



Woodeaton Manor School

"Reducing Barriers to Expand Horizons"

- **Contract/Hours:** Part time, permanent, term time only 33.5 hours per week, to be worked Monday, Tuesday, Thursday. between the hours of 8.20am - 15.00pm, Wednesday 8am – 4pm and Friday 8.20am-14.45pm, 38 working weeks plus 6.48 weeks paid holiday per annum
- **Salary Details:** Grade 9, Hourly rate £17.29-£18.72. Actual salary is £25,840.96 - £27,976.95 based on 33.5 hours per week.
- **Location of Role:** On site
- **Contact Email Address:** recruitment@woodeaton.oxon.sch.uk
- Reporting to: Assistant Headteacher

Woodeaton Manor is a Special School catering for pupils with Social Emotional and Mental Health Needs. We are a small school with 80 pupils, located in a Georgian Manor House, 5 miles outside of Oxford City in beautiful Oxfordshire countryside

HLTA

Job overview

The successful candidate will have

- Experience of classroom practice, as a teacher or experienced TA
- Pastoral experience / safeguarding experience
- SEN / SEMH experience
- Excellent communication skills
- Confident, personable, and determined in nature
- Effective behaviour management skills
- De-escalation strategies and techniques
- Some experience of safeguarding protocols
- Personal initiative
- A strong belief in providing the very best for young people who need it most

We can offer:

- A friendly work environment and a supportive leadership team.
- A team dedicated to making a difference to pupils who need it most.
- Employee Assistant Programme.
- Continuous CPD opportunities.

This is an outstanding opportunity for someone who wants to join a high performing school and gain significant experience to further enhance their career.



Main purpose

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision and assisting the teaching staff in the
- implementation of National Curriculum/Developmental Curriculum and School Curriculum. This may involve planning, preparing, and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording, and reporting on pupils' achievements, progress, and development.
- Be responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal, and training.
- Be responsible for communication liaising between managers/teaching staff and teaching assistants as well as organising and chairing TA meetings at least termly and actioning any points raised.
- Undertake if required, recruitment/induction/appraisal/training/mentoring for other teaching assistants and ensure that new TAs have completed a full induction process following the school policy and are well versed with Health and Safety issues throughout the school.

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.

If you have not received communication from the school inviting you for an interview within ten working days of the closing date of the post, you can assume that you have not been shortlisted on this occasion. We thank you for your interest in the school and encourage you to apply for suitable vacancies in the future.

**Woodeaton Manor School
Woodeaton
Oxfordshire
OX3 9TS**

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