



**Inspire, Transform, Together**



## **RECRUITMENT PACK**

**Teaching Assistant/Childcare Worker  
Oakhurst Community First and Nursery School**





# Welcome to The Heath Academy Trust

## and thank you for your interest in joining us.

The Trust is a collaborative group of six primary and first schools, providing inspiring education for pupils from nursery to 11 years in East Dorset. We aim to ensure excellent learning outcomes for our pupils within a framework of strong collaboration and robust school to school support.

### **This recruitment pack includes:**

#### **Our School**

A brief outline of who we are and what we do. To find out more about us, visit our school website: <https://www.oakhurstfirst.com>

#### **Job Advert and How to Apply**

Please ensure that you complete the online application form via the link on Dorset for You, providing email and telephone contact details for all referees. CVs will not be accepted or considered.

#### **Job Description and Person Specification**

The job description and person specification will provide you with a clear idea of the role you are applying for. When completing your application, we ask that you relate your experience and skills to these documents to demonstrate your suitability for the role.

#### **The Trust's Vision Statement and Values**

We would like to take this opportunity to share our visions and values with you. To find out more about the Trust, please visit our website: <https://heathacademytrust.wordpress.com>

### **General Information**

#### **Equal Opportunities**

The Heath Academy Trust and Oakhurst Community First and Nursery School are committed to equal opportunities and an Equal Opportunities Monitoring Form is included as part of the application form.

#### **Safeguarding**

The Heath Academy Trust and Oakhurst Community First and Nursery School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to have an enhanced security check performed by the Disclosure & Barring Service in line with the Government's safer recruitment guidelines and will be offered the position subject to this and satisfactory references.

#### **Visits to the School**

Visits to the school are warmly welcomed and encouraged. Please contact our school office on **01202 871577** to arrange your visit or to discuss the post further.



# Oakhurst Community First and Nursery School

## "From Tiny Acorns Mighty Oaks Grow"

Oakhurst Community First and Nursery School is a warm, happy, nurturing environment where children can grow and flourish.

The staff are a dedicated team who are committed to providing a broad, rich curriculum, along with an exciting range of enrichment and extra-curricular activities which enables all of our children to develop a love for learning and reach their full potential.

To enable our children to grow from tiny acorns when they join us in Nursery, to mighty oaks as they leave us at the end of year 4, we aim to ensure strong values are instilled within us all. Everyone in our school community is caring and respectful at all times. We nurture our children to become confident, independent and resilient learners with the belief that they will achieve their dreams and goals. We provide learning opportunities that allow our children to be inquisitive, fascinated and develop awe and wonder in the world around them.

The staff and children promote these values through our school vision:

**From Tiny Acorns Mighty Oaks Grown**  
Caring, Resilient, Confident, Wonder



# Job Advert

<b>Job Title:</b>	<b>Teaching Assistant/Childcare Worker</b>
<b>School Name:</b>	Oakhurst Community First and Nursery School
<b>Location:</b>	Shaftesbury Road, West Moors, Dorset, BH22 0DY
<b>Hours:</b>	16 hrs 45 minutes per week, Term Time Only 12:00pm to 5.00pm – Monday & Thursday, 7:45am to 3:00pm – Friday (with a 30 minute unpaid break)
<b>Salary Range:</b>	Dorset Grade 5, SP5 to SP6 (£24,790 to £25,183 per annum; pro rata)
<b>Pension:</b>	Local Government Pension Scheme
<b>Contact:</b>	Ann Clark – Head Teacher E: <a href="mailto:office@oakhurstfirst.com">office@oakhurstfirst.com</a> T: 01202 871577
<b>Closing Date:</b>	<b>Tuesday 8th July 2025</b>
<b>Interview Date:</b>	Thursday 10 <sup>th</sup> July 2025
<b>Start Date:</b>	<b>Monday 1<sup>st</sup> September 2025</b>

**The Heath Academy Trust** and **Oakhurst Community First and Nursery School** are seeking to appoint a **Teaching Assistant** to work predominantly in our Nursery and After School Club in the first instance. We need an enthusiastic, skilled and motivated professional to join our team and will consider a job share for this role. This post will be initially on a temporary contract until 31 August 2026.

The successful candidate must have experience and commitment to working with young children with complex needs. We are looking for strong practice and the successful candidate must be committed to achieving this benchmark.

We are committed to ongoing improvement and provide continuous support for our staff with high quality CPD. We welcome applications from applicants with a minimum relevant Early Years NVQ3 qualification, if possible.

We value the diversity of our workforce and welcome applications from all sectors of the community.

Further details about this role can be found on the job description and person specification included in this recruitment pack and more information about the school can be found on our website: [www.oakhurstfirst.com](http://www.oakhurstfirst.com). Visits to the school are warmly welcomed and encouraged. Please contact our school office on **01202 871577** to arrange your visit or discuss the post further.

In line with Keeping Children Safe in Education, all applications must be completed using The Heath Academy Trust's application form and returned via email to [office@oakhurstfirst.com](mailto:office@oakhurstfirst.com). CVs will not be accepted or considered. References will be sought as part of the shortlisting process, prior to interview selection. Please ensure referees are able to provide a full reference rather than a standard statement of employment time. You should provide the email and telephone contact details for all referees – thank you.

The Heath Academy Trust are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. As part of the safer recruitment check, online searches will be conducted for all shortlisted candidates. The search will be purely based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>



# Job Description

<b>Job Title:</b>	<b>Teaching Assistant/Childcare Worker (SEND)</b>
<b>Location:</b>	Oakhurst Community First and Nursery School
<b>Reporting To:</b>	Head Teacher
<b>Hours:</b>	16 hrs 45 minutes per week, Term Time Only 12:00pm to 5:00pm – Monday & Thursday, 7:45am to 3:00pm – Friday (with a 30 minute unpaid break)
<b>Salary Range:</b>	Dorset Grade 5, SP5 to SP6 £24,790 top £25183 per annum; pro rata)

## Main Purpose of Job:

The main purpose of the role is to support children in our early years' environment and after school club (for children up to Year 4), working as part of successful team to provide a safe, secure and stimulating learning environment in order to secure excellent rates of progress in learning and development.

## Main Duties & Responsibilities

- Initially to support our youngest children our school nursery, including carrying out intimate care.
- To implement the Early Years Curriculum
- To liaise with Nursery class teachers and SENco.
- To keep records and undertake assessments.
- To work alongside other members of staff to care for children within our After School Club
- Liaise and build strong, trusting relationships with parents.
- Share responsibility for the care, presentation, display, safety, organisation and appearance of the facilities and equipment.
- Be a member of the school team.
- Read, discuss, understand and implement school policies.
- Undertake self-appraisal.
- It will be necessary to work with other children and classes within the school to assist the class teacher with learning, assessment and supervision.

## Knowledge and Skills

- A relevant Early Years qualification would be a significant advantage, check here:  
<https://www.gov.uk/government/publications/early-years-qualifications-achieved-in-england>
- To have a detailed understanding of child development and relevant experience of working with children in a school or nursery setting.
- Be committed to undertake further training as required.
- To act on own initiative in order to make decisions.
- To have the ability to establish good relationships with children, parents, staff and members of other professional agencies, communicating clearly and sensitively.
- To be aware of the need for confidentiality.
- To have experience and knowledge of working with children with SEND.

## Supervision and Management

- Day to day supervision will be provided by the class teacher and/or SENco. There will be times when direct supervision is not available, and the post holder should be able to continue to secure high standards.

## Decision Making

- Within agreed policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of the children in relation to their education, activities, behaviour and care.
- Make immediate decisions in relation to care, control and safety of children.

**Working Environment**

- Part of the working day is spent standing, with periods of crouching/bending to engage children in activities.
- There may be the occasional need to physically lift children, such as for safety or care needs and occasional unpleasant conditions relating to children's personal hygiene.

**Additional Duties**

- The post holder will be required to carry out any other reasonable duties required over and above those listed above, in order to promote the ethos and profile of the school and ensure the wellbeing of its children and staff.

# Person Specification

<b>Job Title:</b>	<b>Teaching Assistant/Childcare Worker (SEND)</b>
<b>Location:</b>	Oakhurst Community First and Nursery School
<b>Reporting To:</b>	Head Teacher
<b>Hours:</b>	16 hrs 45 minutes per week, Term Time Only 12:00pm to 5:00pm – Monday & Thursday, 7:45am to 3:00pm – Friday (with a 30 minute unpaid break)
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	ESSENTIAL	DESIRABLE	ASSESSMENT
<b>Qualifications</b>	An NVQ 3 Early Years relevant qualification, check here: <a href="https://www.gov.uk/government/publications/earlyyears-qualifications-achieved-in-england">https://www.gov.uk/government/publications/earlyyears-qualifications-achieved-in-england</a>	Paediatric First Aid Food Hygiene Recent Safeguarding Training Commitment to undertake further training	Application Form
<b>Experience</b>	Experience of working with children with complex needs	At least 2 years' experience of working in an outstanding/good childcare setting	Application Form References
<b>Attributes</b>	Professional, calm, patient, caring, firm, fair, adaptable, confidential		Interview
<b>Inclusion</b>	Commitment to inclusion for all learners	Experience of leading learning for children with SEND Experience of vulnerable groups	Application Form Interview
<b>Teamwork</b>	Willingness and ability to work as part of a strong school team	Experience of working across nursery and primary school age range	Interview
<b>Safeguarding</b>	DBS enhanced	Safeguarding training and an understanding of safer working practices	References
<b>Communication</b>	Good verbal communication with parents/carers and other professionals Good written communication in standard English	Knowledge and experience of IT programs to support learning and communication	Application Form Interview
<b>Curriculum and Learning</b>		Understanding of the EYFS curriculum and assessment	Interview



# Our Vision Statement and Values

## Who We Are

On 1 December 2015, six schools in East Dorset formally joined together to create The Heath Academy Trust providing education for pupils from nursery up to the age of 11 in East Dorset. These successful schools had worked collaboratively for several years and combined in order to capitalise on the benefits of being in a multi-academy trust in enhancing the learning experience for all pupils. The schools within the Trust are committed to improving teaching and learning.

The six schools are:

St Ives Primary and Nursery School

St James' CE First Schools and Nursery, Alderholt

St Mary's CE First School and Nursery, West Moors

Oakhurst Community First and Nursery School, West Moors

Sixpenny Handley First School and Nursery

Three Legged Cross First and Nursery School

## Our Vision Statement

The Trust aims to provide a high quality, inclusive and effective learning environment producing an excellent performance from our children, and to engender a love of learning and a passion for excellence in all areas of school life. We will define a culture of high aspiration, to champion equality for all children and support clear lines of accountability, underpinned by strong, tailored school improvement and management systems within a professional learning environment.

## Our Values

- Inspire
- Transform
- Together

