

VACANCY FOR HIGHER LEVEL TEACHING ASSISTANTS

The Education & Employment Directorate is seeking to employ a suitable person to fill the posts of Higher Level Teaching Assistants within either the Primary or Secondary Sector of the Directorate.

The purpose of the post is to provide assistance to the class teacher by supporting teaching and learning in the school/classroom environment. In addition, they will be responsible for teaching 25% of the school teaching timetable independently, and will plan, prepare and deliver lessons and assess, record and report on development, progress and attainment of pupils

Some of the key tasks include:

- Planning, preparing and evaluating programmes of work to cater for learning needs
- Working with groups or individual pupils/students to support the teaching process
- Being actively involved with the preparation of individual pupil/group work plans
- Being fully involved with the monitoring and evaluation of the individual pupil's/group's work
- Keeping a record of work carried out and comment appropriately on pupils' performance.
- Contributing to pupil review meetings with parents

Applicants must be in possession of a GCSE in English and Math's at Grade C or above and have at least two years' experience of working as a Teaching Assistant. The ideal candidate must be self motivated, have good interpersonal skills and have a passion for working with children.

Salary payable will range from Grade TA3, £8,235 to TA4, £8,828 per annum but is dependent upon qualifications and experience.

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 and a full job description, interested persons should contact Miss Kerry Lawrence, Assistant Director, Schools on telephone number 22607 or e-mail kerry.lawrence@sainthelena.gov.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 Administration Officer at the Education Learning Centre or e-mail santana.fowler@sainthelena.gov.sh by no later than 4pm on Thursday, 21 November 2019.

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. Wendy Benjamin
Director of Education & Employment

7 November 2019