



CAMBRIDGE ROAD, LINTON, CAMBRIDGE, CB21 4JB

Telephone: 01223 891233
E-mail: elaine.clayton@lvc.org
Website: www.lvc.org

Executive Principal: Mrs Helena Marsh, MEd

REQUIRED AS SOON AS POSSIBLE AFTER SCHOOL STUDY ASSISTANT

THE POST

The post is for 10 hours per week (3.05 - 5.05 pm Monday – Friday), term time only. Salary on the TA Scale Level 3 point 19 (£11.06 per hour).

JOB DESCRIPTION

To develop students' reading and writing literacy through:

- Maintaining an environment where children love to go to read.
- Using the Library booking system to check books in and out.

To provide a vibrant learning environment for students after school:

- Supervise and support students using the library
- Develop and promote the after school homework club. To supervise and support students with their homework.

Other duties as required by the Principal / Line-manager.

PERSON SPECIFICATION

Criteria	Essential or Desirable
Qualifications	
GCSE x 5 including English Language	E
Experience	
Experience of working with children	D
Experience of working in a school or college environment	D
Knowledge, skills and abilities	
Confident use of English	E
Ability to maintain confidentiality of staff/student information	E
IT literate and have a sound understanding of information literacy	E
A willingness to undertake training	E
Personal Qualities	
Suitability to work with children and young people	E
Flexibility	E
Commitment to working with other staff as part of a team	E
Self-motivation and ability to work on own initiative	E
To be a positive adult role-model for students	E
Has a passion for learning	E
Well organised	E
Personable and well presented	E
Effective interpersonal and communication skills	E
Desire to learn and take on new challenges	E

All employees of Linton Village College share responsibility for the welfare of students in our care and for child protection.

RECRUITMENT INCENTIVES

- Free membership of the College's Fitness Suite.
- Childcare voucher benefits scheme.

APPLICATIONS

Your letter of application should include: your motivation for the post; your skills, knowledge and experience; relevant experience you have gained outside work through voluntary experience or leisure interests.

The College is committed to safeguarding and promoting the welfare of children and young people. Appointments will be subject to DBS clearance and satisfactory references. Only applications submitted on the College's application form will be considered. If you have not heard from us within six weeks of the closing date please assume your application has been unsuccessful.

We welcome applications regardless of age, gender, ethnicity or religion.

Completed applications should be returned to Elaine Clayton at the College by 12 noon on Friday 20 April 2018.

Helena Marsh
Executive Principal