



## **URSULINE HIGH SCHOOL**

### **TEACHING ASSISTANT**

### **GENERAL INFORMATION**

#### **Background**

The Ursuline High School has been established for over 125 years in Wimbledon and is an Outstanding Roman Catholic Girls School in the heart of Wimbledon. The Ursuline has a strong Catholic identity and mission based on the charism of St Angela Merici.

The school currently caters for 1400 girls aged 11-18, which includes approximately 320 students in our Sixth Form. We have a joint Sixth Form with Wimbledon College, sharing facilities on both sites.

#### **School Structure**

This post will be directly responsible to the SENCO.

#### **Person Specification**

The person appointed should well organised and possess good communication skills. (S)he must possess initiative and have the ability to work alongside individual pupils with specific learning difficulties in both classroom and one-to-one learning supportive environments. The person appointed will need to be sympathetic to students' needs and have some experience of supporting teenagers overcome challenges. The need for confidentiality is paramount.

#### **Salary**

The salary for this post will be scale ME4, points 3 - 4, currently £20,835 - £21,210 per annum. Please note, however, that these figures are for a full time post and therefore you will be paid pro rata.

#### **General Information**

This position is subject to enhanced DBS disclosure.

The school is committed to safeguarding its students and post holders must be responsible for the safety of the students in their care.

The main duties attached to the post are listed on the enclosed sheet. Training will be given on the specialised computer packages used at the school.

The post is superannuable with the option of a 6% contributory pension scheme.

The person appointed will be required to work throughout the school term time for 35 hours per week for 39 weeks p.a.

The hours of duty will be 8.20 am – 4.20 pm Monday to Thursday with a 40 minute break and 8.20 am – 2.30 pm on Friday with a 30 minute break.

Applications to be returned to **Mrs R Martin, Headteacher's Assistant PA, Ursuline High School, Crescent Road, Wimbledon, London, SW20 8HA by 12.00 pm on Monday 8<sup>th</sup> July**