

Role Profile: KS3 Teaching Assistant

Location: Oxford Montessori School

Function: Teaching Assistant

Reporting to: Headteacher

Oxford Montessori is a warm, nurturing setting in North Oxford, offering an authentic Montessori education for children. As a small, close-knit community with a long-standing and experienced staff team, we create a calm, thoughtfully prepared environment where every child is known, supported and encouraged to flourish.

Rooted in respect and curiosity, our Montessori led approach promotes independence, confidence and a lifelong love of learning. With rich natural resources, beautiful indoor and outdoor spaces and a strong focus on communication, early literacy and inclusion, we work closely with families to support each child's development and wellbeing, giving them strong foundations for their next stage of learning.

We are now looking for an enthusiastic and committed KS3 Teaching Assistant to join our team. If you are passionate about supporting students in their learning, have high expectations for behaviour and progress, and enjoy working alongside teachers to create engaging and supportive classroom experiences, we would be delighted to hear from you.

Role Purpose

This is an exciting opportunity for a caring and motivated individual to support and inspire our students within a calm, respectful learning environment.

As a KS3 Teaching Assistant at Oxford Montessori School, you will:

- Support students' learning across the KS3 curriculum, working with individuals and small groups to help them engage confidently with lessons and develop independence.
- Work collaboratively with teachers to prepare resources and support learning activities that reflect our child-centred, respectful approach.
- Help maintain a calm, purposeful and inclusive classroom environment where students feel valued, safe and motivated to learn.
- Provide thoughtful pastoral support, building students' confidence, resilience and self-belief while encouraging positive behaviour and mutual respect.
- Support the monitoring of progress, engagement and behaviour, contributing to a consistent and supportive approach across the school.
- Build positive, trusting relationships with students, staff and families, modelling kindness, patience and professionalism at all times.

- Promote independence and responsibility, encouraging students to take ownership of their learning and personal development.
- Contribute to the wider life of the school, including enrichment activities, educational visits and community events where appropriate.

About You

We're looking for someone who brings:

- Experience working with secondary-aged students in an educational or youth-focused setting, ideally within KS3.
- A calm, patient and empathetic approach to supporting learning and behaviour.
- A strong belief in respectful relationships, high expectations and positive role-modelling.
- Excellent communication, organisation and teamwork skills.
- Confidence using ICT to support learning and basic record-keeping.
- An interest in holistic, child-centred education and supporting the whole child, academically and emotionally.

Safeguarding Responsibilities

Oxford Montessori School and Blenheim Schools are committed to safeguarding and promoting the welfare of children and young people. All staff are expected to follow safeguarding policies and undertake relevant training. Successful candidates will be subject to an enhanced DBS check and social media checks.

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

We reserve the right to close the vacancy early if we receive a high volume of applications.

Key Stakeholders you'll be working with

- Internal: Pupils and all school staff.
- Blenheim Schools: Colleagues across Blenheim schools.
- External: Key external relationships and parents.

Governance:

- Blenheim Schools is the proprietor of Oxford Montessori School. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the school is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Blenheim Schools do not have governing bodies. However, they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate the quality for protection provided for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

· To be signed and dated by employee:

- **Signed:**
- **Name (print):**
- **Date:**