



## Oak Wood School

*We Dream, We Learn, We Grow*

**OAK WOOD SCHOOL  
SUTTON COURT ROAD  
HILLINGDON  
Tel: 01895 237350**

**Headteacher: Daniel Cowling**

N.O.R. 907 (77 in Sixth Form)

**HIGHER LEVEL TEACHING ASSISTANT  
Point 4-6 Actual salary £17207 - £17902 (FTE £21210 - £21981)  
32.5 hours per week  
Required for Autumn term start**

We are seeking to appoint a Higher Level Teaching Assistant to join our Inclusion team. This is a very exciting time to join our community as the Inclusion team is expanding to meet our commitments as a truly inclusive school that embraces all aspects of comprehensive education. As a HLTA, you will have the opportunity to work with an SEN Teacher to help to nurture and support the teaching of a small group of pupils who are following a bespoke curriculum at Key Stage 3.

The successful candidate will be patient, reliable and sensitive to the needs of our pupils. He/she will show an enthusiasm and commitment to supporting learning across the curriculum. A good sense of humour and an ability to work as part of a close-knit team is essential. The role will involve supporting students both in class and through interventions, individually and in small groups. There are clear progression routes and training opportunities for the right applicant.

Oak Wood School is a truly inclusive mixed, multi-ethnic 11-18 school that embraces all aspects of comprehensive education. The curriculum is well balanced and reflects the needs of all our students and the local community in that we cater for the academic and vocational subjects.

Situated on a large site close to Heathrow Airport and the centre of Hillingdon, Oak Wood School has much to offer:

- a commitment to the professional development of all its staff to become outstanding teachers and leaders
- staff wellbeing programme
- childcare and cycle to school vouchers
- excellent transport links (by train 45 minutes to central London), bus routes 427,

278 & U2, train (Chiltern Railways, Great Western Railway and Underground (Metropolitan & Piccadilly))

- on-site parking including electric charging facilities
- on-site catering facilities.

Completed applications to be sent to Emma Shelford or emailed to: [HR@oakwoodhillingdon.org.uk](mailto:HR@oakwoodhillingdon.org.uk). Please note that CVs will not be accepted - you must complete our Application Form to be considered for this post.

Visits to the school can be arranged if requested.

You can access our school website for further information and an application form: [www.oakwoodhillingdon.org.uk](http://www.oakwoodhillingdon.org.uk).

**Interviews: These will commence when applications are received** (depending on Government advice these may be via Microsoft Teams)

The appointment is subject to satisfactory pre-employment clearances including references, medical clearance and an enhanced DBS Disclosure. Oak Wood School is committed to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment.



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Sutton Court Road, Hillingdon,  
Middlesex UB10 0EX  
T: 01895 237350

office@oakwoodhillington.org.uk  
[www.oakwoodhillington.org.uk](http://www.oakwoodhillington.org.uk)

Dear Applicant,

Thank you for your enquiry about a vacancy at Oak Wood School. Please find enclosed a detailed job description and person specification. Our application form is available to download from the school website at: [www.oakwoodhillington.org.uk/Current-Vacancies/](http://www.oakwoodhillington.org.uk/Current-Vacancies/).

## **About our school:**

Oak Wood is a vibrant, innovative and aspirational community where students are encouraged to aim high to achieve their personal goals. We are an oversubscribed 11-18 mixed comprehensive Foundation School that serves its local community in Hillingdon with over 900 students.

Oak Wood School is situated in the centre of Hillingdon and serves a diverse catchment area. The cultural, faith and social diversity of the school is a great strength and it is expected that successful applicants will be able to demonstrate a real commitment to the promotion of equal opportunities issues and achievement for all. Oak Wood is a very popular school with over 260 students in the current Year 7.

At Oak Wood we value the achievements of every student no matter what their abilities or talents. Young people are at the heart of all that we do. We are a truly comprehensive school and celebrate our diversity. Our high expectations of every student, and a caring, respectful and supportive core ethos – We Dream, We Learn, We Grow – propels us constantly to advocate that students are not limited in their choices.

Although the school is located in central Hillingdon, we are fortunate that our site contains a generous allocation of green fields. The school is well connected to Central London via the Metropolitan and Piccadilly Lines and to the home counties by mainline rail. The A40 provides easy access by car to the M25, M40, M4 and M1 with staff commuting from outside of London.

Headteacher:  
**Daniel Cowling BA(Hons)**

*For up-to-date news, pictures and  
information please visit our school website*  
[www.oakwoodhillington.org.uk](http://www.oakwoodhillington.org.uk)



*Follow us on Twitter/Instagram*  
**@oak\_wood\_school**

In November 2018 the school was judged that it Requires Improvement by Ofsted. The monitoring visit in October 2019 identified key areas that the school needs to focus on. There are clear challenges for us as a school, but I am determined that we will overcome these to support all of our children to succeed. As headteacher, I am confident that with the right staff in place our journey to Outstanding is achievable within 5 years.

The school is committed to the professional development and well-being of all staff. We map-out a career path for each member of staff and tailor their CPD to suit this. We provide training so that you hone your skills and perfect your craft. We believe that if we invest properly in you, you will strive to obtain the best outcomes for our students.

### **Our facilities:**

The school is located on a large, open site with extensive playing fields. The new main school building was opened in early 2018 and is a state of the art three storey building including a high specification Sixth Form provision, with a multi-purpose sports hall next to it. The new facilities and technology enable our staff to employ diverse, effective methods of education and administration and allow us collectively to perform at our best. Oak Wood is at the cutting edge of education in this country.

### **Our students:**

As Headteacher, I'm extremely proud of our students. They are confident, articulate and thoughtful students who continually impress me with their talents and energy. We regularly celebrate the many and varied successes of individuals and groups and are proud of our inclusive approach. It goes without saying that we want every student who joins us to develop into a successful young adult, but we also want to empower them to determine what success looks like for themselves. What is right for one is not necessarily right for another. It is important that each child has the chance to forge their own pathway, both while they are with us and beyond.

### **What are we looking for in staff to work at Oak Wood:**

We are looking for staff who are committed to our core values and vision, which are outlined in the application pack, their own professional learning and have high expectations of students in terms of their behaviour and attitude towards work. We are a uniform school and all staff are expected to actively support this policy. There is a staff dress code to which all staff adhere. The professional learning opportunities for staff in this school are outstanding. We have a dedicated Professional Development session each week which is led by members of staff at all levels. We have adopted Blue Sky to manage the Performance Management process.

### **What do staff say about working at Oak Wood:**

"I've found the support of leadership, at all levels, superior to any of my previous schools."

"I am managed in a way that still allows me to be creative with my lessons, which makes the job more fulfilling and is also very rewarding when I can see students progressing as a result. Senior Management are open and encourage you to seek opportunities for progression."

“The staff room is a lovely place, buzzing with conversations about teaching and learning.”

“I enjoy working in such a diverse school where pupils and staff both embrace all cultures and religions. There is a real sense of community. We have wonderful pupils, many of them involved in charity and community work that the school arrange, promote and support.”

“The best thing about working here has to be the students. They make it exciting to come to work every day, and they genuinely appreciate the support we can offer. We have a real mix of students with a range of dreams and aspirations, and the school understands that and supports individuals to achieve success.”

If you believe in allowing students to Dream, Learn and Grow and want to help make that a reality for them and yourself, then we want to hear from you. When making an application to the school please look carefully at the Job Description and Person Specification before completing your application. Candidates who are called for interview will be expected to produce their examination certificates on the day of the interview.

I do hope that you decide to make an application. If you wish to speak to a member of staff about the post please don't hesitate to ring the school. Please ask to speak to the HR Officer Emma Shelford.

At Oak Wood we actively encourage and support the safeguarding and protection of all its pupils. This post is subject to an enhanced DBS disclosure.

I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink that reads "D. M. Cowling". The signature is written in a cursive style with a large, sweeping flourish at the end of the name.

Daniel Cowling  
Headteacher



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## JOB DESCRIPTION

<b>Title of post:</b>	<b>Higher Level Teaching Assistant</b>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• Lead a specialist focus area within the school for a small number of students with a variety of SEND and corresponding EHCPs and supervise other teaching assistants related to the students based in the focused area.</li> <li>• To work under the direction of the class teacher to implement planning and assessment, working with 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 4-6
<b>KEY AREAS OF RESPONSIBILITY/SCOPE</b>	
Teaching and Learning	<ul style="list-style-type: none"> <li>• Planning and delivering activities linked to the specialist focus area to classes, groups and individual students.</li> <li>• Selecting, organising and maintaining suitable resources to support the specialist focus area.</li> <li>• Under the supervision of the class teacher, deliver planned activities to individuals and small groups in small steps so that they are able to access the planned learning.</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> </ul>

	<ul style="list-style-type: none"> <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> <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>

### **Other Duties**

- To play a full part in the life of the school community, to support its mission and ethos
- To be courteous to colleagues and be welcoming to visitors
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- To undertake any professional duties, reasonably delegated by the Headteacher
- To undertake any other specific duties as specified in the School Teachers Pay and Conditions Document not mentioned in the above

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified.

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.

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.

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.



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## Person Specification – Higher Level Teaching Assistant

It is essential that your application includes evidence of your experience against the requirements of the person specification, and the interview process will be designed with a view to assessing this evidence.

### Qualifications

- A good standard of general education normally evidenced by qualifications at GCSE/O/A level or equivalents. Must include a GCSE or Equivalent qualification in English and Mathematics.
- Teaching Assistant qualification at Level 3.
- HLTA qualification (or a willingness to achieve this within 2 years of appointment).
- Graduate (desirable).

### Experience

- Previous experience working as a Teacher/TA or equivalent in an educational setting.
- Training/Experience regarding students with SEND.
- Experience of delivering specific interventions to address learning needs.

### Professional Knowledge and Understanding

The post holder will have knowledge and understanding of:

- 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.
- How to support the development of social communication and literacy skills, promoting high standards of literacy, articulacy and numeracy.
- How to support the development of independence.
- Excellent written communication skills and a high level of ICT literacy.

### Reliability

- Good attendance and reliability
- Professional dress
- Good timekeeping.

### Quality of relationships

- An ability to work collaboratively with members of a team
- An ability to build and maintain successful and positive relationships with pupils, treating them equitably with respect and consideration.

- Ability to display fairness and respect for pupils and colleagues
- An understanding of excellent strategies for management of challenging behaviour.

**Personal characteristics**

- Capacity to work very hard under pressure
- Approachable
- Committed
- Empathetic
- Enthusiastic
- Organised
- Patient
- Resourceful
- Resilient
- Determined
- Sense of humour.