



Oasis Academy Don Valley

Teaching Assistant Level 2

Secondary phase



Exceptional Education at the Heart of the Community

Dear Applicant,

Thank you for your interest in applying for the post of Teaching Assistant Level 2 in our secondary phase here at Oasis Academy Don Valley. I hope you find the information provided helpful, and warmly welcome any further questions throughout your application process.

It is an exciting time to be joining Oasis Academy Don Valley as we expand our team to meet the need of our growing Academy.

In this pack, you will find information on both Oasis Academy Don Valley and Oasis Community Learning as a multi-academy trust. I have also included a job description outlining expectations and duties for the role along with a person specification you can use to match your experience and suitability against.

Visits to the Academy are strongly encouraged as you will be able to meet with the staff from Oasis Academy Don Valley and get a feel for the academy and all we stand for. Please do get in touch with the Academy on 0114 2200 400 if you would like more information.

If you wish to apply for the position with us, please complete all sections of the Application Form, which can be found on our website www.ocicareers.org including the Equal Opportunities form.

Following the closing date, shortlisting will take place and applicants will be contacted. If you are invited to interview, we will provide further details nearer the time.

Thank you again for your interest in joining the Oasis family, and we hope to hear from you soon.

Yours sincerely,

James Pape
Principal, Oasis Academy Don Valley

Oasis Academy Don Valley
Leeds Road, Sheffield
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E: recruitment@oasisdonvalley.org

Oasis Community Learning

Thank you for your interest in joining the Oasis Community Learning (OCL) family. We are looking for talented teachers who share in our vision and values, to join our team.

It is our vision that every young person in our academies reaches their potential, no matter what their starting point and leaves us with an aspirational, fulfilled and prosperous future ahead of them. We are at an exciting time for our organisation. In 2020 we introduced the OCL One Plan, uniting all areas of our organisation to achieve our mission by providing clear direction for the next five years, and a new entitlement for every child.

One of these entitlements is access to online learning wherever you are; each student in Oasis will receive an iPad to use at school or at home. Together, we will provide our young people with the opportunities that they deserve to realise their potential.

Our people are our most important resource and our catalyst for change. Are you the one to help us do this?

We hope that you find everything you need in this brochure, and welcome you to get in touch with the academy you are applying for with any questions you may have.

John Murphy
CEO, Oasis Community Learning



About Oasis Community Learning

Oasis Community Learning is one of the largest trusts in the UK and has a vision to create 'exceptional education at the heart of community.' We are a family of 52 academies: 31 primary, 18 secondary and 3 all through.

We specialise in working in socially deprived communities, and we have intentionally positioned our education services within some of the most challenging and disadvantaged communities in the country. Over 80% of our academies are now rated as Good or Outstanding. In keeping with our vision of community, each academy offers a wide range of integrated and holistic provision to both our students and the local community through its Hub strategy.



What we offer our staff

When you join Oasis Community Learning, you become part of something special. You become part of an organisation dedicated to transforming lives and communities. But we want to ensure that our staff are cared for and happy in their work place too, feeling challenged and valued. We therefore offer the following benefits:

Become a part of something bigger

The Oasis Services enable our teachers and school leaders to deliver exception education in our communities. Providing wide reaching and varied support services to our academies (Compliance, Communications, Finance, Governance, IT, People Directorate, Project Management, and Property and Estates) means that whatever your specialism, we will have an opportunity for you to be part of a wide web of professionals.

Whatever your role, wherever you are based, as a member of the Oasis family you are a role model for our young people. You are a person of character and competence, committed to being your best so that our students might aspire to become their best too. There is even opportunities within local Hubs to contribute and volunteer within our communities.

Clear career progression opportunities

As a large multi-academy trust, we are able to provide career progression opportunities, whichever function or service you are a part of, from entry-level to Director.

You will be provided with opportunities for training and development, including Oasis's bespoke leadership development course.

Additional Benefits

Please see below the following list of the additional benefits you can have as part of the Oasis support staff.

A Competitive Salary

We offer competitive salaries across our support staff services.

Flexible Working

We offer flexible working to our employees, to help them balance their work and home life.

Defined Benefit Pension Scheme(s)

All employees have the opportunity to be part of the Local Government Average Salary (LGPS) Pension Scheme.

- It is a Defined Benefit Scheme Benefits build up at a set rate of LGPS 1/49 (e.g. £20k salary/year/49 = £408.16 pension)
- Life cover - you get life cover of 3x pensionable pay
- Lower tax
- Survivor benefits and
- Ill health cover

Generous Holiday Allowance

When you join Oasis you receive 25 days annual leave in the first instance, plus bank holidays. This then rises to 30 days after 2 years of service, plus bank holidays.

Expenses and Travel Costs

We remunerate our staff for incurred expenses and travel costs when asked to work outside of the normal school environment. This is in line with our Staff Expense Policy.

Free Counselling Service

As an employee of Oasis you will have access to a free confidential counselling service

Free Eye Tests

Staff at Oasis are entitled to eye-care vouchers, with a free eye test and money off standard glasses should there be a need.

Our curriculum

In line with the Oasis Education Charter, the curriculum is the heart of our academy's educational provision. Through this and our commitment to an exceptional climate for learning and great pedagogy, we make learning the foundation of every lesson. We have designed our curriculum to meet the needs of all, striving for personal as well as academic and vocational excellence.

We know that the development of character does not happen by chance but by purpose and intention: it is therefore an explicit part of our curriculum. We work hard at preparing our students to be the best version of themselves, today and in their futures.

Our curriculum is highly effective. In order to ensure that all our students receive the best, broad and exciting lessons and to make teachers' workload manageable, we have designed the Oasis Curriculum for all secondary subject areas. Led by our National Curriculum Leads, by the end of the academic year 2019-2020 we plan to have this extended into the primary phase, so that children from age 2 to 18 have the very best possible curriculum entitlement.

The Oasis ethos

Our ethos is a part of everything we do. We are looking for people who not only share in our vision but are champions of our ethos and 9 Habits.

Our ethos is:

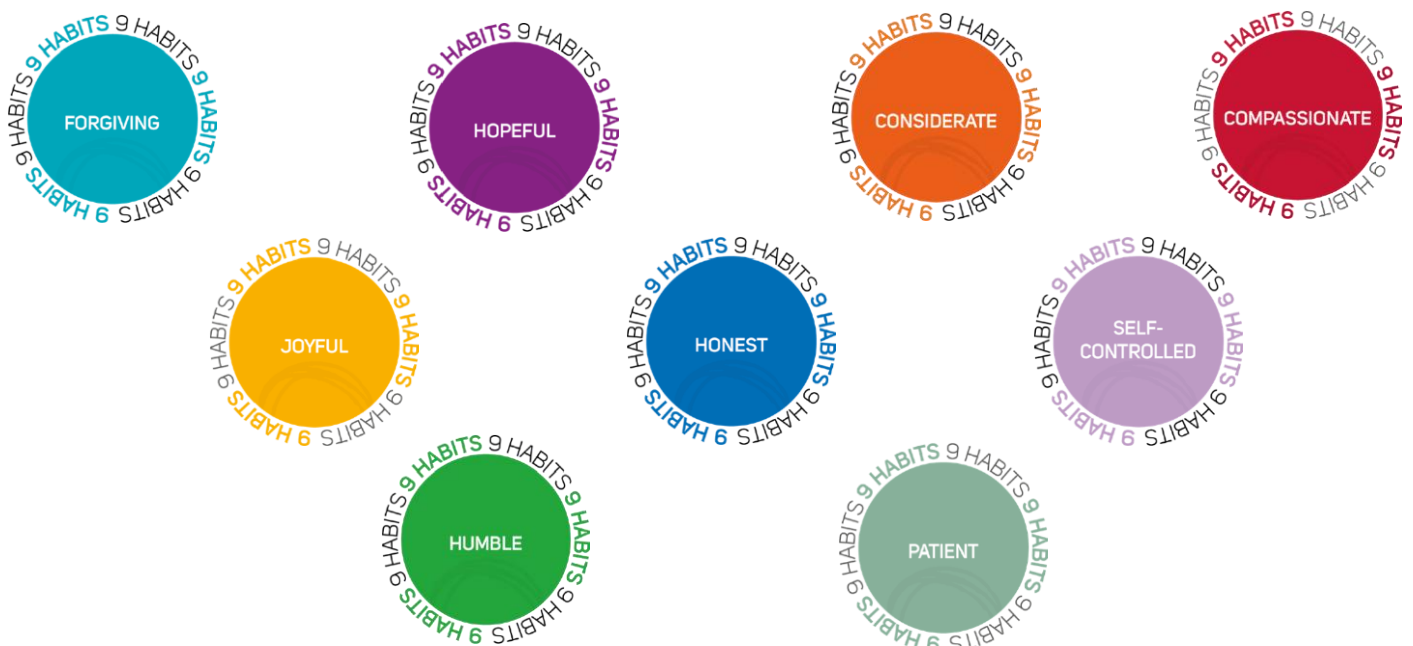
- A passion to include everyone
- A desire to treat everyone equally, respecting differences
- A commitment to healthy and open relationships
- A deep sense of hope that things can change and be transformed
- A sense of perseverance to keep going for the long haul

Putting the community into Oasis

Community Learning: Oasis Hubs

Developing and running Hubs is core to the global purpose of Oasis and vision for healthy communities. To this end, our staff are committed to working in an inclusive, integrated and empowering way so that all people experience wholeness and wellbeing. We want to see local communities that are characterised by trust, safety, cohesion, mutual support, vibrancy, health and opportunity, as well as increasing capacity to address their own issues. We want to see those who are excluded brought back into the community to share the experience of wholeness and wellbeing.

Each Oasis academy is part of an Oasis Hub that responds to the needs of the local community through many different forms of outreach. Our united goal is to see the entire community transformed for the better.



About Oasis Academy Don Valley

At our Academy our mission is simple, to provide all children with an exceptional education which is at the heart of our community. Within the Academy, we celebrate diversity and relentlessly focus on the attainment of all of our students.

We achieve this by having high expectations of behaviour, through focused routines, an unwavering focus on outcomes and by offering the very best teaching and support. At Oasis Academy Don Valley students learn, behave and are well mannered.

Our Academy is values driven and from the moment children join our academy family we expect them to live our values. In our academic culture children are focused on working hard and endeavour to do well, striving to be the very best version of themselves.

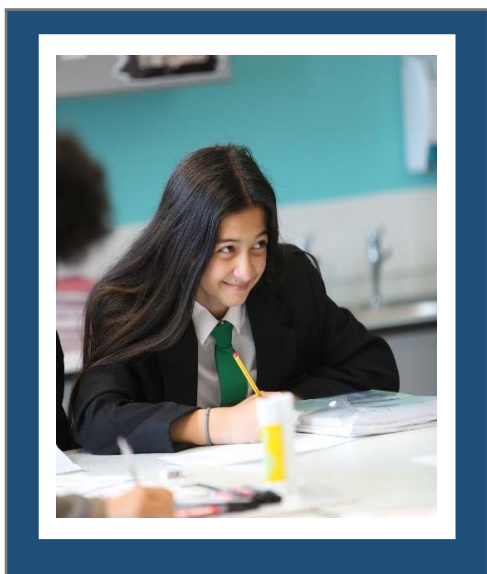
The Academy has gone from strength to strength since opening in September 2015 and we believe we are developing a strong reputation across our community. We are especially proud that this year we were the first choice Academy for 97% of our families.

The relationships we have with our parents and wider community are extremely important to us because it is only by working together that our children can achieve their social, emotional and academic potential. That is why keeping children safe and challenging them to rise to our high expectations is our main priority.

Our Academy mission is to:

‘Provide an exception education at the heart of the community, which provides our students with the character and capacity to have a successful future

Oasis Academy Don Valley wants to be an integral part of our community as we recognise takes the whole community to create an exception Academy.



At Oasis Academy Don Valley, we are creating a thriving Academy that is at the heart of our community, committed to developing successful learners for the future, through delivering outstanding outcomes for all. Through this we will ensure that our learners' leave us prepared to have a successful future. We will aim to create an exciting, secure and happy environment, which provides opportunities for nurturing personal growth and fostering the development of enquiring minds.

Our Academy is a happy and vibrant place where expectations are high, everyone is valued and encouraged to be their very best. Our staff are passionate about achieving the very best for every child and we are committed to becoming an outstanding academy with inspirational teaching and learning an expectation.

Children, their families and our community play a large part as we celebrate each moment of our journey, so together we can feel proud of all that we achieve.

Our Values

- **Pride**
 - We endeavour to be proud of what we achieve
- **Respect**
 - We respect our similarities and our differences
- **Enthusiasm**
 - We approach everything we do with enthusiasm
- **Courage**
 - We approach every new opportunity with courage
- **Hope**
 - We maintain a deep sense of hope that the future can be transformed

Our Beliefs

- **Every Child**
 - All children can be successful, regardless of their background
- **No Excuses**
 - Adults – Teachers and other Academy staff, parents and carers are responsible for ensuring children achieve their potential
- **High Expectations**
 - Children, Staff, Schools and Communities will live up to the expectations placed upon them
- **Lead Learning**
 - The most important things that happen in a school happen in classrooms
- **No Islands**
 - When great Schools, Staff and Children work together, anything is possible



Job Description

POST: Teaching Assistant Level 2 - Secondary phase

RESPONSIBLE TO: The Deputy Principal

SALARY: SCP 5-7, £21,575 - £22,369 actual £18,475.00 - £19,155.00 per annum FTE to be pro rata based on working 39 weeks per year plus Local Government pension scheme.

WORKING PATTERN: 37 hours a week for 39 weeks a year – hours of work are 8:00-4:00pm Mon-Thurs, 8:00-3:30pm, Friday.

LOCATION: Oasis Academy Don Valley

DISCLOSURE LEVEL: Enhanced

JOB PURPOSE:

To work under the guidance/instruction of designated teaching/senior staff to undertake work/care/support programmes, to enable access to learning for children and to assist the teacher in the management of children and the classroom. Work may be carried out in the classroom or outside the main teaching area under the guidance of teaching staff.

Support for Children

- Establish rapport and respectful, trusting relationships with children, acting as a role model and setting high expectations.
- Supervise and provide particular support for children, including those with special needs, ensuring their access to learning resources.
- Ensure children's safety, welfare and personal hygiene. (Basic First aid to be included where appropriate).
- Promote inclusion and acceptance of all children in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.
- Support the implementation of IEPs, Behaviour Plans, Personal Care Programmes, Curriculum Planning and Assessment.
- Promote self-esteem and independence amongst children.
- Provide feedback to children on their progress and achievement under the guidance of a teacher, in line with school policy. Evaluate learning and provide feedback to the teacher / parent / agency as needed.

Support for Teachers

- Promote good children behaviour, dealing promptly with conflicts in line with school behaviour policies.
- Establish constructive relationships with parents and carers, promoting the School's home/school liaison policy.
- Assist the teacher with the preparation of teaching and learning materials and resources.
- Undertake structured and agreed learning activities / programmes, being aware of children learning styles. Adjust activities according to children responses / needs.
- Work with children on programmes linked to local and national curriculum and learning strategies e.g. literacy, numeracy, early years, recording achievement, progress and feeding back to the teacher.
- Monitor children's responses to learning activities and achievement as directed.
- Provide detailed feedback to teachers on children's achievement, progress, problems etc. as requested.

- Undertake children's record keeping as requested.
- Assist with the collation of children reports as requested by the teacher. This may involve data input.
- Support the effective use of ICT in learning activities and develop children's competence and independence in its use.
- Maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- Assist with the display of children's work in the classroom and around school.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/learning activity and assist children's in their use.
- Administer and mark routine tests e.g. spelling, mental arithmetic and invigilate tests as required.
- Provide clerical support for teacher's e.g. photocopying, filing, collecting money, checking deliveries and placing goods in stock and maintaining records of stock, administering coursework, production of work sheets for agreed activities.

Support for the School

- Be aware of and comply with policies relating to child protection, health & safety, confidentiality, safeguarding and data protection, reporting all concerns to a nominated person.
- Contribute to the overall work, smooth running and ethos of the school.
- Appreciate and support the role of other people in the team.
- Attend and participate in meetings as required.
- Improve one's own practice through training, self-evaluation and performance management.
- Assist with the supervision of children out of directed lesson time, including before and after school and at lunchtime, within working hours.
- Accompany teaching staff and children on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of a teacher.

Contacts

- Teaching and other staff in the School.
- Children.
- Parents/relatives/carers.
- Peripatetic services.
- Educational Psychologists and other education or health care professionals.

Control of Resources (human, financial, material):

Classroom resources and equipment as allocated.

Safeguarding Children

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks and safeguarding training.

All staff take an active role in the Academy's care and guidance of students.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

TA Level 2- Person Specification

Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment, which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

Attributes	Requirement	
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> At least NVQ level 3 and GCSE/ O-level grade C English and Maths 	
Knowledge, Experience, Skills and Abilities	<ul style="list-style-type: none"> Some experience of working effectively in a learning / child care setting Skills of empathy, listening, communication and responding with appropriate language to build rapport with children and parents/ carers from a variety of ages, abilities and backgrounds. Aptitude to develop knowledge of the role within an education environment. Flexible, adaptable and positive attitude to working in a structured environment Communication skills to promote and develop effective working with children, colleagues and carers/agencies at an appropriate level to achieve understanding and constructive response 	<ul style="list-style-type: none"> Understanding of the role of the class teacher, the parent or carer and external agencies in developing and maintaining an effective learning environment Current first aid certificate The ability to contribute effectively to the workload, planning, supervision and responsibilities of a team Ability to work on own initiative, including recognition of the appropriate level at which to refer issues elsewhere for effective resolution Proven communication and inter-personal skills evidenced by dealing with a diverse range of contacts about potentially complicated and/or sensitive issues.

Work-related Personal Requirements	<ul style="list-style-type: none">• Commitment to safeguarding and promoting the welfare of children and young people.• Willingness to undergo appropriate checks, including enhanced DBS checks.• Motivation to work with children and young people• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.• Ability to maintain confidentiality.• Ability to reflect• Ability to demonstrate patience with firmness	
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The Oasis Education Charter

The Oasis Education Charter is who we are, how we are distinctive and the entitlement we provide for our children and their communities.

Oasis **Ethos**

Our ethos is rooted in what we believe and who we are.

- We have a passion to include everyone.
- We have a desire to treat everyone equally, respecting differences.
- We have a commitment to healthy and open relationships.
- We have a deep sense of hope that things can change and be transformed.
- We persevere and keep going for the long haul.



Oasis **Learning**

The purpose of education is to understand what it means to be human - living intentionally and asking two key questions: Who am I? Who am I becoming?

- The foundation of our students' learning is made up of five integrated objectives.
- We develop competence, striving for excellence in skills, knowledge and qualifications.
- We foster character and self-belief and encourage our students and staff to become the best versions of themselves through the 9 Habits.
- We embrace community, advocating the value of living interdependently with others.
- We equip our students and staff to be engaged local and global citizens who strive for a better society
- We nurture and empower a life-long passion for learning in all the people we serve.



Oasis **People**

As an interdependent family, we enjoy exceptional strength and opportunity.

- We believe that good relationships are at the heart of everything we do.
- We support and encourage each other in championing the Oasis ethos.
- We work, learn and develop together so that students and staff can share and benefit from everyone's best practice.



Oasis **Purpose**

We work in partnership with our communities to transform lives, where everyone is included, can contribute and is able to reach their God-given potential. We deliver this through an Oasis Hub our model of integrated community development.

- We deliver education in the context of our Hubs.
- We create a culture of excellence for all.



Oasis **Inclusion**

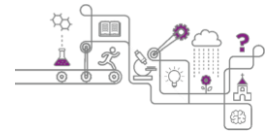
Our vision is driven through a passion and commitment to include everyone.

- We believe all our children and young people are precious; we prioritise social inclusion and integration in all we do.
- We model and set high aspirations and expectations for every child and young person and member of staff.
- We provide opportunities and experiences for all of our students, as well as their wider families, giving advantage to the disadvantaged.



Oasis **Curriculum**

The curriculum is the heart of Oasis's educational provision.



- We make great learning the foundation of every lesson.
- We design our curriculum to meet the needs of all.
- We strive for personal as well as academic and vocational excellence, achieving outcomes that drive social mobility, and give everyone freedom of choice through their lives

A number of reference documents support the Oasis Education Charter, and are available on www.oasiscommunitylearning.org