Dear Applicant,

**Application pack for post of Teaching Assistant (28 hours)**

Thank you for your interest in the above vacancy.

Please find enclosed:

* the job advert
* the job description
* the person specification
* an application form
* guidance notes for applicants
* Criminal Records Declaration Form

St Michael’s First School is a distinctively Christian school centred on core Christian value which serves the community in Alnwick and the surrounding area. We are dedicated, creative and highly motivated team who work hard to ensure all children achieve their full potential. We are very excited to be moving to a Primary School in September 2016 with our first Year 5 class.

**Information about the role of Key Stage 2 Teaching Assistant**

The Governing Body of St Michael’s is looking for a highly motivated person who has a good understanding of the learning process and experience of working in Key Stage 2. The ideal candidate would have recent experience of leading interventions in KS2 and have strengths in supporting English and Maths as well as fully supporting our distinctive Christian ethos.

If you wish to apply for the post, you should return two documents:

**Application Form**

Please complete all parts of the application form as fully as possible taking into consideration the Personal Specification and job description.

**Criminal Records Declaration Form**

This form explains that a satisfactory Enhanced Certificate of Disclosure of Criminal Convictions is an essential requirement for this post. You must complete either Box A or Box B. If you need to complete Box B you must disclose all unspent convictions, cautions, reprimands and warnings. Please note that any convictions, cautions, reprimands or and warnings in relation to sexual offending, violent offending and/or safeguarding cannot be considered to be “spent” and therefore should be disclosed.

It is important that the school has information about whether or not you have any convictions so that this can be discussed with you at interview. Failure to return the Criminal Records Declaration Form before interview (and, in the case of the successful candidate, failure to subsequently obtain a satisfactory Enhanced Certificate of Disclosure from the Disclosure and Barring Service) will unfortunately disqualify you from further consideration for this post.

Please note that disclosing criminal convictions will not necessarily prevent you being appointed. This information will be considered in light of its relevance to the post, as set out in the Criminal Records Code of Practice for Staff and Volunteers.

All applicants are required to complete Box C. This information is necessary to facilitate the appointment process if you are successful in your application for this post.

These forms should be returned to

**Mr Gavin Johnston (Head teacher)**

**St Michael’s CE First School**

**Howling Lane**

**Alnwick**

**Northumberland**

**NE66 1DJ**

**OR**

[admin@stmichaelsalnwick.northumberland.sch.uk](mailto:admin@stmichaelsalnwick.northumberland.sch.uk)