

Role Profile: Teaching Assistant with Dyslexia Training**Location: Oakfields Prep School****Function: Teaching Assistant****Reporting to: Headteacher****About the School - Oakfields Preparatory School**

Oakfields Preparatory School is an independent day school located in Upminster, where tradition meets dynamism, creating an extraordinary pathway of opportunities for pupils aged 3 to 11.

At Oakfields, we prioritise small class sizes and provide a nurturing and stimulating environment. We are dedicated to delivering a bespoke and enriched curriculum tailored to each child's needs. Our commitment to excellence extends beyond academics; we prioritise the holistic development of each child, fostering their caring nature and building confidence.

We offer an energetic and diverse range of extra-curricular activities and enrichment programmes aimed at increasing learning opportunities for all children, ensuring a well-rounded educational experience.

Role Purpose

This is an exciting opportunity for a passionate individual to inspire our children. The purpose of this role is to provide targeted, personalised support for a Key Stage 2 pupil with dyslexia, enabling them to access the curriculum, develop confidence, and make sustained academic progress. The role involves working closely with the SENCo and Class Teacher to implement strategies and interventions aligned to the pupil's EHCP.

What you will be doing**Key Responsibilities**

- Provide 1:1 support tailored to the pupil's specific learning needs, particularly dyslexia
- Deliver and support EHCP targets and structured interventions
- Adapt learning materials to ensure access to the curriculum
- Support the pupil in developing literacy skills, organisation, and confidence
- Encourage positive behaviour and engagement in line with school policy
- Monitor and record progress, providing feedback to the SENCo and Class Teacher
- Foster a positive, supportive relationship with the pupil

- Supporting learning within and outside the classroom (1:1 and small group where appropriate)
- Implementing dyslexia-friendly strategies (e.g. multi-sensory approaches, scaffolding, reading/writing support)
- Assisting the pupil with focus, task completion and independent learning skills
- Preparing and adapting differentiated resources
- Supporting emotional wellbeing and self-esteem
- Contributing to reviews of progress and support plans
- Liaising with teachers and parents where appropriate

Safeguarding Responsibilities

- 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

What You'll Bring*Qualifications, Skills & Experience*

- GCSE Maths and English (or equivalent)
- Experience in a 1:1 TA or Learning Support role
- Experience supporting children with dyslexia and/or specific learning difficulties
- Understanding of SEND and the SEND Code of Practice
- Ability to deliver structured, targeted interventions
- Strong communication skills with staff, pupils and parents
- Patient, empathetic and adaptable approach
- Level 3 Specific Learning Difficulties (SpLD) qualification in Dyslexia, or an equivalent recognised qualification is desirable
- Commitment to ongoing CPD in supporting dyslexic learners is desirable

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 Oakfields Prep 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 their quality for protection 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:**