**Dear Applicant,**

**Re: Teaching Assistant position**

Thank you for you interest in the position of Teaching Assistant at our school, starting in February 2022 or as soon as possible. The following is information relevant to the post – please do not hesitate to contact us if you require further details.

**Job Title**  **Teaching Assistant / 1-1 Teaching Assistant**

Supporting Class Teachers working with mixed ability pupils who have varying educational special needs, including supporting on a 1:1 basis and small groups as directed by the Teacher, particularly with English and Numeracy

**Salary** **H3 (.5) – H4 (.9) (£19,312 - £20,903 FTE)**

**Contract** Fixed Term; one-year contract to be reviewed annually

6-month probationary period

**Hours** Part-time - term time only, plus INSET Days (applicants requiring less than 5-days per week are welcomed – days to be discussed at interview)

Mandatory hours are:

Monday, Tuesday, Wednesday 8.30 – 4.00pm, Thursday & Friday 8.30 – 3.30pm

**Supervisor** Senior Teaching Assistant

**Location** Based at Pinewood School, Hoe Lane, Ware, SG12 9PB

**Start date** As soon as possible

**Closing Date:**  12.00 noon on Thursday 10th February 2022

**Interviews:** Week commencing 21st February 2022

Please return your completed application form to Angie Peacock, School Business Manager, Pinewood School, Hoe Lane, Ware, SG12 9PB (Tel: 01920 41 22 11 Fax: 01920 41 11 00) or Email: [admin@pinewood.herts.sch.uk](mailto:admin@pinewood.herts.sch.uk). **No C.V.s please.**

**Please note that Previous applicants/applications need not apply**

Please include an email address and telephone number for referees.

**Pinewood School are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We are required to have received a satisfactory enhanced Disclosure and Barring Service check on employees before they start work.**