**Dear Applicant,**

**Re: Part-time Teaching Assistant position**

Thank you for applying for details for the above position at our school. The following is information relevant to the post – please do not hesitate to contact us if you require further details or to arrange a visit to our school.

**Job Title** 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** H1 – H4 (£13,303 - £15,736)

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

6-month probationary period

**Hours** Part time 34.5 hours per week - term time only

Times to be advised

**Supervisor** Senior Teaching Assistant

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

**Start date ASAP – to be agreed**

**Closing Date:**  Tuesday 12th November 2019 12 Noon

**Interviews:** Week Commencing 18th November 2019

Please download application and details from our website or via [www.teachinherts.com](http://www.teachinherts.com) and 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

**Visits to our school are welcome & encouraged.**  Please include an email address and telephone number for referees. **No C.V.s please.**

**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.**