



# Oxley Park

## Academy

DREAM BELIEVE ACHIEVE

TWO SITES  
ONE HEART  
ONE MISSION  
ONE SCHOOL

EXECUTIVE PRINCIPAL

Mr Noel Springett-McHugh BEd (Hons) NPQH

CAMPUS PRINCIPAL – OXLEY PARK

Mrs Karen Draper BEd (Hons)

## HIGHER LEVEL TEACHING ASSISTANT / TEACHING ASSISTANT LEVEL 4

### Person Specification

1	EXPERIENCE	Essential	Desirable
◆	Experience of working to support children's learning	✓	
◆	Experience of delivering learning to a class	✓	
◆	Experience of working with Read Write Inc		✓
◆	Experience of working with Accelerated Reader		✓
◆	Previous HLTA experience		✓

2	QUALIFICATIONS & TRAINING	Essential	Desirable
◆	NVQ Level 4 or equivalent in a relevant subject, OR HLTA status	✓	
◆	Grade C GCSE or equivalent in English	✓	
◆	Grade C GCSE or equivalent in Maths	✓	
◆	First aid trained		✓
◆	Recent training in Child Protection		✓
◆	Restraint training		✓

3	KNOWLEDGE & UNDERSTANDING	Essential	Desirable
◆	An understanding of child development	✓	
◆	A good understanding of learning processes/styles	✓	
◆	Understanding of statutory framework relating to teaching	✓	
◆	Effective use of ICT to support learning	✓	
◆	Working knowledge of phonics		✓

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**Oxley Park Campus:** Redgrave Drive, Milton Keynes, MK4 4TA

**Shenley Wood Campus:** Merlewood Drive, Milton Keynes, MK5 6GG

Tel 01908 503870 E: [oxleyoffice@oxleyparkacademy.com](mailto:oxleyoffice@oxleyparkacademy.com)

Tel: 01908 506899 E: [shenleyoffice@oxleyparkacademy.com](mailto:shenleyoffice@oxleyparkacademy.com)

Company Registration No 07660971  
Registered in England & Wales

4 SKILLS		Essential	Desirable
◆	Can identify and overcome barriers to learning	✓	
◆	Requires minimum supervision	✓	
◆	Able to quickly adapt to changing situations within the school environment	✓	
◆	Able to work with others to resolve differences of opinion and resolve conflict	✓	
◆	Can develop good, appropriate relationships with children and staff and stakeholders	✓	
◆	Actively contribute to a happy, safe and supportive environment	✓	
◆	Ability to work in an organised way, co-ordinating with other staff members	✓	
◆	Able to work within a team and is flexible to change	✓	
◆	Strong behaviour management skills	✓	
◆	Able to challenge more able learners	✓	
◆	Able to speak English spontaneously, very fluently and precisely with a good command of native expressions and colloquialisms	✓	
◆	Specialist skill/subject		✓

5 PERSONAL ATTRIBUTES & QUALITIES		Essential	Desirable
◆	Value the diversity of individuals	✓	
◆	Proactively seek opportunities to increase job knowledge and understanding and be accountable for own development	✓	
◆	Accepts support and quickly implements change	✓	
◆	Ability to communicate in a positively, effective and appropriate manner	✓	
◆	Adaptable	✓	
◆	Commitment to engage with the values of the school	✓	
◆	Friendly	✓	
◆	Approachable	✓	

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