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| **HALSTEAD PREPARATORY SCHOOL**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Woodham Rise, Woking, Surrey GU21 4EE | |
| **Support for an individual pupil** | |
| **Commencing from:** | January 2020, or as soon as possible |
| **Line Manager:** | SENDCo |
| **Hours:** | Monday – Friday 26 hours 5 minutes per week.  Term time only, 34 weeks per annum |
| **Remuneration:** | Subject to the experience and qualifications of the successful candidate:  The hourly rate range is £10.50 per hour to £15.00 per hour. The annual pro-rata salary range is £9,310 to £13,300. |
| **Summary of the role:** | A suitably qualified, caring and professional person is required to assist a pupil with special needs throughout the School day. The role will ensure that the pupil receives assistance and that our very high standards of care and education are maintained. |
| **Job specification:** | * To support throughout the School day with learning and moving around the School * To assist the pupil with some physical activities indoors and outdoors, as required including occasional School trips * To liaise closely with the Form Teacher and Teaching Assistants regarding the pupil’s needs * To ensure that the pupil’s needs are well catered for at all times * To liaise with the pupil’s parents regarding her medical needs * Attend meetings as required * Always have the pupil’s best interests at heart and be sensitive to her needs * Adhere to School policies * Maintain high standards of appearance, punctuality and professional behaviour * Attend all INSET days and any other professional development as required by the Headmistress * Attend School events such as Parents’ evenings as necessary |
| **Person Specification:** | **Knowledge and expertise**  It is essential for all staff at Halstead Preparatory School to possess appropriate knowledge and expertise according to their role.  **Skills and Attributes:**  The assistant will be expected to show:   * Enthusiasm and a positive outlook * Excellent interpersonal skills with a warm and encouraging personality * The ability to relate well to children, colleagues and parents * Sensitivity, diplomacy and tact * The ability to maintain confidentiality * The ability to work as part of a team as well as to follow instructions and use initiative * Good organisational skills * Willingness to become fully aware of and support the School’s commitment to safeguarding pupils. * The ability to maintain a view of the ‘big picture’ and a sense of humour in all situations! |
| You may also be required to undertake such other comparable duties as the Headmistress requires from time to time. | |
| ***Halstead Preparatory School is committed to safeguarding and promoting***  ***the welfare of children, and applicants must be willing to undergo***  ***child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*** | |

**Applications should be made on the School’s Application Form and should be accompanied by a handwritten covering letter to the Headmistress, Mrs P Austin. You are welcome to submit your CV along with your application form if you so wish.**

Mrs P Austin, BA (hons) LTCL PGCE NPQH,

Headmistress

Halstead Preparatory School

Woodham Rise

Woking

Surrey

GU21 4EE