvement plan.
- Attend staff meetings, development days and team/teacher /TA meetings as directed by Senior Leadership Team.
- Respect confidentiality at all times.
- Act in accordance with the Equal Opportunity Policy, Health and Safety Policy and confidentiality guidelines.

GENERAL:

- To work to the best of ability, to be diligent, honest and ethical in the performance of duties and to conduct personal and professional life in a way which seeks to uphold the Oasis Ethos and the Oasis 9 Habits
- To effectively contribute to our organisational commitment to excellent education at the heart of our communities.
- To be aware of and understand our Equality and Diversity Policy and ensure at all times that the duties of the post are carried out in accordance with the Policy.
- To ensure compliance with all Health and Safety legislation and associated codes of practice and policies.
- Review and develop own professional practice, maintain effectiveness as a member of the academy staff by taking responsibility for own continuing professional development. • Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.
- Responsible, as a member of staff, for promoting and developing a positive culture and to ensure diversity within the Academy community is recognised and respected.
- Contribute to the development of the Academy's vision, values and aims and to abide by agreed professional behaviours and attitudes

Safeguarding children and young people

Oasis is 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 an enhanced DBS check.

OTHER: The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

All teachers take an active role in the Academy's care and guidance of students and may be expected to fulfill the role of form tutor or similar role as determined by the Academy.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The postholder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members

Teaching Assistant

Teaching Assistant - Person Specification

Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally, and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message, and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Education Charter document which accompanies this job description.

	Essential	Desirable
Qualifications	At least NVQ Level 2 and GCSE / O- level grade C English and Maths	
Experience , Skills & Knowledge	- Some experience of working effectively in a learning / child care setting - Skills of empathy, listening, communication and responding with appropriate language to build rapport with children and parents/ carers from a variety of ages, abilities and backgrounds. - Aptitude to develop knowledge of the role within an education environment. - Flexible, adaptable and positive attitude to working in a structured environment - Communication skills to promote and develop effective working with	- Understanding of the role of the class teacher, the parent or carer and external agencies in developing and maintaining an effective learning environment - Current first aid certificate • The ability to contribute effectively to the workload, planning, supervision and responsibilities of a team - Ability to work on own initiative, including recognition of the appropriate level at which to refer issues elsewhere for effective resolution - Proven communication and inter-personal skills evidenced by dealing with a diverse range of contacts about potentially complicated and/or sensitive issues.

Work – related Personal Requirements	• Commitment to safeguarding and promoting the welfare of children and young people. • Willingness to undergo appropriate checks, including enhanced DBS checks. • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline • Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos. • Ability to maintain confidentiality. • Ability to reflect • Ability to demonstrate patience with firmness	
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Those elements marked *will be assessed in your application.

The Oasis Education Charter

Ethos

Our ethos is rooted in what we believe and who we are.

- We have a passion to include everyone.
- We have a desire to treat everyone equally, respecting differences.
- We have a commitment to healthy and open relationships.
- We have a deep sense of hope that things can change and be transformed.
- We persevere and keep going for the long haul.

Learning

The purpose of education is to understand what it means to be human - living intentionally and asking two key questions: Who am I? Who am I becoming?

- The foundation of our students' learning is made up of five integrated objectives.
- We develop competence, striving for excellence in skills, knowledge and qualifications.
- We foster character and self-belief and encourage our students and staff to become the best versions of themselves through the 9 Habits.
- We embrace community, advocating the value of living interdependently with others.
- We equip our students and staff to be engaged local and global citizens who strive for a better society
- We nurture and empower a life-long passion for learning in all the people we serve.

People

As an interdependent family, we enjoy exceptional strength and opportunity.

- We believe that good relationships are at the heart of everything we do.
- We support and encourage each other in championing the Oasis ethos.
- We work, learn and develop together so that students and staff can share and benefit from everyone's best practice.

Purpose

We work in partnership with our communities to transform lives, where everyone is included, can contribute and is able to reach their God-given potential. We deliver this through an Oasis Hub our model of integrated community development.

- We deliver education in the context of our Hubs.
- We create a culture of excellence for all.

Inclusion

Our vision is driven through a passion and commitment to include everyone.

- We believe all our children and young people are precious; we prioritise social inclusion and integration in all we do.
- We model and set high aspirations and expectations for every child and young person and member of staff.
- We provide opportunities and experiences for all our students, as well as their wider families, giving advantage to the disadvantaged.

Curriculum

The curriculum is the heart of Oasis's educational provision.

- We make great learning the foundation of every lesson.
- We design our curriculum to meet the needs of all.
- We strive for personal as well as academic and vocational excellence, achieving outcomes that drive social mobility, and give everyone freedom of choice through their lives

A number of reference documents support the Oasis Education Charter and are available on www.oasiscommunitylearning.

Explanatory Notes

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

Safeguarding Children & 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 Disclosure and Barring 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 Disclosure and Barring check 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 particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

For Academy based positions, in addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks
- Satisfactory Disclosure and Barring check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

For teaching posts

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DFE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.