**Tydd St Mary Church of England Primary School Vacancies September 2019 start**

**One to One Teaching Assistant – 27.5 hours per week – Grade 3, SCP 6-9 (£8.82 per hour)**

This is a fixed term post to support a named pupil.

We wish to appoint an outstanding teaching assistant to work with a Reception pupil. The pupil has delayed social communication skills. Support is also required with a self-care routine.

We need someone who

* can support pupils’ social and emotional needs
* works in a calm, supportive and caring manner
* knows when to be firm and when to motivate and inspire
* can work as part of a team
* is able to deliver learning support planned by the teacher
* can recognise that children need to develop independence to allow them to build on life skills.

**Clerk to the Governing Body- 3 hours per week- Grade 4, SCP 9-12 (£9.50 per hour)**

We are looking to appoint a well – organised, reliable, enthusiastic and competent person.

The clerk will attend all statutory meetings of the Governing Body. They will be required to record accurate minutes of these meetings, prepare and distribute agendas and supporting papers prior to meetings, deal with governor correspondence and maintain records. Meetings take place on weekday evenings.

We are looking for someone who is:

* Computer literate including use of word processing software, the internet and email
* Interested in education, understands school governance regulations and is willing to go on the recommended courses available
* An efficient administrator
* Able to maintain confidentiality

**Midday Supervisor- 5 hours per week- Grade 2, SCP 2 (£8.50 per hour)**

We are looking to appoint a Midday supervisors to join our hardworking and enthusiastic team to support a named child during their lunch hour daily.

**All posts are term time only**.

We look forward to hearing from you if you are interested in any of these posts and visits to the school are welcomed and encouraged.

For further details and an application pack, please contact the school office by telephone (01945 420269) or email enquiries@tydd-st-mary.lincs.sch.uk.

**Closing date: Monday 29th April 2019 at midday.**

Tydd St Mary Church of England Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The position is subject to satisfactory references and an Enhanced DBS Clearance.

 In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease and provide advice in accurate spoken English is essential for the post.