

## VACANCIES IN THE EDUCATION & EMPLOYMENT DIRECTORATE

The Education & Employment Directorate is looking to recruit to the following posts:

**Teaching Assistant:** A suitable person who enjoys working with young people to join a committed team of teachers within the Primary Sector of the Directorate.

Applicants must have GCSE's in English and Maths at Grade C or above or equivalent qualification. Recent and relevant work experience would be desirable. The ideal candidate must be self motivated, have good interpersonal skills and a sense of humour.

The successful candidate will be expected to provide assistance to the class teacher by supporting teaching and learning in the school/classroom environment. Plan and prepare programmes of work under the direction of the class teacher to cater for the learning needs of groups of pupils and or individuals.

Some of the key tasks include:

- Planning, preparing and evaluating programmes of work to cater for the learning needs of groups of pupils and/or individuals
- Working with groups or individual pupils/students to support the teaching process including teaching SEN programmes of study
- Responsible for evaluating the effectiveness of teaching and learning resources used for pupils learning.
- Actively involved with the preparation of individual pupil/group work plans

Salary payable ranges from £7,226 per annum to £7,562 per annum, depending upon qualifications.

**Temporary Primary Teacher:** A suitably qualified Teacher to work in the Primary Sector. The successful applicant will be required to teach all subjects across the primary curriculum. Some of the key tasks include:

- Responsible for planning, preparing and delivering Programmes of Study in the specified subjects to designated class (es).
- Responsible for planning, preparing and delivering differentiated lessons to cater for the abilities of all pupils/students.
- Responsible for preparing, planning and teaching extra-curricular lessons.
- Ensure effective implementation of all school policies, practices and procedures.
- Be committed to Continuous Professional Development through attending relevant training sessions and proactive self development.
- Responsible for monitoring and evaluating pupils/students progress, including thorough assessments, marking of pupils/students work, record keeping and written reports and work within these requirements.

Applicants must have qualified teaching status and recent experience in teaching would be advantageous. The ideal candidate must be self motivated and have good interpersonal skills.

Salary for the post is based on qualifications. The salary band for teachers on the Directorate's Scheme of Service ranges from £10,550 - £18,114 per annum. Opportunities are available for career progression.

For further details regarding these posts, interested persons should contact Mrs. Wendy Benjamin, Assistant Director, Schools on telephone number 22607 or e-mail [wendy.benjamin@sainthelena.gov.sh](mailto:wendy.benjamin@sainthelena.gov.sh)

The Education & Employment Directorate is committed to safeguarding and promoting the welfare of children and expects all staff to uphold these principles. All appointments are subject to a satisfactory medical check and vetting or DBS Disclosure and references. SHG reserves the right to have information provided on the application form independently verified.

Application forms are available from the Education & Employment Directorate and Corporate Human Resources and should be completed and submitted, through Directors where applicable, to the Human Resources Officer at the Education Learning Centre or e-mail [gillian.lithgow@sainthelena.gov.sh](mailto:gillian.lithgow@sainthelena.gov.sh) by no later than 4pm on Tuesday, 24 April 2018.

SHG positively accepts applications from all members of the community regardless of race, gender, disability, age, sexual orientation, religion or belief, and will consider all applications on the basis of merit, in accordance with the person specification. All disabled applicants meeting the minimum criteria will be guaranteed an interview.

Mrs. Shirley Wahler  
Director of Education & Employment

10 April 2018