

## VACANCY: TEACHING ASSISTANT

### JOB SUMMARY

Contract Type: Fixed Term (until 31<sup>st</sup> August 2024) Term-time only (Temporary)  
Working Pattern: Full time - term time plus specified days (negotiable for suitable candidate)  
Advert Start Date: 23/01/2024  
Advert End Date: 30/01/2024 12.00 (noon)  
Salary: £23,500 - £24,702 pro rata  
Job Category: Schools - Teaching Assistant  
Employment Location: Toft Hill Primary School  
Number of posts:1  
Closing date: 30/01/2024 12.00 (noon)

### FURTHER INFORMATION

Teaching Assistant  
Grade 3 £23,114- £23,893 pro rata  
Temporary (Fixed Term until August 31<sup>st</sup> 2024)  
Required as soon as possible

The Governing Body wishes to appoint an outstanding Teaching Assistant who is enthusiastic, motivated and dedicated to helping us raise standards of achievement and promote a high standard of pastoral support in our school.

The successful candidate will:

- Be passionate about learning, with high expectations of themselves and others
- Be supportive of all children and other staff
- Have recent experience across Early Years, Key Stage 1 or KS2
- Show initiative in any situation that arises
- Have the ability to work closely and co-operatively as a member of a team
- Have excellent personal organisational and communication skills

Calculation of term time only plus two weeks' pay

Term time only plus two additional weeks' pay is calculated on the basis of the following:

- Number of 'teaching' weeks – 38 weeks; plus
- Public (bank) holidays – 1.6 weeks (8 days); plus
- Two additional weeks, inclusive of CPD – 2 weeks; plus
- Individual leave entitlement - 5.4 weeks (27 days) or 6.4 weeks (32 days)

Individual leave entitlement is calculated on the length of continuous service. Employees with less than 5 years' service will receive 27 days annual leave. Employees with more than 5 years' service will receive 32 days annual leave. For example:

Calculation for employees with less than 5 years' service:

40 weeks (term time plus 2) + 27 days (annual leave) + 8 days (public holidays) = 47 weeks' pay, to be paid in 12 equal monthly instalments

Calculation for employees with more than 5 years' service:

40 weeks (term time plus 2) + 32 days (annual leave) + 8 days (public holidays) = 48 weeks' pay, to be paid in 12 equal monthly instalments

Application forms and information pack are available by contacting the office by email.

[toftill@durhamlearning.net](mailto:toftill@durhamlearning.net)

Forms should be accompanied by a supporting letter, clearly stating relevant previous experience and reasons why you think you are the best person to join our staff team.

We are committed to safeguarding and promoting the welfare of children and young people and, if successful, you will need to apply for an enhanced DBS disclosure.

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.

Closing date: Tuesday 30<sup>th</sup> January 2024

Interview date: Friday 2<sup>nd</sup> February 2024

Please return completed forms to the school by email or hand in to the office.