



WEST HEATH SCHOOL

Ashgrove Road, Sevenoaks, TN13 1SR

"Rebuilding lives through education"

West Heath School is an Independent SEN residential School with Charitable status for children aged 10-19yrs with social, emotional and mental health difficulties. The successful candidate will work as part of an outstanding team.

We believe in developing life skills and encouraging students to realise their full potential through different educational pathways, alongside access to therapy and care.

Do you have what it takes to be part of an Outstanding Team? We are looking to recruit an Assistant to support the busy Review Co-ordinator in the delivery of the scheduling, recording and reporting of Person Centred Reviews for students at West Heath School. You will preferably have previous experience in an educational establishment and a knowledge of the SEND Code of Practice. You will be highly organised, have excellent communication skills and have a keen eye for detail. You will be confident to deputise all aspects of the Review Coordinators role when required.

Assistant to Review Co-ordinator

Hours: 08.30am – 4.30pm Monday to Thursday (Term time only)

Salary £19,000 per year (pro – rata)
Immediate Start

Application Forms are on our website www.westheathschool.com
or contact dawn.cowcher@westheathschool.com

Closing date for applications is 5.00pm 2nd July 2018

Successful applicant will be subject to pre – employment checks plus an Enhanced DBS check *West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*