

KEY INFORMATION SHEET FOR SEN LEARNING SUPPORT AT LANGHAM PRIMARY SCHOOL

This sheet sets out the key information for any candidates applying for the post of SEN Learning Support Assistant. Please read this information carefully and retain this sheet for reference during the application process.

Application process:

Applicants must complete and submit the online application form by no later than 12:00 noon on the closing date of Friday 18th January 2019. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Selection process:

Applications will be ranked against the person specification for the role.

All shortlisted applicants will be subject to:

1. A face to face interview with the selection panel, which consists of the Headteacher and either a member of staff or Governor (details will be given when confirming interview).
2. Candidates will be observed supporting children on a task. The school will provide further details and resources on the day.

Shortlisted candidates:

Applicants who have been shortlisted for the post will be notified no later than Monday 21st January 2019. The school will contact all unsuccessful applicants via email.

Prior to the interview date referees will be contacted to request references on all shortlisted candidates.

Interview date:

Interviews will be held at Langham Primary School during week beginning 28th January 2019. Please note the school does not reimburse candidates for interview expenses.

Further information and school visits:

Applicants who require further information should contact Mrs Claire Martins on 01206 272266. Visits to the school are strongly encouraged.

Key Information for Candidates regarding Terms and Conditions

Fixed Term Appointment

This appointment is for a fixed term from 01/02/2019 to 31/08/2022 to assist with the care of a Year 3 child for the duration of funds allocated specifically for this purpose. In the event of the allocation of funds ceasing or the child leaving the school before the final date above, your appointment will cease with statutory notice.

Hours per week: 20 hours

Initial working pattern: Monday to Friday, 09:30 – 14:30 hours

Working weeks per year: 38 weeks (term time)

Part time posts

Pro- rated holiday entitlement (includes public holidays) for this post is: 5.1 weeks

The successful candidate will work during each week of term time excluding non-pupil days. In addition they may be required to work on non-pupil days during schools closure periods as agreed in advance with the Headteacher for training purposes.

Holiday will be deemed to be taken during school closure periods. There is no entitlement to take holiday during term time.

Pay

This post is paid on Pay Band 2. The full time pay range for this Band is £15,807 to £16,781 per year (**part time posts** - and so the actual salary ranges for this part-time post will be £8,013 to £8,507 per year). These figures include the holiday pay entitlement for someone with less than 5 years' service. Employees are paid monthly in twelve equal months per year.

Probation

All individuals new to employment with Essex County Council will be required to satisfactorily complete a six month probationary period.