

Dear Applicant

The Advertised Post –

1:1 Teaching Assistant (contract attached a child with an EHCP)

Full time- 8.40-3.20pm

Fixed Term Contract: Attached to the children

Grade 3

Thank you for your interest in this post.

Background to the Post

We are seeking an enthusiastic and flexible Inclusion Teaching Assistant to join our staff team. The role will involve working in close partnership with the class teacher to support a Reception child with their personalised provision, intimate care and physical needs.

Applicants should have an excellent understanding of the primary curriculum. They should have a proven record of good/outstanding practice, together with a commitment to high standards, both across the curriculum and in terms of their relationships with children.

As our school is a Church of England (controlled) School, we place great emphasis on our Christian vision and the core values which underpin this. We would expect applicants to be supportive of these.

The School is currently graded 'Outstanding' by Ofsted and was graded 'Outstanding' in our latest Church School Inspection.

Guidance on completion of your application

- Please use the Application Form attached to this advertisement; this should be completed and returned by 12 noon Friday 2nd October
- Please take care to follow the instructions on the form carefully.
- Please do not send a CV as we do not accept applications in this form.
- Completed application forms should be emailed to the Assistant Headteacher, Mrs Jennie Knight, at jknight@heartwoodfederation.co.uk Please do not send a hard copy.

Safeguarding

Our school has a commitment to safeguarding and promoting the welfare of children. We regularly review our policies on Child Protection and on Security. The successful candidate will be required to undertake an enhanced DBS check. Applications for posts should include a declaration of any criminal conviction.

References

- Your application should include the names and addresses of two referees, one of whom should be your current or most recent employer but not somebody who is involved in the interview process.
- If you are not currently working with children but have done so in the past, you should please provide details so that we are able to obtain an additional reference from the employer by whom you were most recently employed in work with children.
- It will be necessary to contact referees by phone or email, so please ensure you give telephone numbers and email addresses.
- We intend to approach current and previous employers for references after short listing, and before interview.
- Referees will be asked about any disciplinary offences relating to children (including any in which the penalty is 'time expired'), whether there have been any child protection concerns and the outcome of any enquiry or disciplinary procedure.

Interviews

Interview date TBC

We look forward to finding out more about you when reading your application.

Yours sincerely



Mrs Sarah Broadbent
Executive Headteacher