



Inspire, Transform, Together



RECRUITMENT PACK

**Teaching Assistant (including Extended Provision)
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

Job Title:	Teaching Assistant (including Extended Provision)
School Name:	Oakhurst Community First and Nursery School
Location:	Shaftesbury Road, West Moors, Dorset, BH22 0DY
Hours:	23.25 hrs per week, Term Time Only 7.45am to 1.00pm - Monday and Friday 7.45am to 12.00pm - Tuesday, Wednesday and Thursday Fixed Term Contract until 31-Aug-27, with the possibility to extend
Salary Range:	Dorset Grade 5, SP5 to SP6 (£26,427 to £26,847 per annum; pro rata)
Pension:	Local Government Pension Scheme
Contact:	Ann Clark – Head Teacher E: office@oakhurstfirst.com T: 01202 871577
Closing Date:	Monday 5 October 2026 (midday)
Interview Date:	To be confirmed
Start Date:	As soon as possible

The Heath Academy Trust and Oakhurst Community First and Nursery School are seeking to appoint an inspiring Teaching Assistant to support our children both in Breakfast Club (children from Nursery to Year 4) and in class in Years 3 and 4. The successful candidate must hold a relevant Level 3 childcare qualification (or higher) and be committed to providing the best quality experience for our children in a personalised and exciting way. 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 2027, with the possibility to extend.

The successful candidate must have high expectations of children's learning and behaviour and should be enthusiastic, energetic and an excellent learner. We are looking for strong practice and the successful candidate must be committed to achieving this benchmark. We need creative team members to complement our staff and support our pupils with their learning. You must be committed to supporting throughout Nursery and the first school age range and putting the needs of our children first in all aspects of the role.

We are committed to ongoing improvement and provide continuous support for our staff with high quality CPD. 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. 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. 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

Job Title:	Teaching Assistant (including Extended Provision)
Location:	Shaftesbury Road, West Moors, Dorset, BH22 0DY
Reporting To:	Head Teacher
Hours:	23.25 hrs per week, Term Time Only 7.45am to 1.00pm - Monday and Friday 7.45am to 12.00pm - Tuesday, Wednesday and Thursday
Contract Type:	Fixed Term Contract until 31-Aug-27, with the possibility to extend
Salary Range:	Dorset Grade 5, SP5 to SP6 (£26,427 to £26,847 per annum; pro rata)

Main Purpose of Job:

The main purpose of the role is to work within a 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:

- Provide a safe and welcoming start to the day for children across the school attending our Breakfast Club (7.45am to 8.30am)
- Support the teacher to plan and deliver the curriculum in line with the National Curriculum in order to maximise the learning and development of each child;
- Carry out planned activities to secure the best outcomes for our children;
- Provide wellbeing support to individual children or small groups;
- Liaise with parents to become partners in securing high quality education;
- 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;
- Work in other classes in the school/nursery to assist the class teacher with learning, assessment and supervision;
- Assist learning on a one-to-one basis, as necessary.

Knowledge and Skills:

- A relevant NVQ level 3 would be desirable;
<https://www.gov.uk/government/publications/early-years-qualifications-achieved-in-england>
- A detailed understanding of child development and relevant experience of working with children in a school or nursery setting;
- Commitment to undertake further training as required;
- Ability to act on own initiative in order to make decisions;
- Ability to establish good relationships with children, parents, staff and members of other professional agencies, communicating clearly and sensitively;
- Awareness of the need for confidentiality;
- Awareness of the management systems in place for the provision of high-quality nursery education and liaise with/take direction from the nursery leader, EYFS lead and the head of school.

Supervision and Management:

Day to day supervision will be provided by the class teacher. 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

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Criteria	Essential	Desirable	How Identified
Education/Qualifications			
5 GCSEs including English and Maths, grade C or above (or equivalent)	✓		Application Form
NVQ 3 qualification	✓		
Paediatric First Aid		✓	
Food Hygiene		✓	
Recent Safeguarding Training		✓	
Commitment to undertake further training		✓	
Experience			
Experience of working or volunteering in a childcare or school setting	✓		Application Form & References
At least 2 years' experience of working in an outstanding/good school setting		✓	
Experience of working alongside children with emotional needs		✓	
Personal Attributes			
Professional, calm, patient, caring, firm, fair, adaptable, confidential	✓		Interview
Experience of supporting children with learning needs		✓	
Inclusion			
Commitment to inclusion for all learners	✓		Application Form & Interview
Experience of leading learning for children with SEN or EAL		✓	
Experience of vulnerable groups		✓	
Teamwork			
Willingness and ability to work as part of a strong school team	✓		Interview
Experience of working across nursery and primary school age range		✓	
Safeguarding			
DBS enhanced	✓		References
Safeguarding training and an understanding of safer working practices		✓	

Criteria	Essential	Desirable	How Identified
Communication			
Good verbal communication with parents/carers and other professionals	✓		Application Form & Interview
Good written communication in standard English	✓		
Knowledge and experience of IT programs to support learning and communication		✓	
Curriculum and Learning			
Understanding of the Primary National Curriculum		✓	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

