

## **Key Information Sheet for Teaching Assistant at Howbridge Church of England Junior School**

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

### **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 usually consists of the Head Teacher and members of the senior leadership team.
2. Written test
3. A Short organisational task

### **Shortlisted candidates:**

Prior to the interview date referees will be contacted to request references on all shortlisted candidates. Please ensure that you have given consent for your referees to provide a reference to avoid delays.

### **Interview date:**

Interviews will be held at Howbridge Junior School **week commencing 16<sup>th</sup> December 2024**. The exact time will be confirmed via email to the successful applicants.

Please note the school does not reimburse candidates for interview expenses.

### **Further information and school visits:**

Applicants who require further information or would like to visit the school should contact the school office on 01376 501 648.

## **Key Information for candidates regarding terms and conditions**

**Hours per week: 20.00**

**Initial working pattern: Monday – Friday 9:00 – 12:00 pm and 13:00 -14:00**

**Working weeks per year: 39 weeks (term time including non-pupil days)**

**Total paid weeks – 44.7**

**Holiday entitlement:**

Pro-rated holiday entitlement (includes public holidays) for this post is 5.7 weeks.

The successful candidate will work during each week of term time including non-pupil days.

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 Scale 3. Point 5**. The full time pay range for this Band is £24,790.00 to £25,183.00 per year and so the actual salary range for this part-time post will be £11,487.92 to £11,670.04 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 the Diocese of Chelmsford Vine Schools Trust will be required to satisfactorily complete a six-month probationary period.