



## Colfe's Junior School: Teaching Assistant (Level 3)

We seek a Teaching Assistant (Level 3) for September 2023 to provide support to class teaching across the school. The post is term-time only, with core working hours Mondays to Wednesdays from 12.00pm to 3.20pm; there is some scope for additional hours as part of the school's Late School provision for interested candidates.

Applicants should be flexible and have an interest in how young children learn. They should be willing to work within a close-knit team, be friendly, punctual, conscientious and professional in their approach. Sound ICT skills would be an advantage.

Experience working with Junior school pupils as a teacher or teaching assistant would be desirable.

### Application procedure

The recruitment process will require all applicants to complete an application form, accompanied by a letter of application, current CV and details of two referees, who will be contacted prior to interview, in accordance with the School's Safer Recruitment procedures. There will be an interview and lesson observation for shortlisted candidates.

The application should be submitted either by post to: Mrs A Ross, Human Resources, Colfe's School, Horn Park Lane, London SE12 8AW or electronically to: [recruitment@colfes.com](mailto:recruitment@colfes.com)

Applications should be sent **as soon as possible** and by **Noon, 15 September** at the latest. Colfe's reserves the right to appoint to this post before the closing date if necessary.

Colfe's School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers, prohibition from teaching and the Disclosure & Barring Service.