

Dear Applicant,

Re: Teaching Assistant position

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

<b>Job Title</b>	<b>General Teaching Assistants</b> 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
<b>Salary</b>	<b>H3 (.5) – H4 (.9) (£19,312 - £20,903 FTE)</b>
<b>Contract</b>	Fixed Term; one-year contract to be reviewed annually 6-month probationary period
<b>Hours</b>	Part-time - term time only, plus INSET Days <b><u>Please note hours are Mandatory as below:</u></b> Monday/Tuesday/Wednesday 8.30–4.00pm, Thursday & Friday 8.30–3.30pm
<b>Supervisor</b>	Senior Teaching Assistant
<b>Location</b>	Based at Pinewood School, Hoe Lane, Ware, SG12 9PB
<b>Start date</b>	As soon as possible
<b>Closing Date:</b>	12pm Thursday 20 <sup>th</sup> October 2022
<b>Interviews:</b>	TBC

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). **C.Vs will not be accepted**

***We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.***  
**Please note that previous applicants need not apply.**

Please ensure that you include an email address and telephone number for referees on your application

Pinewood School is committed to safeguarding and promoting the welfare of children and young people and expects 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.