



# Oaklands Catholic School and Sixth Form College

## APPLICATION PACK FOR LEARNING SUPPORT ASSISTANTS (4 vacancies)



Excellence in  
**S.T.E.M.**  
@ Oaklands

## Potential for Greatness



THE SIXTH FORM  
Oaklands Catholic School





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# LEARNING SUPPORT ASSISTANTS



## Learning Support Assistants

**Temporary 1 year with possible extension  
Part-time, Term-time only  
Starting 1st September 2025**

**Support Staff Grade B1 £24,027 (FTE)**

**4 Vacancies available  
Part-time, variable hours**

**2 vacancies at 23 hours per week (4 days/wk)**

**1 Vacancy at 23 hours is maternity cover  
ending 31st May 2026**

**1 vacancy at 17.25 hours (3 days/wk)**

Flexibility considered, days/hours to be discussed at interview stage. Salary will then be updated based on actual hours.

This opportunity is one that I hope will capture your enthusiasm and I would like to thank you for your interest in these posts. The Governors are seeking to appoint Learning Support Assistants to join our hardworking, committed and enthusiastic team. The positions are a pivotal part of the delivery and support of the curriculum to enable the high standard of teaching and learning in the School and Sixth Form College.

There are four vacancies available from general in-class support for students with additional needs to more specialist support for students with specific difficulties or within a set area of the curriculum such as maths and science.

The successful candidates will provide a range of services to support the students with Special Educational Needs. The role will require the successful candidates to liaise with the Teachers and Heads of Department as well as other members of the support staff. Previous experience is not necessary if you are willing to work as part of a team. Skills and full training can be provided for the right candidate.

The successful applicants will be highly organised and possess good interpersonal skills. A high level of practical skills, technical knowledge and organisational ability are also essential. In return we offer an excellent salary and benefits package, the prospect of working for a valued organisation which is committed to educational excellence, the skills and resources to share best practice, plus a supportive and dedicated staff and senior team.

If you are a Catholic, you will understand the distinctiveness of Catholic schools such as Oaklands and this will be attractive to you. You do not have to be a Catholic to work at Oaklands; the Governors welcome applications from candidates of differing faith backgrounds or none who can be supportive of the school ethos.

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# THE ROLE



## The Role and Responsibilities:

### Teaching and learning:

- Assist in the educational and social development of pupils under the direction and guidance of the SENCO and class teachers
- Assist in the implementation of Student Plans and Passports and help monitor the progress of SEN Students against set targets
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities
- Work with other professionals, such as specialist teacher advisers and occupational therapists, as necessary in order to implement any recommendations and supervise any therapy programme indicated
- Assist class teachers with maintaining student records by providing feedback on student progress
- Support students with emotional or behavioural problems and help develop their social skills
- Plan, deliver and monitor basic skills intervention programme in accordance with guidance given by the Intervention Coordinator and the SENCO
- Support students to become independent learners by the use of effective questioning techniques
- Supervise homework clubs and general support sessions to help students consolidate their learning

### Administrative duties:

- Provide updates on student progress as required by the SENCO/class teacher
- Maintain accurate records for identified students including the use of the whole school provision tracker
- Photocopying and filing duties as may be required by SENCO or class teacher
- Undertake other administrative duties from time to time as identified by the SENCO
- Maintaining accurate record of objectives and CPD
- Preparation of resources for use in the Learning Support area to help develop basic skills including liaison with subject teachers as required
- Ensure registers and student intervention sessions are maintained in accordance with set procedures

### Standards and quality assurance:

- Support the aims and ethos of the school in valuing the unique qualities of each student and promoting their active inclusion within the school community
- Set a good example in terms of dress, punctuality and attendance





- Be familiar with the content of the Code of Practice (2015) for SEN and the Assess, Plan, Do, Review graduated approach of support
- Be fully conversant with the content of the Oaklands SEN Information Report and Inclusion and SEN policy and ensure that support is provided in line with these documents
- Attend team and staff meetings as directed by the SENCO
- Undertake professional duties that may be reasonably assigned by the SENCO, such as attendance at Annual Review meetings or co-ordinating lunchtime provision for vulnerable students
- Be proactive in matters relating to health and safety
- Be proactive in own professional development taking an active role in any staff training opportunity, research or development programmes
- Contribute to procedures designed to maintain behaviour management standards of children, some of whom can be especially challenging and difficult, and deal with racial/abusive language and bullying by following school procedures
- Be aware of and comply with policies and procedures relating to safeguarding, equal opportunities, health and safety and security, confidentiality and data protection, applying these in the workplace and reporting all concerns to an appropriate person

## Other duties and responsibilities

- Act as a link keyworker for identified students/ group of students. Including acting as point of contact, checking student progress and helping identify strategies to support organisation and academic and social progress
- Supervising J12 as required – with support from HLTA and SENCO. Including the supervision of students on behaviour support programmes
- Actively support students using the Study Skills Centre (J14), by helping identify gaps in their understanding and ways to assimilate new concepts
- Delivery of baseline assessments such as Cognitive Ability Tests (CATS), reading, spelling and maths tests as directed by the SENCO
- Act as reader/scribe/prompter or practical assistant during assessments as directed by the SENCO
- Take a proactive role in developing the work of the Learning Support Department exploring innovative opportunities to extend the learning of SEN students and promote independent learning skills





Oaklands is a Catholic Academy taking in boys and girls from 11-18, which has been established by the Diocese of Portsmouth for the education of Catholic children who live within the designated parish catchment area allocated to the school. In addition, Oaklands also takes in a number of children from other Christian denominations whose parents have specifically requested a catholic education at the School, provided that they satisfy the criteria laid down in the Governors' Admissions Policy.

Oaklands has over 1,300 students on roll, including a Sixth Form College of 220 students. It is a well established comprehensive school, which is well supported by parents and highly respected in the community. Oaklands offers a full range of GCSE and A Level courses. Students at all levels are provided with challenge and support as appropriate. The school's success is rooted in a strong academic tradition.

Oaklands was one of the first Catholic Academies in the country, converting as a single Catholic Academy Trust in 2011. Corpus Christi Primary School joined the Trust in 2021.

The school is part of a soft federation; working closely with other local schools, which provides an opportunity to share expertise and resources.

We are also part of the wider Edith Stein Partnership working closely with other local Catholic schools across primary and secondary phases.

We are on an exciting and imaginative journey; providing the best support possible for teaching and learning is at the heart of what the support department aims to achieve, including:

- Modern or refurbished buildings, maintained to the best possible standards
- Up to date furnishings and equipment to meet today's education needs
- Efficient and relevant process and procedures
- Continuous Improvement – empowering staff to take responsibility for areas of change

The school stands within attractive and extensive grounds including woodlands and playing fields. Well-equipped specialist facilities are provided for all areas of the curriculum and in recent years the school has undergone major refurbishment.



# PERSON SPECIFICATION



## PERSON SPECIFICATION

### Essential:

- GCSE or equivalent in English and Maths
- Strong commitment to team-working and partnership
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Appropriate professional attitudes to use of authority and maintaining discipline.
- Excellent communication skills—verbal and written
- Stamina, initiative and resilience
- Confidentiality and discretion
- Confidence
- Displays commitment to the protection and safeguarding of children and young people
- Smart appearance and friendly manner
- Ability to work in sympathy with the Catholic ethos of the school
- Well-developed interpersonal skills
- Ability to lead and inspire students
- Values and respects the views and the needs of children and young people
- Imagination and vision

### The following would be desirable:

- Level 3 qualifications
- Previous experience in a similar role
- Recent participation in a range of relevant in-service training
- Experience of working in an educational establishment (mixed comprehensive school)
- Recent experience of whole school Initiatives
- Experience of developing positive relationships with a range of different students
- Ability to effectively use ICT packages
- Ability to use relevant equipment, resources and technology
- Sense of humour
- Willingness to undertake First aid/Fire Marshall training

***Please note all staff will be required to complete an Enhanced DBS application following the initial offer of employment.***

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## **Eight Reasons why we think you might want this role at Oaklands**

- In your current role you have already had a positive impact on the organisation you work for.
- You believe in the strength that working with a diverse group of people brings
- You are attracted to working in a school that can provide a range of opportunities for you and your colleagues.
- You value young people and see that professional and effective support functions ensures continuity of teaching and learning
- You can see the value in developing professional relationships that get the best out of colleagues.
- You are excited by the chance to work collaboratively with other colleagues in other departments
- You are motivated by the thought of being a member of a team that delivers some of the best education in Hampshire
- You give of your time freely recognising that this contributes to successful outcomes and job satisfaction.

## **Four reasons why you might not want to come and work for us (please look at the very last page )**

- The match of your skills and experiences to our needs is not a good fit
- You are anxious about coming into a Catholic school (don't be)
- You have not worked in the education sector before
- You feel you might not be ready to help a high performing department

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## IT Network Manager - Nicolle Pinchen



*I joined Oaklands in April 2019 as an Apprentice IT Technician. I worked closely alongside our small team of skilled technicians to help solve and support issues around the school. I have a background in the Music Industry, mainly the business and promotion side. I studied a Music Business and Promotion degree at Southampton Solent University. Eighteen months after finishing University, I decided to pursue a career in IT, this has always been a strong passion of mine.*

*The support at Oaklands has made me realise that I could have a career in this area. There is a strong link between my degree experience and some of the work here at Oaklands, which includes technical support of events in our main auditorium. The*

*apprenticeship scheme at Oaklands enabled me to learn on the job and gain two qualifications, most recently being a Level 4 in Network Management. I have since been able to step into the role as Network Manager, making key decisions about the IT networking within the school and the wider trust, with the support of the small team who I am lucky enough to now line manage.*

*My work is wide and varied from managing the ticket fault reporting system to ensuring the network is working without vulnerabilities and threats. No two days are the same at Oaklands, which keeps the role both interesting and exciting.*

*For me, the best thing about working here is the community. There is a strong feeling of community spirit and support within that, no matter what area you work in. If you are thinking of a career at Oaklands I would say 'Apply!' It is the best career choice I have made. Oaklands is a fantastic place to work with a lot to offer!*

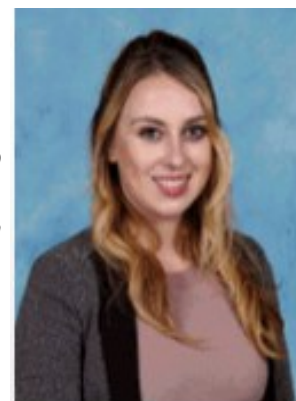
## Head of History Department - Hayley Short

*I started teaching at Oaklands in 2019 as an NQT. As a new teacher to this profession, I was positively welcomed to the school and to the community Oaklands provides. Not only this, it was a brilliant school to help me develop as a newly qualified teacher, as I was able to learn alongside highly skilled and experienced colleagues. Although new, I was trusted with responsibilities within our History Department which helped me develop my skills within and outside the classroom.*

*In 2023, I was given additional responsibilities as Lead Pastoral Practitioner, working with KS4 Heads of Year to develop and promote positive student behaviour patterns. Within our thriving History Department, my ideas and training have been strongly encouraged and since September 2024, I have been very much enjoying my new role as Head of Department. I can see myself working here for many, many years to come.*

*I really enjoy working in a Catholic School, the sense of community is unique, and ensures that you are working in a positive and caring environment; the importance and impact of faith on the lives of young people ensures that our students not only learn academically but also morally. Our school's traditions ensure that this school is so special. Our students are fantastic, and make me thankful to be a teacher.*

*If you would like to work here, you will be welcomed into our community and will be able to work in a lovely, wonderful school! I would recommend this to anyone.*



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# APPLICATION PROCESS



All support staff are bound by the terms and conditions of contract of employment issued by the Catholic Education Service. The governors, as employer issue you with a Catholic Education Service (CES) contract this is downloadable from the CES and school websites.

[Vacancies - Oaklands Catholic School and Sixth Form College](#)

- Please complete a CES Support Staff application form. This can be downloaded from the school website
- Please also complete and return the Consent To Obtain References Form

Completed applications and Consent Forms should be sent by email to :

**[l.austin@oaklandscatholicschool.org](mailto:l.austin@oaklandscatholicschool.org)**

or by post (marked 'Application' in the top left hand corner) to:

Mrs Louise Austin  
HR/Finance Assistant  
Oaklands Catholic School  
Stakes Hill Road  
Waterlooville  
Hampshire  
PO7 7BW

Please note on Page 10 of the application from you are required to complete a supporting statement.

Please note that incomplete applications will not be accepted.

## **Closing date:**

Friday 20th June 2025 at 12pm

## **Interviews:**

Week beginning Monday 23rd June 2025

**The candidate application form asks for three references. Normally one of these referees should be your current or most recent employer. Please see the details in the application form. We reserve the right to take up references with your previous employer.**

In addition to asking your referee questions related to your suitability for the position we will make enquires into the following:

- Disciplinary procedures in relation to allegations of inappropriate conduct with children, including any in which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example)
- Whether the applicant has been the subject of any safeguarding concerns
- The outcome of any enquiry or disciplinary procedure
- If the candidate is not currently working with children but has done so in the past, his or her previous employer with children will be asked about those issues.

In accordance with safeguarding guidance the school will not consider 'Open References' from a candidate.

As part of the interview process all candidates will be required to:

- Take a tour of the school
- Meet the team
- Undertake a competency task
- Participate in a panel interview

Please visit our school website for more information about Oaklands and other recruitment documentation:

[www.oaklandscatholicschool.org](http://www.oaklandscatholicschool.org)

- Supplementary Forms (to be given in at interview stage)
- Recruitment and Monitoring Form
- Rehabilitation of Offenders Act 1974 Disclosure Form
- Exam Results
- Annual report and financial statements
- Governor strategy
- Oaklands Catholic School Main Prospectus
- Equality Act 2010 information

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# AND FINALLY ....



**What about those FOUR reasons why this role might not be for you!**

**The match of your skills and experiences to our needs is not a good fit**

Come and visit us, read the pack, phone Karen Hastilow, HR/Payroll Officer and find out if the match is better than you think

**You are anxious about coming into a Catholic school (don't be)**

Again come and visit us, experience our community and talk to staff about their experience. The majority of staff at Oaklands are not Catholic

**You have not worked in the education sector**

If you are not ready for this then we still want to hear from you. Most of our best staff had little or no experience before coming to Oaklands but with training and development, over time they gained the experience

**You feel you might not be ready for this challenging new role**

If you are still reading, then you probably are

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## **Oaklands Catholic School and Sixth Form College**

Stakes Hill Road

Waterlooville

Hants

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