

TEACHING ASSISTANT & MIDDAY MEAL SUPERVISOR

VACANCY

The Oaks Infant School
Gore Court Road
Sittingbourne
Kent
ME10 1GL

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The Oaks Infant School

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Dear Applicant

Thank you for expressing an interest in joining us at The Oaks Infant School.

I hope this pack will give you a flavour of what it is like to be part of our successful and supportive school. We would welcome your request to come and visit us during the school day to see for yourself why we are so proud of our pupils and staff who make up our school community.

Although we have 90 children in every year, we are still able to offer a unique experience for every child. We have very high standards; academically, socially and for each individual's personal development. Our emphasis is placed on offering a creative, meaningful and bespoke curriculum which excites and enthuses our children, drawing on their innate curiosity and thirst for independent learning. We capitalise on children's love of the outdoors and have developed wonderful outdoor learning environments. These are an intrinsic part of our provision, intertwined with our curriculum which has been designed on the philosophy that children of infant age should be learning through doing, exploring, play and creation and with the needs of each evolving cohort in mind. The foundation of our success is a happy, kind and respectful school community who work together to ensure the best possible experience and outcomes for each individual. We are proud to be part of Our Community Multi Academy Trust, a group of ten schools under the leadership and guidance of Chief Executive Officer, Mr David Whitehead.

All new colleagues at The Oaks Infant School are made to feel welcome and professional development of staff across our Multi Academy Trust is one of our top priorities.

If you would like to find out more about our school, please visit our website: www.theoaksinfantschool.co.uk or contact the office: admin@oaks.kent.sch.uk (t: 01795 423619).

Please do not hesitate to contact us if you have any questions or would like to know more about the role.

Yours faithfully

Mrs Jenny Wynn
Head of School



Mrs Catherine Hurst
Executive Headteacher



Advert

Job Title: Teaching Assistant and Midday Meal Supervisor

Grade: Kent Scheme A

Salary: £18,100 pro rata (£26,168 FTE)

Hours: 30 hours per week (38 weeks per year)

Monday to Friday, 8.45am to 3.15pm with 30 minute unpaid lunch

This is a fixed term contract ending 31/08/27

This is a fabulous opportunity for a dedicated and organised person to join the school team at The Oaks Infant School which is part of Our Community Multi Academy Trust. We are seeking to appoint an enthusiastic and experienced Teaching Assistant to join the school's successful and supportive team. This role is suitable for someone who has previous experience of working with children supporting their teaching, learning and development.

The Oaks Infant School is one of ten schools within Our Community Multi Academy Trust. We are an infant school with 320 pupils on our roll. We have a strong belief and ethos regarding early childhood development and pedagogy. The heart of our ethos is about celebrating the uniqueness of each child and ensuring a truly creative, inspiring and child-led approach intertwined with the high expectations set through our curriculum.

Our Community Multi Academy Trust believe that our people are our biggest asset.

We can offer you:

- The opportunity to work in an excellent school and to contribute to its growth and development
- Students who enjoy learning
- A stable and committed staff team determined to give our students the best possible opportunities
- A supportive and committed board of trustees
- Work within a growing Trust who fully believe in the professional development of their staff.

The successful candidate will:

- Have experience working in a school
- A kind, caring and nurturing disposition
- A commitment to working within a supportive and collaborative team where we are passionate about relational approach, trauma-informed practice, educational philosophy and pedagogy
- Have excellent organisational skills
- Be punctual
- Have good teamwork skills
- Respect confidentiality and the potential sensitivities of working in a school
- Be able to demonstrate in their application that they can fulfil the main duties of the job description and person specification as a minimum

The successful candidate will be subject to an enhanced DBS check along with other pre-employment checks which must be undertaken before the role is confirmed by the school.

Our Community MAT is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks which include online checks.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

Applications to be made via UK Teach.

For further information about the role, please contact Jenny Wynn, via telephone on 01795 423619, or admin@oaks.kent.sch.uk.

Job Description

TEACHING ASSISTANT:

Purpose of the Job:

To work with teachers as part of a professional team to support teaching and learning for pupils across the school. To provide learning support to all pupils including those who need particular help to overcome barriers to learning.

Key duties and responsibilities:

- Work with the whole class, individuals or small groups of pupils under the guidance of teaching staff and provide feedback to the pupils and teacher in order to support good pupil progress.
- Support pupils to understand instructions, support independent learning and inclusion of all pupils.
- Support the teacher in behaviour management.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Prepare and clear up learning environment and resources, including photocopying, Tapestry, filing and the display and presentation of pupils work and other enhancements and contribute to maintaining a safe environment.
- Adhere to all health and safety regulations
- Keep up to date with relevant training such as health and safety and safeguarding procedures
- Act as a role model adopting personal standards of behaviour with Trust staff, Trust pupils and the wider community which support the highest possible standards putting children at the centre of everything you do
- Be aware of health and safety issues within the Trust and its individual schools and how they impact of pupils, staff and visitors to the school. Maintain confidentiality and discretion in all aspects of work
- Any other work requested by, and deemed appropriate by, strategic leaders

MIDDAY MEALS SUPERVISOR

Purpose of the job

- Supervise the pupils during the mealtime period to minimise any disruption, ensure their wellbeing and maintain their safety

Key duties and responsibilities

- Put out tables (where applicable) and set with cutlery and beakers in time for the mealtime period to ensure there are enough settings for the number of pupils eating that day.
- Ensure pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal to maintain safety and wellbeing of all pupils. This also applies to lining up to come back in the classroom from the playground.
- Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils. (Depending on the type of school, this may include checking that pupils have or are provided with a drink and/or that enough amounts of their meal has been eaten).
- Assist the pupils, as necessary, during the meal break and playtime to ensure their wellbeing. (This may include providing them with a drink, helping with spillages, cutting up food and caring for pupils' personal needs.)
- Ensure plates, etc, are cleared from tables in an appropriate manner.

- To maintain a clean and tidy environment both inside and outside.
- Ensure once meals are finished that the dining area is wiped down, etc, and is left in a clean and tidy manner to maintain a clean and tidy environment.
- Assist in collecting pupils from collection point and escort to hall/classroom or patrol and supervise school areas used by the pupils at mealtimes, to ensure safety and appropriate behaviour is observed, as applicable.
- Operate, where applicable, a first aid service, during the mealtime to deal with any accidents that occur safely and quickly.
- Facilitate games to support the children's physical development.

OCMAT is committed to safeguarding and promoting the welfare of children. **This role is subject to an enhanced DBS check.**

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post

Person Specification

Teaching Assistant and Midday Meal Supervisor

Applicants should describe in their application how they meet these criteria.

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Level 1 or 2 Diploma (or equivalent) with proficient practical skills – linked to education	- Team Teach / ProAct SCIP - Trauma Informed Practice trained - Paediatric First Aider
EXPERIENCE	Previous experience of working with children.	Experience of supporting pupils academic progress and wellbeing
SKILLS AND ABILITIES	- Numeracy and literacy skills. - Basic IT skills. - Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly. - Good influencing skills to encourage pupils to interact with others and be socially responsible. - Excellent communication skills with both adults and children	- Ability to use / willingness to learn a range of IT software and hardware e.g. Interactive Whiteboards, Management Information Systems, Tapestry - Able to recognise when learning is maximised and how the adult role can enhance this
KNOWLEDGE	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.	- Understanding of the requirements of the National Curriculum for EY and KS1 - Understanding of a range of strategies to support access to learning
PERSONAL ATTRIBUTES	- Professional conduct at all times and with all staff, pupils, other professionals, visitors etc. - Able to maintain confidentiality - Flexible and responsive to change - Calm under pressure - Self-motivated and pro-active - Appropriate levels of personal presentation - Good sense of humour - Diplomatic and resourceful - Positive/can do approach - Loyalty – act as an ambassador for the Trust with visitors and all members of Trust community	

VALUES	• Commitment to school's aims and values • Commitment to continuous personal development • Honest and reliable, displays integrity and commitment to the Trust • Champion for children – establish positive relationships with Trust children, their families and staff so that pupils see all staff groups as integral and vital parts of the school family	
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Our Community Multi Academy Overview

We believe that the success of an organisation is rooted in the quality of its leadership. In Our Community Multi Academy Trust we believe that leaders who uphold the core values of the Trust and demonstrate the leadership principles as listed below will enjoy the greatest success within their schools.

We believe exemplary leadership is rooted within our three core values. We want our leaders to be:

1. Inclusive Leaders
2. Compassionate Leaders
3. Community Leaders



OCMAT Leadership Principles

The Inclusive Leader:

- Will hold and maintain the highest educational standards for all children
- Will welcome all children and staff to our schools equally
- Will make reasonable adjustments to enable/ensure all pupils to have equitable access to an enriching, broad and balanced curriculum
- Will adhere to the principles of the SEND Code of practice
- Will ensure that their school is an accessible educational environment for all pupils, staff, governors, parents and visitors alike.
- Fosters a culture where all stakeholders/staff feel comfortable contributing their ideas and opinions, ensuring that all voices are heard and valued.
- Upholds and champions British values and protective characteristics, creating a culture of respect, equality and diversity.

The Compassionate Leader:

- Will show empathy with children, staff and families through their leadership behaviours
- Will act with fairness and consistency at all times
- Will give credit where it is due and show appreciation for the efforts of every member of staff
- Will not be afraid to make mistakes and will show their own vulnerabilities
- Will go above and beyond to recruit and retain good staff
- Will be unconditionally inclusive
- Will have courageous conversations
- Will be reflective on their own professional practice and be receptive to advice offered.

The Community Leader:

- Will be highly visible within their own school setting and the local community
- Will be accountable for their actions and decisions
- Will act with integrity, drawing on their values to guide their decisions
- Will empower and enable staff by leading by example
- Will positively promote the Trust and school at all times

We will ultimately achieve this through being Collaborative leaders

The Collaborative Leader:

- Will articulate a clear vision for their school which is understood and acted upon by all staff, pupils and families
- Will engage in and promote all Trust wide activities – working in a positive partnership with all Trust staff.
- Will unconditionally work with other professionals both within and outside of the Trust for the greater good of our children
- Will display commitment to their staff and school priorities, resulting in high staff morale.
- Will motivate their staff with passion, enthusiasm and inspiration making staff feel valued for their contribution to the school and the Trust.

Our Schools

Primary

Borden Church of England Primary School, ME9 8JS

Bredgar Church of England Primary School, ME9 8HB

Dymchurch Primary School, TN29 0LE

Lydd Primary School, TN29 9HW

Lynsted & Norton Primary School, ME9 0RL

Milstead & Frinsted Church of England Primary School, ME9 0SJ

Minterne Junior School, ME10 1SB

Petham Primary School, CT4 5RD

Selling Church of England Primary School, ME13 9RQ

The Oaks Infant School, ME10 1GL

Trust Central Team

Central Support Team

(based at Lynsted & Norton Primary School)

Human Resources Team

Finance Team

Business Support & Management Information Team

Marketing Team

ICT Support

Trust Executive Team - School Improvement

Inclusion Executive Officer

Standards Executive Officer

The Application Process

Applications will only be accepted from candidates who complete our application form, CVs will not be accepted. Applicants can apply directly through the Kent-Teach website. Alternatively, please contact trusthr@ocmat.org.uk for a paper application form.

The Shortlisting and Interview Process

After the closing date for this post, a panel will conduct a shortlisting process. You will be selected for interview based entirely on the contents of your application form and we therefore suggest you read the Job Description and Person Specification fully prior to completing your application.

If your application is shortlisted, the Trust reserves the right to conduct an online search as part of our safer recruitment checks in line with KCSIE guidance. Any relevant information found with regards to a candidate's suitability to work with children will be discussed at interview.

Candidates selected for interview will be informed.

All candidates who are invited to interview must bring the following original documents:

- Documents to evidence right to work in the UK
- Visual identification which includes a photograph (driving licence or passport)
- Documentary proof of current name and address
- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of 2 satisfactory references in line with KCSIE, one or if applicable, both of which must be your most recent employer and/or most recent childcare setting
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check and appropriate checks that may be required if you have worked or been resident overseas in the past five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held an employed teaching role

Safeguarding

OCMAT has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of Information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system six months from the date of interview or submission date of application if not successful for interview, in accordance with our retention or records procedure.

Please visit the OCMAT website for all Trust Policies: www.ocmat.org.uk



Mr David Whitehead, CEO, Our Community Multi Academy Trust
c/o Lynsted & Norton Primary School
Lynsted Lane
Sittingbourne
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ME9 0RL

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