

# Oakhurst Community Primary School



Recruitment Pack:

**Teaching Assistant - 25 Hours per week**  
Fixed Term (until August 2026)



Thank you for your interest in joining our team. At Oakhurst, we are proud to be a welcoming, inclusive and ambitious school where children thrive both academically and personally. Our dedicated staff work together to create a nurturing environment that inspires curiosity, celebrates individuality and prepares every child for future success.

We are delighted you are considering becoming part of our community and look forward to sharing more about the values, opportunities and culture that make Oakhurst Community Primary School a special place to learn, work and grow.

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# Grove Learning Trust (GLT)

## Vision Statement



As one organisation, our vision for **Grove Learning Trust** is unapologetically bold.

We are all about **creating remarkable futures**. For our children, our people, our places of work, we want the very best. We know that strong connections will enable us to achieve our vision, in a world where purposeful collaboration, based on mutual respect and trust, helps us to achieve more together.

# Headteacher's Welcome



Mrs. Lizzie Christopher

“There is something very special about Oakhurst, we are incredibly proud of our **school community** , our **inspirational staff** and **forward-thinking governors** who are committed to providing a nurturing and stimulating learning environment that empowers our students to reach their **full potential** .

Oakhurst Community Primary School is a vibrant school where the **children are at the heart of every decision** we make, ensuring that they are **happy, confident** and that the opportunities that are provided for them are relevant to their needs both now and in the future. Our dedicated team of teachers and support staff work tirelessly to create a **positive** and **inclusive atmosphere** where children feel **valued, respected** and **encouraged to grow** .

At Oakhurst, we believe that children should be curious about their learning. Through our **engaging curriculum** , we ensure that children can **foster a passion for learning** that will help to develop high aspirations and a lifetime of memories. We believe in ensuring that children receive a well-rounded curriculum; where individual talents can be spotted and nurtured to ensure that all children experience success and reach their full potential.

We recognise the importance of **strong partnerships between school and home** , and we encourage parents and carers to actively participate in their child’s education through regular communication, involvement in school activities and collaborative decision making. Together we can create a supportive network that ensure the success and well-being of our children.”

# Oakhurst Community Primary School

## Vision Statement



Our vision is for Oakhurst Community Primary School to:

- provide an environment where all children **achieve their potential** and **prosper** ;
- provide a rich knowledge-based curriculum;
- be at the **heart of the community** ;
- provide a wealth of learning opportunities for our children, our families and our staff;
- be recognised as a centre of excellence for teaching and
- learn from, and share our good practice with, the wider educational community.



# The Oakhurst Values

*Holding one shared vision.*



## Unity



## Courage



## Ambition



# The Oakhurst Values



## Unity



Unity is the state of being **united** or **joined as a whole**. At Oakhurst, we aim to build an environment in which the school community (pupils, staff, parents) works together, celebrating each others' differences, to become one team. We encourage everyone to work in harmony with one another, **accepting** and **appreciating** each other, **cooperating** on tasks and helping each other out. Our school is united as a community, and we join together for the **benefit of all**.



## Courage



Courage is the ability to **face fear**. It takes courage to stand up for what you believe in. At Oakhurst we build the confidence of our school community, so that they have the courage to try new things, make **good decisions**, be **good citizens**, and achieve their potential. Courage is being able to face difficult situations. It is having the strength to be the best that we can be. Courage is doing what we know is the right thing, even when it is very difficult. Courage is having the **strength to persevere** when we are finding things challenging. If we show courage in our learning, we will achieve more.



## Ambition



Ambition is the desire to do or **achieve** something. To achieve an ambition there must be **hope**, **purpose**, **intent**, and **determination** to succeed. Our Oakhurst curriculum is ambitious. It is based on the acquisition of knowledge and skills which are fundamental to learning and will enable children to be the best versions of themselves. We are ambitious for ourselves, but also for others. Our ambition gives us purpose and desire to create change in our society and the wider world. We encourage and nurture the aspirations of our pupils and staff ensuring that everyone can achieve their potential.

# Job Description

Job Title	Teaching Assistant
Pay Scale	Dependent on Experience
Term	Temporary
Line Manager	SENDCo

Hours
8:45am - 3:15pm
Monday - Friday
Term time only



## Job Purpose

Under the direction of the Headteacher, teacher, Special Educational Needs Coordinator (SENDCo) and Deputy SENDCo, work as part of a team to promote the emotional, physical and educational development of all pupils.

## Supporting Pupils

Participate in activities designed to meet the emotional, physical and learning needs of individual children and groups of children, primarily those with special educational needs.

Prepare and deliver activities that support the development of identified children or groups of children.

Provide personal, social, hygiene, welfare and behaviour support to pupils.

Be responsible for promoting and safeguarding the welfare of children and young people within the school.

To promote resilience and perseverance when faced with challenges and maintain high standards of behaviour to act as a role model to all children.

Maintain a conscientious attitude to policies and school procedures to ensure children's behaviour is in line with school expectations.

Help pupils to develop self-confidence in a range of areas including: decision making, problem solving and general life skills.

Assist pupils in understanding and managing their emotions in a positive way.

Engage in play leading activities to provide children with high quality, enjoyable and inspiring free time.

## Supporting Staff

Assist with the organisation, preparation and development of the learning environment.

Implement a variety of methods to support, challenge and observe pupils. Work with the class teacher(s) to identify areas of support for individual children and plan to address these areas.

Provide feedback to staff regarding children's development.

Utilise the school's systems to record academic, behavioural and pastoral strengths and concerns.

## Enhancing the Curriculum

Assist in the delivery and evaluation of learning activities for individuals, groups or the whole class, working with the class teacher(s) or Inclusion Team.

Assist in the organisation and delivery of learning activities.

To promote a love of learning by modelling, recognising and rewarding good learning behaviour, in-line with the school's behaviour policy.

Where appropriate, work with staff members to adapt the curriculum to ensure all learners can access and make progress.

To accompany teaching staff on off-site visits to enhance the children's learning experiences (as required).

Qualifications	Essential	Desirable
Strong academic record including maths and English at GCSE grade C or equivalent (i.e. grade 4)	✓	
Qualifications relating to the role of TA (or evidence of working towards gaining such qualifications)		✓
Knowledge and Experience		
Experience of supporting children within the Early Years Foundation Stage (EYFS), Key Stage 1 (KS1) or Key Stage 2 (KS2)		✓
Experience of working in a school or nursery context		✓
Experience of supporting children with Special Educational Needs or Disabilities (SEND)		✓
Experience of working with and supporting children who can exhibit challenging behaviours.		✓
Experience of running intervention programmes.		✓
Personal		
Enjoy working with children	✓	
Able to have a good rapport with children	✓	
Dedicated to safeguarding and promoting the welfare of children	✓	
Enthusiastic	✓	
Hardworking, flexible, adaptable and motivated	✓	
Team player and excellent interpersonal skills	✓	
Calm and resilient in the face of a challenge	✓	
Good verbal communication skills, including the ability to communicate effectively with carers and parents	✓	
Ability to work with and manage children with a variety of individual needs including children with SEND and English as an additional language (EAL)	✓	
Ability and experience of communicating with parents within a school or nursery context	✓	
Good computing skills	✓	
Skills and interests that could help enrich children's learning	✓	

# The Recruitment Process

## Applications and Visits

We'd really like to meet you, show you around and introduce you to the children and staff. Visits can be arranged by contacting our school office team.

Telephone: **01793 734 754**

Email: [admin@oakhurst.swindon.sch.uk](mailto:admin@oakhurst.swindon.sch.uk)

## Accessing the Application Pack

You can apply for this position by:

- Accessing **My New Term** and searching for '**Swindon vacancies for Oakhurst Community primary School**' ,
- Accessing our school website:  
<https://www.oakhurst.swindon.sch.uk/Vacancies/>
- Speaking to a member of our school office team

## Key Dates

<b>Advert Opens:</b>	<i>w/b 9th February 2026</i>
<b>Advert Closes:</b>	<i>20th February 2026 - 9:00am</i>
<b>Shortlisting:</b>	<i>20th February 2026</i>
<b>Interviews:</b>	<i>w/b 2nd March 2026</i>

Candidates who are successful at the shortlisting stage will be notified shortly after the closing date. Candidates who have not heard from us by this point should presume that their applications have not been successful on this occasion.

We reserve the right to interview prior to the closing date.

We will seek references for all shortlisted candidates prior to the interview and, in-line with guidance in Keeping Children Safe in Education.

Online checks will also be made of shortlisted candidates.

# Safeguarding, Equal Opportunities and Data Protection

## Safeguarding

We are committed to safeguarding and promoting the welfare of all children. We expect all candidates to share this commitment. The successful candidate(s) will be expected to undertake an enhanced Disclosure and Barring Service (DBS) check and relevant identity, qualification and disqualification by association checks before a formal offer is made, contracting is undertaken and induction commences within our school.

For further details about safeguarding, please visit our school website:

<https://www.oakhurst.swindon.sch.uk/Safeguarding/>

## Equal Opportunities

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

## Data Protection Privacy Notice

As part of the recruitment process, we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting data protection obligations.

For further information on how we collect and process data, please refer to the Data Protection Policy & Privacy Notice found on [www.grovelearningtrust.co.uk](http://www.grovelearningtrust.co.uk)

