

### **Vacancies – all required from January 2022 - Term time only**

Sebert Wood Primary School is a vibrant, nurturing school with children who are eager to learn. They are encouraged and inspired by a friendly team of staff and supportive parents.

#### **Application details for all positions**

If you would like to apply, you can collect an application form from the school office by emailing [admin@sebertwood.co.uk](mailto:admin@sebertwood.co.uk) or download all the documentation you will need from the school website [www.sebertwoodschoo.co.uk](http://www.sebertwoodschoo.co.uk) under Job Vacancies.

All completed application forms to be returned to [admin@sebertwood.co.uk](mailto:admin@sebertwood.co.uk) or Sebert Wood Primary School, Sebert Road, Bury St Edmunds, Suffolk, IP32 7EG.

#### **Safeguarding**

*Sebert Wood Primary School is committed to safeguarding and protecting the welfare of children. The successful candidates will be subject to an enhanced DBS Disclosure (with barred list check), prohibition check, complete a staff disqualification declaration, supply satisfactory references, qualifications and verification of the Right to Work in the UK.*

#### **Dates – For all positions**

Closing Date : 9am 6 December 2021

Short listing : 6 December 2021

Interviews : 13 December 2021

# **Fixed term Vacancies**

## **UKS2 Teaching Assistant**

Fixed term (Spring and Summer Term 2022)

Monday – Friday (8.50am – 3.25pm) - 29.25 hpw (includes 0.5 hpw planning and feedback)

Point 1-2 : £17842 – £18198 p.a. pro-rata (38 wks p.a.)

We are seeking to appoint an enthusiastic Teaching Assistant to join our friendly team which provides a caring, nurturing and educational environment.

Experience for role : You will have :

GCSE to Grade C/Level 4 or above in English and Mathematics (or a similar qualification)

Experience of working with children in the primary age range

An awareness of how to support pupils with additional needs and EAL

An ability to adapt and differentiate activities to make them accessible

Good communication skills

An adaptable and flexible approach to teamwork

Good IT skills

Excellent attendance and punctuality

## **KS1 Teaching Assistant**

Fixed term (Spring and Summer Term 2022)

Monday – Friday (8.50am – 1.25pm) – 23.40 hpw (includes 0.5 hpw planning and feedback)

Point 1-2 : £17842 – £18198 p.a. pro-rata (38 wks p.a.)

We are seeking to appoint a Teaching Assistant to support children in Key Stage 1. The role is varied, challenging, rewarding and demands a high level of energy and commitment.

The applicant must possess empathy, personal resilience, understanding, patience and be passionate about working with children to provide a calm learning environment.

It is essential the applicant :

Has knowledge and understanding of supporting young children of all abilities

Has the willingness to work in liaison with parents and a variety of professionals

Has experience of monitoring, recording and making assessments about individual progress suggesting alternate ways of helping children if they are unable to understand

Has knowledge and understanding of children's mental health and emotional well-being needs

Is motivated and confident

Demonstrates the ability to use their initiative

Works effectively within a team

## **Casual Vacancies**

If you would like to join our friendly teams, we would be pleased to hear from you, ***whether you can work every day or just a few per week.***

### **Casual Extended Schools Club Assistant**

Monday-Friday 7.45am-9.00am and/or 3.20pm-6.00pm  
£9.43 per hour (Spot point 2)

We are looking for a friendly, hardworking and reliable Extended Schools Assistant to support the Leader by serving snacks and supervising the children eating, engaging in games, arts, crafts and sports, ensuring all pupils have a positive, rewarding before and after school experience.

We aim for a high standard of care for the children and are seeking applicants who can relate to and talk to children well. You should show patience, understanding, a strong sense of fairness and the ability to be firm on occasions! You will need an understanding of basic health and safety issues and the ability to work as a team member.

Previous experience of working or volunteering in a school or pre-school would be helpful but not essential.

### **Casual Midday Supervisor Assistant**

Monday-Friday 11.40am – 1.25pm Term time only  
£9.25 per hour (Spot point 1)

Lunchtime is an important time of day for children and we aim to provide a high level of care and attention.

We are therefore seeking applicants who can relate to and talk to children well. You should show patience, understanding, a strong sense of fairness and the ability to be firm on occasions! You will need an understanding of basic health and safety issues and the ability to work as part of a team.

Previous experience of working or volunteering in a school or pre-school would be helpful but not essential.