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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
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| **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!
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| 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