



# PUBLIC NOTICE

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## VACANCY FOR A TEACHING ASSISTANT

The Education & Employment Directorate is seeking to employ a suitable person who enjoys working with young people to join a committed team of teachers within the Secondary Sector of the Directorate.

Applicants must have GCSEs 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 will be from Grades TA1- TA2, ranging from £7,226 to £7,562 per annum.

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.

For further details regarding this post, interested persons should contact Miss Kerry Lawrence, Acting Headteacher, Prince Andrew School, on telephone number 24290 or e-mail [klawrence@princeandrew.edu.sh](mailto:klawrence@princeandrew.edu.sh)

Application forms which are available from Education & Employment Directorate and Corporate Human Resources 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 31 July 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 listed in the job profile will be guaranteed an interview.

Mrs. Shirley Wahler  
Director of Education & Employment

16 July 2018