



# Wheatley Park School

Everyone Learning - Everyone Caring

11-18 Academy and member of the River Learning Trust

1151 on roll including 219 Sixth Form

## TEACHING ASSISTANT (Progress Coach)

**Required as soon as possible**

**30 hours per week – term time only (38 weeks) Part time/job share would be considered for the right candidates**

**Temporary until August 2026**

**Salary: Grade 5 £25584 - £26403 (Pro rata £17393 - £17950)**

Are you an individual who believes that every young person can be successful; someone who is unwilling to put limits on what young people can achieve?

You might wish to begin a career in education; you might be returning to work following a career break; or you may be keen to continue to develop within our dynamic field, in a research-led school that will support your professional development. Our post will suit an individual who has a desire to promote high expectations and aspirations for young people. We wish to appoint someone who is able to promote academic progress as well as social success; someone who can relate to young people, motivate and inspire them.

We are looking for someone who has the ability to think on their feet and is resourceful; is happy with change and a 'can do' attitude; has patience, positivity and the determination to succeed.

We will offer you the chance to be part of a strong and developing school community working in a supporting environment. We are renowned for placing a high value on staff wellbeing and professional development at all levels.

Situated just east of Oxford in a unique parkland site, Wheatley Park School is a flourishing 11- 18 academy with a vibrant comprehensive intake.

Education has the power to change lives, communities and society for the better. At RLT we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone. Schools in RLT are united by a common belief in the benefits of working together, and by our commitment to shared principles.

**OUR VISION** is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.

**OUR 'WHY?'** is that children and young people 'only get one go' in school and therefore as part of RLT we aim to ensure the best possible 'go' for our pupils.

**OUR 'HOW?'** is through the highest support and challenge for our schools and each other, underpinned by our principles.

Our employees benefit from a wide variety of support including extensive continuing professional learning and development opportunities, wellbeing and staff networks and access to Defined Benefit Pension Schemes (TPS and LGPS) for all staff. For more information on what it is like to work for the Trust, and the benefits you could access, please see our "[Working in RLT](#)" guide.

This role includes regulated activity relevant to children.

If you would like to know more, or arrange a visit, please contact Mrs Skye Wigley (HR Manager) on 01865 872441 or by email to [swigley@wheatleypark.org](mailto:swigley@wheatleypark.org). Full details can be found on our website [here](#) Applications for this post can only be accepted via the MyNewTerm website [here](#). To find out more about the River Learning Trust, please visit [www.riverlearningtrust.org](http://www.riverlearningtrust.org).

**Closing date and time: 9am Wednesday 14th January 2026**

The school reserves the right to consider and interview candidates ahead of the closing date if appropriate. An offer may be made to an exceptional candidate in this instance.

**Provisional Interview date: Friday 23rd January 2026**

The River Learning Trust and Wheatley Park School are committed to safeguarding and promoting the welfare of all children and preventing extremism. The Trust is required to conduct a variety of checks and online searches about you as part of their recruitment process in accordance with Keeping Children Safe in Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

For all RLT Safer Recruitment Documentation candidates should click on the following link [RLT Safer Recruitment Documents for Candidates](#). Please see our website for up to date policies including our Child Protection and Behaviour Policies.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. For further guidance for applicants click on this link [List of offences that are not filtered](#)

Our staff are expected to maintain high standards of ethics and behaviour, within and outside school, by not undermining fundamental British values including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

**Wheatley Park School, Holton, Oxford, OX33 1QH**

**Tel: 01865 872441**

[www.wheatleypark.org](http://www.wheatleypark.org)



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## Teaching Assistant (Progress Coach)

### JOB DESCRIPTION

Post Title:	Teaching Assistant (Progress Coach)
Hours:	30 hours per week to be worked over 5 days 08:30 - 15:00
Weeks per year	38 Term time only
Main Duties:	<ul style="list-style-type: none"> <li>• Support learners overcome barriers to learning presented by their special educational needs.</li> <li>• Support interventions and small group work to accelerate progress with identified groups of students.</li> <li>• Supporting students 1:1 or in small groups either inside or outside the classroom setting.</li> <li>• Work with pupils for whom English is not their first language.</li> <li>• Assist in the development of individual development plans for pupils (such as Individual educational plans).</li> <li>• Invigilate and support students with access arrangements in exams and tests.</li> <li>• Support the use of ICT in the curriculum.</li> <li>• Assist in escorting and supervising pupils on educational visits and out of school activities.</li> <li>• Support pupils in developing and implementing their own personal and social development.</li> <li>• Assist pupils with personal care and hygiene, if required, whilst encouraging independence.</li> <li>• Work alongside teachers planning and differentiating work.</li> <li>• Give support to teachers of students in order to best support their work with students with SEND or entitled to the pupil premium.</li> <li>• Support students with Communication and Interaction needs, Specific learning difficulties, Cognition and learning needs and Social and emotional difficulties to make progress.</li> <li>• Help to maintain effective home/school links.</li> <li>• Ensure good communication with staff and external agencies about students to support learning.</li> </ul> <p><b>Other Duties</b></p> <p>The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of the post. In a case, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility then the post would be eligible for re-evaluation. (Officers temporarily undertaking additional duties are covered by N.J.C. Conditions of Service, section three, para 35)</p>
Responsible to:	Assistant SENCO; SENCO; Headteacher; Governing Body
Salary Level:	Grade 5
Knowledge/Skills :	<ul style="list-style-type: none"> <li>• Knowledge of how to support the learning of students with SEND in secondary schools, or willingness to learn.</li> <li>• Knowledge and awareness of good practice to support learning of students with SEND, or willingness</li> </ul>

	<p>to learn.</p> <ul style="list-style-type: none"> <li>• Ability to support and motivate students with challenging behaviours to enable reintegration into mainstream.</li> <li>• Ability to work as part of a team as well as taking initiative.</li> <li>• Good interpersonal skills with a wide range of people.</li> <li>• Good communication skills using school systems to communicate any queries or issues when they arise.</li> <li>• Competent IT skills.</li> <li>• Knowledge of curriculum for KS3 &amp; KS4.</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school, to support its ethos and development.</li> <li>• To undertake in-service training for professional development.</li> <li>• To comply with all school policies and procedures.</li> <li>• To comply with any reasonable request which is consistent with the post.</li> </ul>
<b>Safeguarding</b>	<p>Wheatley Park School and The River Learning Trust are committed to safeguarding and promoting the welfare of children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptance references (1 from current/latest employer) and evidence of the formal qualifications required for the role.</p>

July 2022



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## Teaching Assistant (Progress Coach) Selection Criteria

	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"><li>• GCSE English and Mathematics at Level 2</li><li>• Knowledge of Secondary education.</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of SEND issues</li><li>• Qualifications relevant to secondary school curriculum</li><li>• Maths and Science at Level 3.</li><li>• Interest in developing literacy skills or behavioural skills.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Working with young people of primary or secondary school age</li><li>• Teamwork in SEN or other context</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of literacy / numeracy interventions</li><li>• Working with vulnerable young people who may present with challenging behaviour</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Clear, positive and engaging communication with young people.</li><li>• Communication skills to link with other colleagues, students and parents.</li><li>• Ability to adapt and be flexible.</li><li>• Personal organisation and administration.</li></ul>	<ul style="list-style-type: none"><li>• IT Skills</li><li>• Literacy and numeracy support skills and experience dealing with behaviour difficulties</li><li>• Creative approaches to problem solving.</li></ul>
<b>Aptitudes</b>	<ul style="list-style-type: none"><li>• Ability to relate to young people with Special Educational Need and challenging life experiences</li><li>• Patience and perseverance, able to stay calm under pressure.</li><li>• Excellent time management.</li><li>• Ambitious to do the job well.</li></ul>	<ul style="list-style-type: none"><li>• Able to adapt to change and development.</li></ul>
<b>Other qualities and attributes</b>	<ul style="list-style-type: none"><li>• Resilience and Stamina</li><li>• Understanding of Child Protection and Safeguarding issues</li></ul>	

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