**Cargilfield School**

Teaching Assistant Cargilfield Pre-Prep Department

Cargilfield School, Edinburgh

Cargilfield is a leading independent IAPS preparatory school in Edinburgh for boys and girls aged 3 to 13.

We are looking to recruit an excellent teaching assistant to join our thriving Pre-Prep department.

Candidates will be SSSC registered/eligible for registration. They will possess a genuine interest and talent in working with children and be resilient and enthusiastic.  Excellent communication skills and the ability to work effectively with staff and children of all levels is essential, along with good organisational and time management skills and the ability to use initiative in a range of contexts.  Experience in working with children with a range of additional support needs is an advantage.

Applications are welcomed from holders of a PDA in Educational Support Assistance, HNC/HND in Supporting Special Learning Needs or equivalent.

Cargilfield is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening, including checks with past employers and PVG.

This is a permanent position, reporting to the Deputy Head (Pre-Prep). The role would be part time, term-time only, approximately 25 – 30 hours per week, with precise hours to be agreed with the successful candidate. Salary is dependent on qualifications and experience.

Closing date for applications: 12.00 noon, Monday 25th November 2019.

Interviews will be held at the School during w/c 1st December 2019.

To apply please complete the application form attached and send along with a CV and covering letter to bursar@cargilfield.com

**Documents to be attached**

Application Form

Job Description