



HOLMWOOD HOUSE  
SCHOOL

**Job title:** 1:1 Teaching Assistant for a specific pupil

**Reporting to:** LS Coordinator, Head of Phase, Headmaster

**Hours:** Monday, Tuesday, Wednesday, Thursday, Friday, term-time only (35 weeks) and INSET days  
8.15am to 3.30pm

**Start date:** August 29 2024

**Salary:** £12.50 per hour (paid over a 12 month period)

We are looking for a one-to-one teaching assistant to provide support in class for a Reception pupil with social, emotional and communication needs, working as directed by the class teacher and our Learning Support Coordinator.

A job share could be considered for this position, if there are suitable candidates.

**Job specification**

- Working with the teacher to help the pupil access the curriculum including supporting with differentiation
- Supporting the child with the transition into school and social/emotional development
- Working 1:1 or within the whole class
- Communicating with parents, where appropriate

**Qualifications/Skills/Experience**

- Enthusiasm for working with children
- Hardworking, initiative-led approach to working
- Good communication skills
- Experience of working with children with special educational needs
- Ability to differentiate work to support needs of children
- Kindness, patience and a sense of humour

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any job offer would be conditional upon suitable references and DBS disclosure. The School's Safeguarding & Child Protection Policy can be found on our website.

## **How to Apply**

If you would like to apply for the position please complete the school's application form. The information you provide will be used as the first stage of the selection process to decide whether or not you will be shortlisted for an interview. It is very important that you complete your application as accurately and fully as possible, including all the information you think is relevant.

### **Completing an application form**

- Please read through all information provided before completing your application form;
- We require information about all applicants to be presented in a consistent format:

#### **Please do not submit a CV;**

- Complete all sections; do not leave any blanks. Enter N/A if not applicable and provide as much information as possible;
- Continue on a separate sheet if you require more space to complete any section.

### **References**

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from a current or most recent employer. Neither referee should be a relative or someone you know as a friend.

Shortlisted applicants are advised that references may be taken up prior to interview. Unless you ask us not to, we will assume it is acceptable to contact your referees at any time.

Holmwood House School is an equal opportunities employer. A copy of the School's equal opportunities policy is available on request.

### **Submitting an application**

Applications should be submitted via the school's online application form - [https://docs.google.com/forms/d/e/1FAIpQLSfDDBW471TCYN4tVS6a6BBPqp59UHFuZAaJ\\_IYmhPk\\_8Veddw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfDDBW471TCYN4tVS6a6BBPqp59UHFuZAaJ_IYmhPk_8Veddw/viewform)

Application forms received electronically will be required to be signed by the candidate if they are selected for an interview.

Please be aware that if you have not heard from us within 21 days, unfortunately your application has been unsuccessful. Due to the response to advertised vacancies, we provide feedback only to those applicants who are interviewed.

The application forms of unsuccessful candidates will be held confidentially by the School and destroyed after three months.

### **Interviews**

We will contact shortlisted candidates with further information about the exact format of the interview process but candidates should expect to be interviewed by several members of staff and may be required to undertake some form of practical assessment.

If you are invited to attend an interview you will be required to provide the following:

- Evidence of eligibility to work. For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working with us.
- Original documents confirming any educational and professional qualifications referred to in your application form.

### **Conditional offer of appointment**

Your employment with the school will be subject to the school being satisfied with the following:

- the enhanced disclosure received from the Disclosure and Barring Service;
- that you are not barred from working with children;
- information about whether you have ever been the subject of a direction under section

142 of the Education Act 2002 which renders you unable or unsuitable to work at the School;

- verification of your medical fitness;
- verification of qualifications and identity;
- confirmation of your right to work in the United Kingdom;
  
- the two references received; and
- such other pre-employment checks as the School is required to complete in accordance with its statutory or regulatory obligations including such other overseas checks as necessary
  
- Completion of child protection training

### **Disclosure and Barring Service (DBS)**

As the school meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, any offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Candidates attending an interview are required to provide three forms of ID from the list below.

- Passport
- UK driving licence
- A UK Birth or adoption certificate
- EU photo identity card
- A utility bill, bank / building society or credit card statement that is less than three months old and which shows your name and current home address This must be an original document and cannot be printed from the internet.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. In the event that you are unsuccessful please be assured that photocopies of documents taken by the school will be destroyed immediately.

A full list can be found on the DBS website:

[https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide-](https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide)

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Where a candidate is found to be on the DBS Children's Barred List, or the DBS disclosure shows he / she has been disqualified from working with children by a Court; or found to have provided false information in, or in support of, his / her application; or the subject of serious expressions of concerns as to his / her suitability to work with children the facts will be reported to the Police and / or the DfES Children's Safeguarding Operation Unit.

If you have any queries about the role, your application or the recruitment process, please contact Matthew Lyne via 01206 574305