



LOYOLA
Preparatory School
Ad Majorem Dei Gloriam

Teaching Assistant (part-time)

4 days a week

Term time only (35 weeks) incl. inset days

Loyola Preparatory School is seeking to appoint a Teaching Assistant to work alongside our existing team of staff.

The main duties include assisting the class teacher in both the classroom and with administrative duties, working with pupils in small groups and with special needs, preparing displays, managing pupil welfare including basic first aid, supervising pupils before school and during break times (on a rota basis), promoting good behaviour, following the school Catholic ethos and adhering to school policies.

This is a busy role and the successful candidate will need to be flexible in their approach to work, be prepared to support any class throughout the school, have excellent communication skills and the ability to work well on their own as well as being part of a team.

The teaching assistant qualification at level 3 is desirable, although other relevant qualifications and experience will also be considered.

Loyola Preparatory School is committed to the safeguarding and promoting the welfare of children. Applicants must be willing to provide references and be subjected to a criminal records check by the Disclosure and Barring Service.

Closing date: Friday 16th February 2018

Salary: £10,869

Start: 18th April 2018

Please contact the school office on 020 8504 7372 or email office@loyola.essex.sch.uk for an application form.