



**OLA**  
OUR LADY'S  
ABINGDON



APPOINTMENT OF  
**TEACHING ASSISTANT: SEN PRIMARY  
(PART-TIME)**

FOR DECEMBER 2024

## MESSAGE FROM THE HEAD OF OLA

Dear Candidate,

This is an exciting time to be joining OLA and a future of opportunity awaits the successful candidate. As the Head of OLA, I am honoured and privileged to be leading a school which is high performing in all areas, and which has the full support of the Governing Board to grow the school pupil headcount, invest in futureproofing the school and develop the staff so that they can empower our pupils to be the best versions of themselves. The value-added for public exam results is excellent; pastoral care is child-centered and consistently of the highest quality, and; the co-curricular programme is growing from strength to strength. OLA is defined by its Catholic ethos and this underpins all that we do:

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*Each child who joins us embarks on an educational journey, directed by our mission statement, providing for each one in accordance with their needs and encouraged by our ethos summed up in our school motto, "Whatever you do, do it well". Our ethos provides an individual approach that ensures we uncover a child's potential and nurture them to achieve, enabling them to thrive both academically and as people.*

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Our ethos is reflected in the positive relationships that exist between all members of our school community. We are proud of our distinctive family atmosphere, which fosters a tangible sense of community and happy relationships between staff and pupils.

If you choose to apply for this post, we will give your application all the seriousness it deserves. OLA is a wonderful, vibrant and happy environment in which to work, with a palpable sense of belonging among our staff. The role we are looking to fill is important to the flourishing of the school and I hope you will feel that you are the right person to fill it.

Kind regards,

*Daniel Gibbons*

**Mr. Daniel Gibbons**  
Head of OLA







## ABOUT THE SCHOOL

OLA is a Catholic co-educational day school located close to Oxford in the heart of Abingdon, welcoming pupils of all faiths and none. It was established by an Order of Catholic nuns founded by the Venerable Catherine McAuley called the Sisters of Mercy, who came to Abingdon in 1860 at the invitation of Sir George Bowyer of Radley Park. Reverend Mother Clare Moore was a national heroine who had worked closely with Florence Nightingale during the Crimean War - their joint portrait, entitled 'The Mission of Mercy', hangs in the National Portrait Gallery. Recently returned from Constantinople, Mother Clare brought three young Sisters to Abingdon on January 10th 1860 and teaching commenced the very next day. The girls' and boys' schools, now Our Lady's Abingdon School, were actively run by Sisters for almost a century.

Our co-educational ethos provides an atmosphere where pupils are at ease with one another and natural relationships are fostered. OLA is a purposeful, outward- looking school with a happy, family atmosphere that gives children the freedom to develop within a structured framework. As our school motto says:

*age quod agis – whatever you do, do it well*



## MISSION STATEMENT

Our mission statement reflects the reality of daily life at OLA, and encompasses the vision and values of our founding Sisters at Our Lady of Mercy. 'As God's family we learn to love, respect and forgive - guided by His Word'.

We believe that God created each of us as a unique person with gifts that need to be recognised, celebrated and developed. Inspired by the words of our foundress, Catherine McAuley, "*To each according to their needs*", we encourage a respect for every individual, regardless of background, beliefs or ability.

Our aim is to develop a loving, caring and welcoming community in which all may grow as children of God. In partnership with parents and the wider community we seek to respond to God's invitation to faith, mercy and love. To develop skills for life in an ever-changing world, we cherish integrity, compassion, openness, forgiveness and reconciliation, co-operation and courage. We nurture wisdom, the value of learning, independent thinking, a sense of self-worth and care for each other that all may reach their full potential.

## AIMS AND ETHOS

The following are central to our Mission Statement and the school wishes to foster a happy, caring Christian atmosphere in which these aims may be realised:

### AIMS

- To encourage respect for the worth of the individual and in this way to develop self-confidence
- To enable all pupils to achieve their full potential
- To guide pupils to make informed moral choices
- To develop independent thinking and a love of learning

### ETHOS

We believe that every human being is created to become a unique person with gifts that should be accepted and valued.

Our foundress Catherine McAuley said: "*To each according to their needs*".

We owe it to our pupils to help them recognise and achieve the best of which they are capable to obtain the qualifications they need and to develop a sense of personal fulfilment.

A sound Christian framework is important as a basis for the whole of their lives

This is the basis of life-long learning

## ACADEMIC

OLA promotes a challenging and progressive curriculum, which reflects the learning requirements of each individual pupil. It aims to nurture independent, analytical and creative thinking and to build the confidence in our pupils to articulate clearly their views of the world around them.

The School achieves strong academic results with excellent value-added, as a result of effective and well-developed relationships between pupils and staff and a positive attitude to learning. OLA is broadly selective and caters for pupils with a wide range of abilities and learning needs. In 2022, our A Level results were the second highest of any Catholic coeducational school in England. 56% grades were A\*-A and 77% were A\*-B, which was a significant improvement upon 2019 (37.3% A\*-A and 67.1% A\*-B). In addition, 22% students achieved straight A\*-A grades. EPQ is very popular and 90% grades were A\*-A. GCSE results were equally as impressive, with 56% 9-7 and 72.4% 9-6 in 2022 compared to 47% and 65% respectively in 2019. 20% of all grades were 9 and 38% were 9 and 8.

In Years 7, 8 and 9, pupils study Mathematics, English, Science, a Modern Foreign Language (French or Spanish), Geography, History and Religious Studies as core subjects, alongside other practical-based subjects such as Art, Drama, Music, Design Technology, Food and Nutrition, Latin, PE, Textiles, and Computer Science. Year 9 pupils choose up to four of these practical subjects to study in greater depth.

At GCSE, pupils choose up to three optional subjects in addition to their core subjects of Mathematics, English, Science (Double or Triple) and Religious Studies. There is the option to study an additional Modern Foreign Language (French or Spanish) and Further Maths.

This wide range of options is also offered at A Level, in addition to Economics, Philosophy, Ethics and Religion, Psychology, Classical Civilisation and Business Studies. OLA 6<sup>th</sup> students study three A Levels, with many choosing the additional option of the Extended Project Qualification. University application and career choice guidance is excellent, and the majority of OLA 6<sup>th</sup> leavers go on to their first choice of university and to study a diverse range of subjects.





## ACADEMIC (continued)

A new faculty structure was introduced from September 2022, the aim of which is to improve the efficacy of the academic leadership structure and create a clear middle leadership level within the School. The faculty structure comprises:

1. **English, Drama and Film and Media** (including responsibility for Academic Enrichment and Literacy)
2. **Mathematics and Computer Science** (including responsibility for Academic Scholarship and Numeracy)
3. **Science** (including Academic PE)
4. **Religious Studies** (including responsibility for Chaplaincy, PSHE and RSE)
5. **Creative Arts** (Art, Design Technology, Food Technology, Textiles and Music)
6. **Humanities** (Business, Economics, Geography, History and Psychology)
7. **Languages** (Modern Languages and Classics) (including line management of the EPQ Coordinator)

Within the above are Subject Coordinators for each subject who report to the Head of Faculty. Academic staff report to the Subject Coordinator who, in turn, report to the Head of Faculty. The Head of Faculty is also a 'Subject Coordinator' and, as such, will line manage the staff within their own subject.

OLA provides academic enrichment beyond the classroom and curriculum. A strong track record exists of enriching pupil experiences by applying their learning in real contexts through a varied trips programme. The School runs a McAuley Lecture programme for scholars in all years, which seeks to enrich pupil experiences and extend their learning beyond the classroom. Lower Sixth pupils benefit from tailored programmes in preparation for life beyond school, and there is a parallel path for those who have expressed an interest in Oxbridge.





## THE WHOLE PERSON

OLA offers a growing programme of activities that enable our pupils to explore passions and to develop important skills and characteristics, including teamwork and determination, all within the safety of a caring and compassionate community. The rich programme of activities caters for broad tastes, from creative arts, coding and textiles to a variety of academic clinics.

The School has a particularly impressive offering in the performing arts. Several choirs and orchestral groups provide regular music performance opportunities, and take-up of instrumental lessons is high. Music partnerships with local schools are strong, and visiting musicians provide a series of masterclasses. OLA has its own drama studio and theatre. Pupils across the school community are involved in productions, including an annual inclusive whole-school musical. The School is also a LAMDA (London Academy of Music & Dramatic Art) centre through which pupils can develop skill and confidence in public speaking, articulation, presentation and acting skills.

OLA offers a range of sports for all ages and abilities to encourage participation, fitness and an enjoyment of team sport. Sports on offer include swimming, gymnastics, cricket, athletics, rugby, netball, hockey and football. OLA has generous facilities including a heated indoor swimming pool and access to the extensive range of facilities at the Tilsley Park Centre. The Duke of Edinburgh's Award scheme is also popular at OLA, with many pupils supported through to the Silver and Gold Awards.

In the development of our pupils OLA pays special attention to pastoral care and spiritual nourishment, promoted by all staff but particularly by our dedicated chaplaincy team that arranges retreats, assemblies and liturgies. Our beautiful Chapel is a real centre for prayer and our Catholic ethos ensures all pupils, whatever their background, have opportunities to step back from the busy school day and benefit from quiet reflection. We have a justified reputation for being a caring, compassionate and nurturing school with a calm purpose that gives all pupils the opportunity to thrive in a safe environment.

OLA prepares children for life. Pupils leave us at 18 as young adults not only equipped academically for university, but as well-balanced individuals with the confidence to make their way successfully in the world beyond school. Following their chosen paths with enthusiasm and confidence, they can use the broad skills they have acquired at OLA to become valuable members of society.



## JOB DESCRIPTION

A reliable conscientious, and empathetic person is required to assist in our Lower School in this part-time, term-time only position. Working alongside teachers of years 3, 4, 5 and 6 and reporting to the Head of Key Stage 2, duties will include supporting pupils in class as well as during break and lunch times and running at least two extracurricular clubs per week. The ideal candidate will enjoy working as part of a small, collaborative team and have an interest in pupils who have specific learning difficulties. Safeguarding, mental health and other appropriate training will be provided.

The successful candidate will take up post from September 2024. This is a part-time (0.6), term-time only post working with a job share partner. Working days are Wednesdays, Thursdays and Fridays 8.30am-4.30pm. Attendance at all INSET days and the annual main school Open Morning is also required.

### SPECIFIC DUTIES INCLUDE:

#### Support for Pupils:

1. Develop a knowledge of a range of learning support needs and how best to support pupils' social communication and learning needs
2. To supervise and provide support for pupils so they may safely and happily access learning
3. To help pupils learn effectively by:
  - Repeating, clarifying and/or explaining instructions
  - Helping children learn to use equipment
  - Assisting children with language, their behaviour and social skills
  - Encouraging children to stay on task
  - Assisting with the implementation of Individual behaviour plans, and in the instance a pupil has an Education Health and Care Plan
  - Developing appropriate resources and displays
  - Supporting children inside and outside the classroom to help them interact with others and engage in teacher led activities
4. There may be some intimate care of pupils required due to the age range involved. Intimate care training can be provided
5. Develop constructive relationships with pupils
6. Promote inclusions and acceptance of children
7. Promote pupils to have a growth mindset and develop resilience and self esteem
8. Liaise with pastoral support within the Lower School team of staff to ensure pupils feel secure and happy
9. To provide some learning support sessions for small groups of pupils in liaison with the Learning Support Assistant

#### Support for Teachers:

1. Provide regular feedback to the teacher about pupil's responses to learning and their progress
2. Participate in evaluations of learning support put in place
3. Promote good behaviour and lead by example
4. Establish good relationships with parents/carers and other staff
5. Administer routine tests and mark children's work
6. Support the teacher with photocopying, setting up activities, displays and maintaining equipment
7. Undertake other duties from time to time as required by the Head of Key Stage 2



## PERSON SPECIFICATION

Experience	Essential	Desirable
Experience of working with young people	X	
Experience of working in a School		X
Experience of working with SEN pupils		X
Skills, Knowledge and Abilities		
Team player with ability to work flexibly as part of a diverse team	X	
Able to manage and prioritise own workload	X	
Excellent organisational skills	X	
Excellent oral communication skills with staff and students		X
Positive, enthusiastic, flexible with a pro-active 'can do' attitude	X	
Ability to adapt to changing situations	X	
Ability to offer a range of 1:1 interventions		X
Personal Qualities		
A sense of humour	X	
Excellent interpersonal skills	X	
Enthusiasm	X	
Creativity	X	
Approachable, open and honest	X	
Dedicated, conscientious and hard-working	X	
Commitment to safeguarding and the welfare of students	X	
Commitment to OLA's nurturing, holistic ethos	X	



## WORKING AT OLA

### Salary

OLA has its own salary scale. Experience and qualifications are considered when setting starting salaries.

### Benefits

Lunch is provided at no cost during term time, with tea and coffee available throughout the day. Snacks and light meals are provided to staff who are required to work in the evening for school events.

Free on-site parking.

CPD and training are encouraged and the school has an exciting annual INSET programme for staff.

Full support for teachers wishing to complete an on-the-job PGCE.

Staff have agreed access to the School's equipment and facilities, including the indoor swimming pool.

### Pension

The School offers a generous contributory pension scheme for all support staff.

*Non-contractual benefits are given at the discretion of the Governing body and can be withdrawn without notice.*

### Location

The school is located in Abingdon-on-Thames, an historic market town situated eight miles to the south of Oxford with its world-renowned reputation as a centre of academic excellence. The town supports a mixed, international community which enjoys a good selection of restaurants, cafes and bars situated a just few minutes' walk away from the river and gardens of Abbey Meadows. The town benefits from excellent bus links to Oxford, which is just a 15-minute ride away and provides a wealth of social and cultural opportunities.





## SELECTION PROCESS

- **Application deadline: Monday 4<sup>th</sup> of November at 9am**
- Applications should be made via the school application form. No other form of application will be considered.
- Please ensure that your application form is completed in full with no gaps in your education/employment history. Incomplete applications may be discounted.
- Two referees should be provided, one of whom must be your current or most recent employer.
- Applicants will be required to prove their right to work in the UK at interview. The School cannot offer sponsorship to candidates who do not already have the right to work in the UK.
- Candidates should expect to complete other selection exercises in addition to interview.
- The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) and social media check, in addition to other necessary safeguarding measures.
- For any outstanding queries please contact Mrs Hayley Green at [HR@ola.org.uk](mailto:HR@ola.org.uk)
- Whilst we aim to acknowledge receipt of applications within 24 hours, this is not always possible, particularly during holiday periods.

*Our Lady's Abingdon is committed to safeguarding and promoting the welfare of children and young adults and all staff and volunteers are expected to share this commitment. Successful candidates are required to undertake various safeguarding checks which include an Enhanced DBS and social media check. Full details are available on the school website.*

