



West Lodge School

A co-educational prep school for 3-11 year olds

Post Title: 1:1 Teaching Assistant

Post Location: 36 Station Road, Sidcup, Kent, DA15 7DU

Position Status: Fixed term

Contractual Hours: 13 hours per week (2 days a week working 8:30am-15:00pm)

Contractual Weeks: Term time only + 5.6 weeks' annual leave during school holidays

Salary range: c£7,436pa (£13.75 per hour)

Post Start Date: February 2025

Closing Date: 31st January 2025

About West Lodge School:

West Lodge School is a non-selective independent preparatory school with small class sizes, a reputation for high standards and a family ethos.

West Lodge is an enjoyable place to work where there is an emphasis upon teamwork, which ensures we maintain our friendly and positive atmosphere. Caring for the well-being of the individual, both child and adult, is central to the success of our school.

For further information about the School please visit the school website: www.westlodge.org.uk

Your Opportunity:

We are seeking to appoint a highly effective, caring, enthusiastic Special Educational Needs (SEN) 1:1 Teaching Assistant to join our friendly and supportive team. We hope to find a candidate with a proven track record of working with pupils with SEN, particularly speech and language difficulties, hearing impairment who is competent in the use of Makaton.

Please refer to the Job Description and Personal Specification for more information.

This will be a fixed term contract for the time the child remains at West Lodge School and the position is linked to the pupil's Education Health & Care Plan (EHCP).

The position is initially for 13 hours per week but may increase if the pupil's hours in school increase.

Benefits include:

- Private pension.
- A delicious free school lunch and complimentary refreshments.
- Relevant Continuous Professional Development (CPD) opportunities.
- A highly supportive and friendly working environment.
- School fee remission for children attending the school.

westlodge.org.uk

Robert Francis BEd (Hons)
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Your Application:

Visits to West Lodge School, during term time, prior to submitting an application is recommended.

To apply for this vacancy please complete the application form, available to download from our website, paying particular attention to Section 4 of the form, to indicate how you satisfy the criteria set out in the Person Specification.

You will also be required to complete and return a Self-Disclosure form with your application. CVs will not be accepted. Applications should be submitted via email to bursar@westlodge.org.uk. Alternatively, paper applications should be sent to West Lodge School 36 Station Road, Sidcup, Kent, DA15 7DU. The closing date for applications is as stated above.

References will be requested for those shortlisted only and prior to interview.

Only those shortlisted for interview will be contacted.

West Lodge School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. As such, all posts are subject to a safer recruitment processes, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school.

Recruitment checks

As part of the safeguarding checks please note that shortlisted candidates are asked to provide:
apply for an enhanced Disclosure Barring Service (DBS) check
account names / usernames of all their social media accounts, including any under a nickname;
Any websites you are involved with, in or featured on;
Any other publicly available online information about you of which the school should be made aware.

You are not required to provide account passwords or to grant access to private social media accounts.
If you are not shortlisted for the role, online searches will not be carried out.

West Lodge School is committed to equality and diversity in employment practice and service delivery.

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