# Oak Grove College

# Teaching Assistant (Music and Arts) Vacancy

## Candidate Information Pack

Dear Candidate

I am delighted that you have requested further information for our current vacancy. We are looking for a Teaching Assistant to join us within our Arts Team and become part of our successful team, giving the very best support to our community every day, because at Oak Grove College 'everyone matters, every day counts'. This is a fantastic opportunity to work in an engaging and rewarding environment, supporting the learning of our young people with severe learning needs.

We are committed to providing an excellent education for all students so that they develop the communication, social, life and vocational skills necessary to take an active role as citizens in the local, national and international community. Ofsted inspected us in June 2024 and recognised that the college continues to offer a GOOD quality of education and safeguarding is effective. The inspection noted staff dedication, warm and trusting relationships between adults and students, teachers who listen and make learning fun, an innovative curriculum, a tailored approach to the needs of students, positive engagement and students who go home happy.

In this role you will gain a wealth of experience and we can offer a solid training package to help you flourish in your role. Most of all we offer a welcoming team environment where everyone's contribution to the community is noticed and acknowledged.

Are you ready to take your place in the Oak Grove team? I am really looking forward to receiving your completed application.

Yours sincerely
Phillip Potter, Headteacher

# About us

**Oak Grove College – A wonderful place to work**
Oak Grove College is a community generic special school providing special education for 284 students with learning difficulties/disabilities from Year 7 to Year 14. We are part of the Thrive Federation of Schools which also includes Palatine Primary School, Herons Dale School and Cornfield School.

We are immensely proud of our college and our community. We are committed to providing the very best for young people while they are with us, helping them to develop the knowledge, skills, confidence and aspiration to succeed throughout their lives. We have a staff team of about 180 people, and we believe in looking after everyone well. We know that our staff team make the college what it is today and are the key to a successful future.

Staff are well supported by the leadership team and are offered opportunities to progress. We know that each and every one of our staff have a pivotal role to play and we believe in supporting everyone to achieve their potential. We have been awarded the Gold School Mental Health award, and our staff wellbeing and mental health is paramount to the success of Oak Grove College. Oak Grove College is a rewarding place to work, and staff report high levels of job satisfaction.

We know that our staff work hard to do their very best each day for our students and we believe in looking after them well in return. We pay for an extensive health and welfare support service for all our staff which includes physiotherapy, counselling, mindfulness support, menopause support, chronic illness support, weight management and much, much more.

Oak Grove College has convenient road and rail links with good public transport available. It is a 15-minute walk from Durrington-on-Sea train station, there is a bus stop just by the entrance, a large car park for those travelling by car and good pedestrian access for those on foot. West Sussex County Council staff can also obtain 15% staff discount on Southern Rail daily, weekly, monthly and annual tickets and are entitled to a range of other travel discounts and incentives too.

As part of our growth and commitment to providing exceptional educational experiences for all our students, we are excited to announce plans to open a new satellite site less than 2 miles from our existing campus. Candidates joining our team should be ready to embrace the unique opportunities the new location will offer and be prepared to work at both sites. This is a fantastic chance to be part of an innovative chapter in our school's development allowing us to continue to make a positive impact on student's lives across our community.

New employees joining Oak Grove College are guaranteed a warm welcome from the community. Our motto is that 'Everyone matters, every day counts' and we strongly believe that this should include our entire college community. We look forward to getting to know you better and helping you to play your part in providing the very best to our young people.

# Advert

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|---|---|
| **Job Title:** | Teaching Assistant (Music and Arts) |
| **Contract:** | 32.5 hours per week<br>Term time only + inset days (39 weeks + 5.4 weeks holiday pay per year)<br>Temporary until April 2027 with strong likelihood of extension |
| **Pay Scale:** | Grade 5; Point 7-8; £14.14-£14.36 per hour |
| **Hours:** | 8.30am – 3.30pm Monday to Friday |
| **Start Date:** | As soon as possible |

We are currently recruiting for a Music/Arts Teaching Assistant within our Arts Team – a dynamic, creative role that supports the delivery of inclusive, high-quality arts education. This position is ideal for someone with a strong passion for the music and the arts and a deep belief in their transformative power in education, especially for students with special educational needs and disabilities (SEND).

As a key member of the Arts Department, you will be instrumental in helping students access and engage with creative subjects through adapted, accessible and inspiring arts-based learning. You will work alongside specialist Arts Teachers to contribute to the planning, facilitation and assessment of artistic projects, performances, exhibitions, rehearsals and lessons. You will help foster students' creative expression, cultural understanding and confidence through the arts.

We are looking for individuals with some of the following skills, knowledge and experience:

- a passion for music and an interest in arts education
- experience of playing a musical instrument, singing or performing arts
- experience of using music technology
- able to employ a wide variety of communication strategies
- confident in supporting young people with a range of learning needs, through music and the arts
- able to engage and motivate students
- flexibility to work across the whole college if/when required
- excellent organisational skills
- able to use initiative and work effectively in a team
- able to step in and lead lessons on occasions

A programme of support and training will be offered.
Applicants who are invited to interview will also be observed working with students.

**Closing date:** Wednesday 11 November 2026 **Interview date:** Wednesday 18 November 2026

**Safeguarding:** *Oak Grove College provides a safe and secure environment for children and young people. We are committed to safeguarding and promoting the wellbeing of children and young people and expect all staff to share this commitment. Our Safeguarding and Child Protection Policy is available to view on our website. References will be taken up for all shortlisted applicants prior to interview so that any relevant issues arising can be taken up during the interview. Shortlisted applicants will also need to complete and return the Safer Recruitment Additional Information Form. The interview will include questions about safeguarding children. The successful applicant will need to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS). If you subscribe to the DBS update service please bring your certificate to the interview. By providing your certificate, you give us consent to check your certificate if offered the job. As part of our commitment to Keeping Children Safe in Education, we will carry out online*

*searches on any publicly available information for all shortlisted candidates. Any concerns identified may be explored further as part of the interview process. By applying for a role at Oak Grove College, you are agreeing to these checks being undertaken.*

# Job Description

**Job Title:** Teaching Assistant (Music and Arts)
**Responsible to:** Class teacher

**Purpose of the Role**
To work with Arts Teachers as part of a professional team to support teaching and learning across music, drama, visual arts and creative projects within the Arts Department
Providing learning support to students who need help to overcome barriers to learning. Students may have a range of moderate, severe, profound and multiple learning difficulties and/or behaviour, social, communication, sensory or physical difficulties.
The post holder will provide support to the College in a range of duties.

**Key Arts Duties:**

- Support the planning, preparation and delivery of engaging arts-based lessons and workshops in music, drama, visual arts and cross-disciplinary creative practices, tailored to meet the diverse needs of our students
- Support students in the use of music technology, digital creative tools, including recording, composition and performance software
- Support the planning and delivery of concerts, productions, performances, exhibitions and other arts events throughout the academic year
- Facilitate participation in arts-based enrichment activities, such as school productions, carol concerts, exhibitions, performances and arts-based community projects.
- Contribute to the development of the arts curriculum under the guidance of the Arts Team.
- Assist in setting up and maintaining arts spaces, and creative resources.
- Under the direction of class teachers, following agreed arts lesson plans, rehearsals and performances and assist with the teaching and learning of individuals/ groups of students, using support strategies appropriate to the needs of students, providing feedback and liaising with colleagues over problems.
- Prepare, develop, maintain and deploy appropriate learning aids, materials and equipment, including IT, to assist in teaching under the direction of the Arts Teacher.
- Assist with the maintenance, storage and organisation of musical instruments and other arts equipment
- Lead planned lessons and activities in the absence of the arts teachers, in line with agreed schemes of work and departmental expectations.

- Deliver targeted music interventions and enrichment activities for individuals and small groups under the guidance of the Arts Team
- Support the Arts team in the monitoring, recording and assessment of student progress, arranging and contributing to specialist assessments as required. Ensure there are detailed and reliable records of individual's progress. Assist teachers/line managers in the evaluation and revision of lessons and work programmes for individuals and groups of students.
- Support students in working towards accreditations and performance exams.
- Provide feedback to students in relation to attainment and progress under the guidance of the teacher.
- Provide individual or small group support to students, helping them participate fully in creative activities.
- Preparing resources for use in arts lessons.
- Work collaboratively with colleagues across the arts department and wider college, as well as visiting practitioners.
- Overseeing resources and stock in the arts department, supporting with arts resource ordering.
- To be trained as an arts award advisor or be willing to undertake necessary training.
- Encourage students to explore cultural and artistic diversity, promoting creativity, personal voice and collaborative participation.

**General Teaching Assistant duties**

- Contribute to the development of a purposeful working atmosphere and implement and monitor the college's behaviour and any related policies and procedures. Administer and invigilate tests and examinations as directed.
- Support students in social and emotional well-being, reporting problems to the teacher as appropriate.
- Co-ordinate, initiate and develop liaison with parents, carers and outside agencies, ensuring effective communication throughout.
- Support specific projects or activities as well as whole college events as required.
- Understand and support independent learning and inclusion of all students.
- Work with students on therapy or care programmes.
- Attend to student's personal needs including toileting, hygiene, dressing and eating as well as help with social, welfare and health matters, reporting problems to the appropriate person. Physically assist students in activities including lifting/hoisting where mobility is an issue.

- Take part in swimming lessons if required.
- Administer medication in accordance with agreed plan under the direction of the healthcare professional.
- Escort and supervise students on educational visits and out of school activities.
- Maintain/update confidential student records.
- Break time supervision including facilitating games and activities.
- Advise and assist students in the use and deployment of complex personal learning aides and equipment.
- Ability to work across the college as required, including allocation to other teaching teams and departments.
- Attend relevant training courses and meetings.
- Support with photocopying and admin tasks as and when required.
- Be aware of and comply with college policies and procedures.
- Any other reasonable direction from the Headteacher.

The content and reporting lines may, in consultation with the employee, be reviewed because duties change over time, and the job description needs to reflect these changes.

# Person Specification

| | Essential Criteria | Desirable Criteria |
|---|---|---|
| Knowledge and skills | • A genuine passion for music and the arts, with practical musical skills and a commitment to arts education for all learners.<br>• A good understanding of music theory, to be able to support students on different instruments<br>• Experience of playing a musical instrument, singing, or participating in performing arts.<br>• Confidence in supporting the use of music technology<br>• Creativity and enthusiasm for engaging students in arts-based learning experiences.<br>• Ability to adapt creative activities to meet a wide range of learning needs.<br>• Qualifications, training or practical experience in music, performing arts, visual arts or a related creative discipline<br>• Understanding of behaviour issues and strategies to manage them<br>• A willingness to participate fully in the creative life of the school<br>• Ability to deliver learning activities building on students' responses<br>• Ability to promote students' social development and self-esteem through the arts<br>• Understanding of supporting students with social and emotional communication difficulties<br>• Good skills in recording and reporting achievements of students<br>• Understanding of school policies and procedures and capacity to apply | • Familiarity with arts qualifications or accreditations such as Arts Award, and willingness to train as an arts award adviser<br>• Practical experience of working in a specialist area, eg ASD, PMLD, HI, VI<br>• First aid qualification or experience<br>• Experience in supporting in a variety of SEN settings<br>• Knowledge of 'moving people'<br>• Knowledge of using specialist equipment i.e. Hoists<br>• Knowledge of PRICE<br>• |

| | Essential Criteria | Desirable Criteria |
|---|---|---|
| | • GCSE Grade C or above in Maths and English<br>• Ability to provide personal care to students. | |
| Interpersonal and communication skills | • Effective team player<br>• Ability to motivate students and promote high levels of engagement<br>• Good ICT skills<br>• Fluency in English<br>• Clear verbal and written communication to enable effective liaison on all professional matters<br>• Maintain supportive links with parents and carers<br>• Ability to work co-operatively and build upon support given by other team members<br>• Ability to build positive, professional relationships with students, staff, parents and external partners<br>• Maintain accurate records | • Skills in signing, PECS, or using communication aids<br>• Experience in relating to students with complex needs in age-appropriate ways |
| Initiative and independence | • Ability to lead arts activities and use initiative where needed under the direction of the class teacher<br>• Confidence to lead planned activities for individuals, small groups, or whole classes when required<br>• Ability to work independently whilst following department guidance and established procedures<br>• Participate fully in activities and show capacity to respond to emerging situations<br>• Ability to follow specific guidance | • Willingness to take responsibility for an aspect of school wide provision<br>• Able and willing to take part in swimming lessons when needed. |
| Inclusion and Organisational skills | • Positive attitude towards classroom behaviour expectations<br>• Classroom experience of supporting students to develop independence and life skills | • Some experience of working with young people with medical needs |

| | Essential Criteria | Desirable Criteria |
|---|---|---|
| Other qualities | • Capacity to work flexibly across the school<br>• Willingness to adapt practice and develop skills to match changing needs<br>• Willingness to participate in performances, concerts, productions, exhibitions and enrichment activities as required.<br>• Commitment to equality, inclusion, celebrating diversity through the arts | • Willingness to undertake further training in specialist arts provision, SEND communication approaches or accredited arts programmes. |

# Referencing

As part of the selection process, we always take up two references prior to interview where possible. By providing us with your reference contact details means you are consenting to this information being supplied. Below is an overview of the questions we ask a referee.

Previous or current employment or educational information:

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| Organisation name: | | |
| Job title: | | |
| Date of employment: | From: | To: |
| Key responsibilities: | | |

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| Reason for applicant leaving position: |

Would you re-employ this person in the same or similar capacity in the future?
Yes ☐ No ☐

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| If '**no**' has been selected (above) please state why: |

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| Please give details, including dates, of any **disciplinary procedures** the applicant has been subject to in which the disciplinary sanction is current, this should include any issues related to the safety and welfare of children/young people, including any in which the disciplinary sanction has expired and the outcome. |

How would you rate this person for the following: (please tick appropriate box)

| Task | Poor | Fairly Good | Good | Very Good | Excellent |
|---|---|---|---|---|---|
| Attendance & Punctuality | | | | | |
| Motivation | | | | | |
| Confidence in current role | | | | | |
| Ability to lead & inspire colleagues | | | | | |
| Soundness of judgement | | | | | |
| Initiative & resourcefulness | | | | | |
| Dependability & co-operation | | | | | |
| Team working | | | | | |
| Relationships with Colleagues and others | | | | | |

| How has the applicant demonstrated a commitment to personal and professional development during the past 2 years? |
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| Applicant suitability for the role being applied for | Yes | No |
|---|---|---|
| Having read the job description and person specification are you satisfied that the person has the ability and is suitable to undertake the job | | |

| If '**no**' was selected above please state why: |
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| Is there any additional information you would like to give us that may be relevant to this person's application? |
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# Additional Information

We hope you have found this pack useful. Please do take a look at our website as well for more information and to see lots of images of our staff and young people, to help you get a feel for the work of the college:
oakgrovecollege.org.uk.

Oak Grove College is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

For further information please contact Sam Barker, Operations Manager, by phone on 01903 708870 or email sbarker@oakgrovecollege.org.uk

**How to Apply:**
Please send completed application forms to recruitment@oakgrovecollege.org.uk or post to:
Recruitment
Oak Grove College
The Boulevard
Worthing
BN13 1JX

**Data Protection:**
All information is stored securely and processed appropriately. Any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates, in accordance with our information and records retention policy.