

Oakmeadow CE Primary School 

part of the Marches Academy Trust



# TEACHING ASSISTANT RECRUITMENT PACK

*5<sup>th</sup> March 2025*



# Meet our Headteacher



*Samantha Hill*

**Headteacher**

On behalf of all the children, staff and Governors we would like to warmly welcome you to the Oakmeadow CE Primary & Nursery School.

At Oakmeadow, we are very proud of our pupils, our staff and to be a part of our local community of Bayston Hill. We are a large Church of England primary and nursery school of 480 pupils, and I feel incredibly privileged to spend my days with a diverse mixture of children and adults, all wonderful and unique. At Oakmeadow we are committed to ensuring we are a place where together all children dream, grow and achieve – a place where they experience ‘life in all its fullness’ (John 10:10)

We are a values-based school and this ethos of celebrating difference, promoting positive relationships and developing the whole child, enables pupils of all needs to thrive. We work hard all

through the year in our charity fundraising so we can actively contribute to our wider community and daily we reflect in our assemblies and worship how we can continue to improve ourselves and our world. Christian values run as a thread through our learning and teaching and collective worship forms an important part of our daily life.

While we recognise the importance of achieving high standards here at our school, we are truly passionate about developing the whole child - pupils who are emotionally resilient, empathetic and caring and positive contributors to society - and have designed our curriculum so that it provides the opportunity to do this. We are a fully inclusive Christian learning community where we believe all children have the right to achieve their potential and so we plan carefully to support and challenge them to do so.

# Job description



## Post title

Teaching Assistant



## Salary

NJC Grade 6 7-11 SCP  
£13.26-£14.14 dependent  
on experience



## Hours of work

15 hours per week, term  
time only.



## Post status

Fixed term until 24<sup>th</sup> July  
2025 in the first instance



## Purpose

To support the class teacher in the delivery of our Early Years provision to individuals and groups of pupils initially in our nursery class, working in partnership with parents, teachers and the school to establish a supportive and nurturing learning environment in which all children make excellent progress.

## Why this role above others?

We are looking for an enthusiastic and supportive individual to join our team.

The successful candidate must have a good standard of education, preferably with 5 GCSE's including English and Maths.

The role will fundamentally involve supporting pupils within a classroom environment. We are looking for an individual who is suitably qualified through qualifications or experience and who is familiar with working in an education setting. Experience of working with pupils with SEND needs to be beneficial. You will need excellent communication and inter-personal skills and the ability and flexibility to undertake this role.

There will be an opportunity, which we strongly encourage, for those interested in the role to visit the school. To make an appointment please

email [elaine.fletcher@oak.mmat.co.uk](mailto:elaine.fletcher@oak.mmat.co.uk)

## We offer

- A broad and ambitious curriculum and learning experience for our young people.
- Excellent support for those on apprenticeship programs with dedicated time to learn alongside practical experience.
- Excellent professional learning and support at every stage in your career, with opportunity for continued personal development through our Talent Pathway Career development opportunities including funded NPQ qualifications.
- An enthusiastic and supportive team of staff, parents and governors.
- A core belief in staff wellbeing and work life balance for all, evidenced in policy and practice.
- Benefits including funded counselling, physiotherapy and GP and other medical support.
- A wonderful school site, which includes a spacious building, forest school, a running track, gym equipment, an astro area and bespoke EYFS and KS1 outdoor spaces, in which to work.

## Responsible to:

Headteacher

## Outline of role & main duties:

### Support for Pupils:

- Supervise and support pupils, ensuring their safety and access to learning, forming a close bond with the child and peers.
- Attend to pupils' personal needs and assist with the development.
- Establish constructive relationships with pupils and interact with them according to individual needs, to be enthusiastic about children and enjoy learning from them.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact and work co-operatively with others and engage in learning activities.
- Set challenging and demanding expectations for pupils and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher, understand how children learn and how to move children's learning forward.

### Support for Teacher:

- Establish an effective and purposeful learning environment in partnership with reception teacher and other colleagues.
- Work as part of the team supporting other key staff in their role.
- Assist with planning of learning activities, using the knowledge of children's abilities and child development.
- Ensure the setting is organised, tidy, safe secure and facilitating for the children.

- Prepare the classroom as directed for lessons and clear afterwards.
- Assist with the display of pupil's work.
- Ensure the timely and accurate design, preparation and use of specialist equipment/resources/materials.
- Promote positive pupil behaviour, dealing promptly with incidents in line with established policy and encourage pupils to take responsibility for their own behaviour within and outside the classroom.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Make observations of children and use these to inform planning (by contributing to the planning meetings) and assessment of child.
- Plan and lead one to one and group teaching and targeted intervention.

### Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure that pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Facilitate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times as required, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils, as appropriate, on visits, trips, and out of school activities.

## Developing self and leading others:

- Take responsibility for own professional development including maintaining an up-to-date knowledge of developments and related legislation including engaging fully in performance management of self and other staff (if applicable)
- Contribute to effective staff induction and professional development
- Manage own workload, providing support where necessary and delegating where appropriate to ensure that professional duties are fulfilled, as identified

## Community responsibilities:

- Effective dialogue with parents in accordance with school policies.
- Attend and support community events as required.

## In addition to the above all Marches Academy Trust staff are required to:






- Adhere to policies and procedures, including Equality and Diversity and Health and Safety.
- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- Undertake appropriate training and development as required.
- Participate in the Performance Review Cycle.
- Demonstrate excellent Customer Care in dealing with all customers.
- Ensure positive effective working relationships with the school teams, stakeholders and partners.







## Objectives and outcomes:

- To be agreed with the successful post-holder once appointed.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.
- The post holder may have opportunities to work in other schools within The Marches Academy Trust.

# Person specification

	 <b>Essential</b>	 <b>Desirable</b>
 <b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills (GCSE/O -level A-C grade or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• 5 GCSE or equivalent including Maths and English</li> <li>• First aid qualification</li> <li>• Teaching Assistant NVQ Level 3 or equivalent</li> </ul>
 <b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of supporting pupils with SEND and PP</li> <li>• Experience of delivering 1-1 and small group interventions</li> <li>• Willingness to work with children within Early Years learning environment</li> <li>• An understanding of the principles of child development and the learning</li> <li>• processes gained from working with children in a learning environment</li> <li>• An understanding of the EYFS Welfare Requirements</li> <li>• Knowledge and experience of resources to support learning</li> <li>• Ability to lead a group of children</li> <li>• Demonstrate and maintain an understanding of confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an early years setting</li> <li>• Effective use of ICT to support learning</li> <li>• Ability to use CPOMs to record safeguarding and behaviour</li> <li>• An understanding of the new EYFS Curriculum and Development Matters</li> <li>• Ability to plan and organise effectively</li> <li>• An awareness of different SEN and knowledge of interventions to support these</li> </ul>
 <b>Knowledge</b>	<ul style="list-style-type: none"> <li>• To build and maintain effective relationships with all pupils and colleagues and model positive behaviour</li> <li>• To work with children at all levels regardless of specific individual needs</li> <li>• to create an inclusive setting</li> <li>• Take an active involvement in planning</li> <li>• To adapt your own approach in accordance with pupil needs</li> <li>• To liaise sensitively with parents and carers</li> </ul>	<ul style="list-style-type: none"> <li>• An awareness of school-based education including child development.</li> </ul>

# Person specification

	 <b>Essential</b>	 <b>Desirable</b>
 <b>Skills</b>	<ul style="list-style-type: none"> <li>To build and maintain effective relationships with all pupils and colleagues and model positive behaviour.</li> </ul>	
 <b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Ability to relate well to children and adults</li> <li>Ability to work as part of a team, understand classroom roles and own position within these.</li> <li>Demonstrate initiative, enthusiasm and honesty.</li> <li>Be trustworthy, reliable and enthusiastic.</li> </ul>	

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- 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 behaviour, and
- Attitudes to use of authority and maintaining discipline

# Welcome from the CEO

**This is a high achieving Trust that is imaginative and creative in its approach to teaching and learning and is keen to look for continued sustained improvement.**

Our vision 'Achievement through Caring' is central to all that we do at The Marches Academy Trust. Our schools are, innovative and striving to ensure that young people make the very most of their learning adventure and are equipped with the skills required to prosper in the modern world.

We are immensely proud of the Alliance of Leading Learning who provide a wide range of professional development opportunities across our Trust, nationally and internationally.

*Sarah Finch*

**CEO**

The Marches Academy Trust

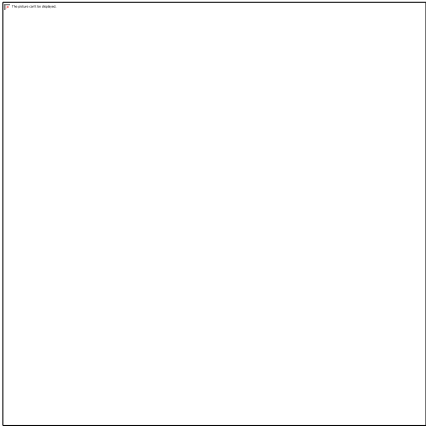
## **Our family of schools currently includes:**

- The Marches School and Sixth Form in Oswestry
- Sir John Talbot's School and Sixth Form in Whitchurch
- Tilstock CE Primary School and Nursery in Whitchurch
- The Grove School and Sixth Form in Market Drayton
- Lower Heath CE Primary School and Nursery in Lower Heath
- Shrewsbury Academy in Shrewsbury
- Longlands Primary School and Nursery in Market Drayton
- Grange Primary School and Nursery in Shrewsbury
- Oakmeadow CE Primary School and Nursery in Shrewsbury
- Woodlands School in Wem
- Idsall School and Sixth Form in Shifnal





# Meet our Chair of Trustees



*Alex Fry*

**Chair of Trustees**

Thank you for your interest in this role.

The Trust is looking to appoint an individual to build on our Trust's current strengths and achievements.

As a thriving Trust serving over 6,000 students and their families in Shropshire, this a pivotal role in driving continuous improvement across our schools and will contribute to our vision of 'achievement through caring'.

Collaborative working with other schools in our Trust offers many benefits for students and staff; sharing best practice in teaching and learning, curriculum collaboration, extracurricular opportunities, staff development, finance and human resources, legal services, school improvement structures and governance arrangements.

We hope that the opportunity to be a part of shaping the work of our schools and their staff to harness their professional expertise, with the goal of securing excellent outcomes, is one you would relish.

For the right individual, this is an exceptional opportunity. The right candidate will have no better chance of working with wonderful students, super staff and shaping our Trust into the future.

# Who we are



## Welcome to the Marches Academy Trust!

We are a multi-academy sponsor based in Shropshire, currently comprising five secondary schools, five primary schools and one special school.

Across our Trust we have a wealth of experience to inspire and motivate children, young people and staff to be the very best they can.

Achievement Through Caring drives our Trust, and our values are shared throughout our family of schools; we work together on embedding them in everything we do.

Our Trust prides itself on delivering high quality education and connecting with our children and young people to inspire and enthuse them to learn, achieve and to be happy.

## Welcome to Oakmeadow CE Primary.

Oakmeadow is a large primary in Shrewsbury, Shropshire. We provide excellent educational opportunities for children aged 2 -11. The amalgamation of two local primaries to create the school 11 years ago means that it has a merged culture and history of evolution involving the whole community. We are a Church of England school, and we take pride in this - our foundations and values shaping our vision and practices. At Oakmeadow we are committed to ensuring we are a place where together all children dream, grow and achieve – a place where they experience ‘life in all its fullness’ (John 10:10)

## **Check out our website:**

[www.oakmeadowprimary.co.uk](http://www.oakmeadowprimary.co.uk)

## **Interested? Here’s how to apply:**

<https://themarchesacademytrust.face-ed.co.uk/vacancies>

## **The closing date for applications is:**

**Monday 31st March**

## **Interviews will be held:**

**Tuesday 8th April**

The Trust is committed to safeguarding and promoting the welfare of the children in our care and expect all staff to share this commitment.

A core belief in  
staff wellbeing  
and work life  
balance  
evidenced in  
policy and  
practice

# Our Trust Vision Statement and Values



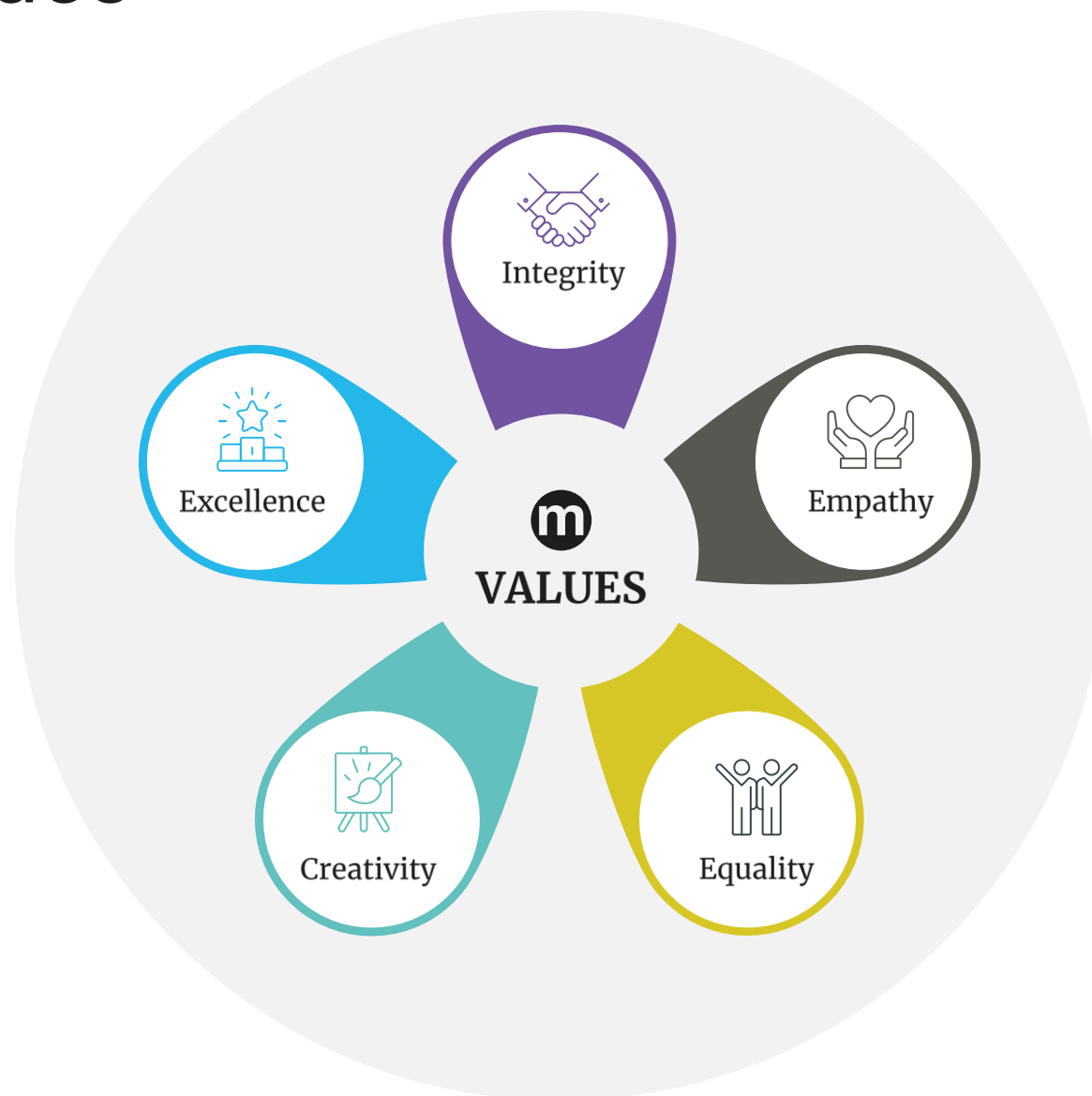
## Our Vision

Achievement through caring



## Mission Statement

As a Trust, it's our mission to empower everyone in our Trust and our communities to live and breathe our values and Achievement Through Caring, to reach their full potential.



# Our investment in you

## Talent Spotting our Future Leaders

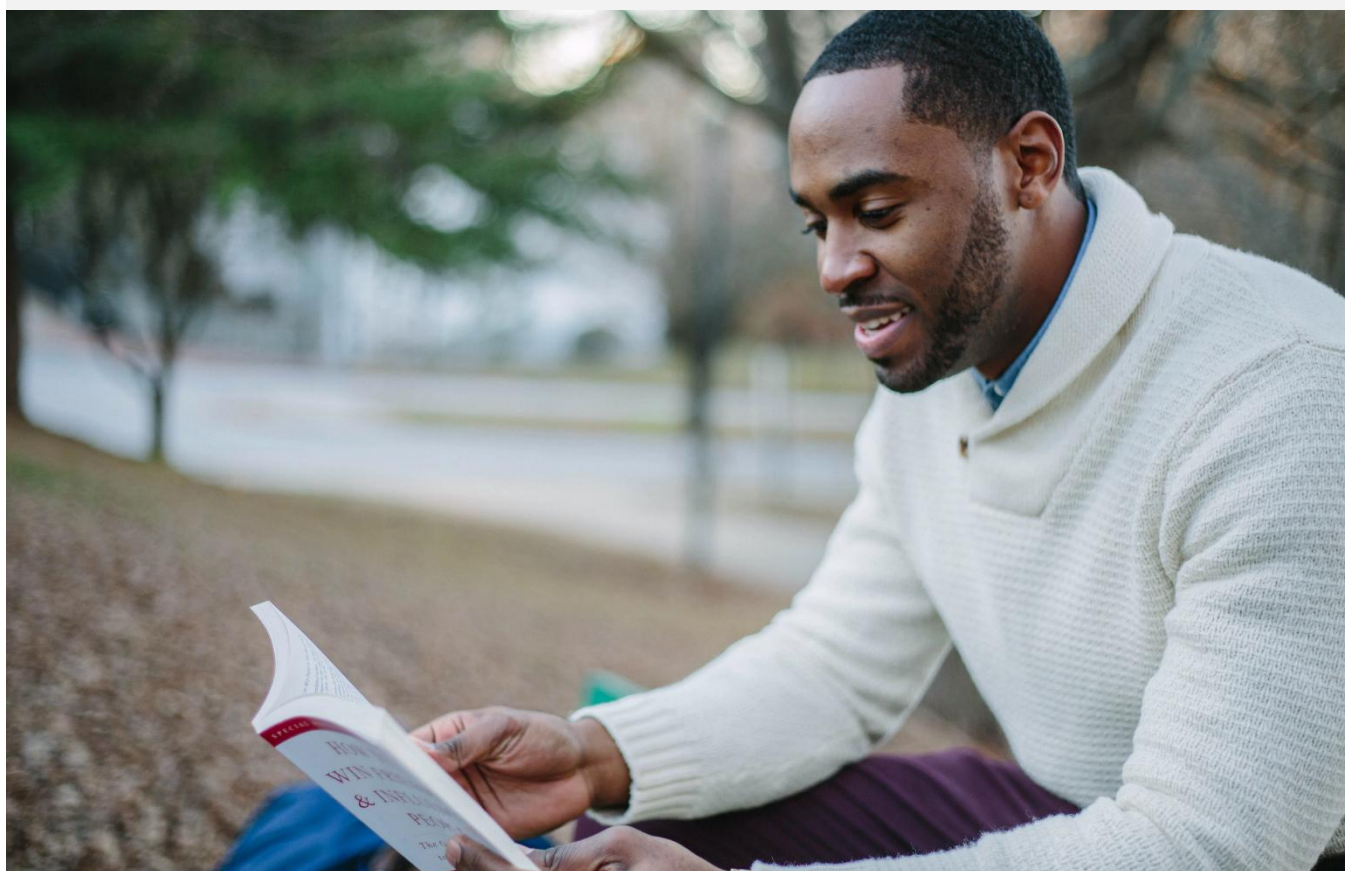
Our Talent Pathway supports the professional development of staff within the trust. We identify leadership talent and leadership needs for future succession planning – ensuring relevant and practical leadership development opportunities for staff.

Our talent management programme and our Career Development Pathways provide a framework for the discussion of your leadership journey and the professional learning you can access along the way.

## Talent Contract

The Talent contract is a promise; a covenant between yourself and the trust that the Trust will do its' very best to support and develop you professionally. The Contract describes a variety of Professional development opportunities and encourages you to identify and pursue your training needs.

We believe successful creative lifelong learners participate in a journey of self discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage.



# Our investment in you

We really care about employee wellbeing and our commitment is set out in our Wellbeing Policy and Charter. This commitment is underpinned by our four pillars of wellbeing;

## Emotional

Some examples include a robust induction programme, Trust newsletter, professional performance reviews (appraisal) and line manager check-in meeting. We have clear policies and procedures relating to all aspects of your employment and we carry out an annual well-being survey to gauge the health of our staff.

## Physical

We are blessed that our schools are located in beautiful Shropshire market towns and /or rural locations. We can offer discounted local gyms and onsite facilities in our secondary schools.

## Financial

We offer membership to two great pension schemes; Local government pension scheme and Teachers' pension scheme. Our terms and conditions are aligned to Burgundy Book & School Teachers Pay & Conditions Document (teachers) and NJC Green Book (associate staff). We also recognise continuous service for sickness, maternity and annual leave entitlements for those transferring under the Redundancy payments (local government) Modification Order (RPMO).

## Social

Encouragement of great working relationships and sense of belonging through team building events, PD days, end of term events and Trust Awards evening.

Generous  
non-contact  
time for  
staff

## Wellbeing Offer

We are delighted that our wellbeing offer includes access to a free confidential medical and wellbeing service with School's Advisory Service (SAS) for all staff. Services available include counselling, bereavement counselling, physiotherapy, menopause support and stress awareness sessions. We encourage staff to utilize SAS in seeking out preventative and early intervention by making support easily accessible for all!





Alliance of Leading Learning

We are a school led inclusive partnership representing all phases and school contexts nationally and internationally. Our core team at The Marches Academy Trust have trained over 400 ITT and over 150 School Direct students; we have also led the professional learning of over 5,000 educational leaders and governors.

We deliver the DfE National Professional Qualifications, and we actively encourage our staff to complete an NPQ programme at their earliest opportunity.

We also talent spot, from within our Trust team, colleagues who want to share their expertise and enhance their experiences by becoming an Improvement Consultant.

Supporting schools, departments and individuals across the Trust and also external schools.

Embracing all our work is the unique Professional Learning Conference we host each year which continues to inspire school colleagues nationally.

In joining The Marches Academy Trust, you have direct access to an outward facing large group of outstanding schools across the West Midlands and beyond.

Quite simply we want to ensure the right expertise exists to enhance a self-improving system and impact learners, leaders and schools to drive continuous improvement.

You will be part of this success story as a member of our team; and on starting your new post you will also be starting your learning journey - with all the benefits of being part of a large and successful Trust with exemplary partnerships nationally and internationally.



**We hold true to delivering current, inspirational training that has real impact back in the workplace. Most importantly our participants confirm in countless testimonials that we invest in their leadership journey.**

Cavelle Priestley-Bird, Executive Director of People and Development)

# Bits you need to know

The Marches Academy Trust values each person equally. We are committed to building a diverse team and embedding a welcoming, inclusive culture that encourages diversity and authenticity. We believe this will encourage creative ways of thinking – ensuring we collaborate more effectively and achieve better outcomes. We welcome applicants from all qualified candidates who share this commitment.

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:

Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting and we expect all staff to share this commitment. Shortlisted applicants will be asked to declare any criminal convictions and will be subject to online checks. The successful applicant will be subject to an enhanced DBS check.

“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.”



# Oakmeadow CE Primary School

part of the Marches Academy Trust

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Shropshire  
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