

Corbridge Church of England First School

St Helen's Lane, Corbridge, Northumberland NE45 5JQ

Telephone: 01434 632534 **Fax:** 01434 634568

Email: admin@corbridgefirst.northumberland.sch.uk

Head Teacher: Miss Jennifer Ainsley

Chair of Governors: Mr David Watson



March 2017

Dear Applicant

**Teaching Assistant – Fixed Term Post – 16 hours per week (term time + 5 days)
Band 3 (points 14-17) Salary: £6,234-£6,602**

Thank you for your interest in the above post currently available at Corbridge Church of England Aided First School. Subject to completion of pre-employment checks, we would like the successful candidate to take up the post from 24 April. This is a fixed term contract to cover the secondment of the member of staff who is the substantive postholder. Hours of work will be Monday to Friday 8.30am to 12 noon.

The Governors of Corbridge Church of England First School are seeking to appoint a highly motivated teaching assistant to join our team. We invite applications from candidates with proven skills and the commitment and desire to make a positive impact for our pupils. We are looking for a teaching assistant who will become part of the team, demonstrating commitment, reliability and the desire to be fully involved in whole school activities. The role will require the successful candidate to lead by example and present as a positive role model to inspire and motivate our children to achieve their full potential in school. We need a dedicated and hardworking individual who shares the school values and aims, and can promote our Christian ethos within the school community.

We are looking for someone who:

- Is hardworking, dedicated and reliable.
- Has excellent organisational skills and can prioritise work effectively.
- Acts as a role model and sets personal high standards.
- Can follow instructions and complete a variety of administration tasks.
- Can support and lead teaching and contribute to planning and assessment alongside the classroom teacher.
- Contributes to creating a safe and inspiring learning environment for our pupils.
- Is a team player and who can effectively support the classroom teacher.
- Can communicate effectively with colleagues, parents and pupils.
- Has the ability to promote the school's ethos and reputation within the community.

In return we can offer:

- A welcoming and committed team of staff, parents and governors.
- An inspiring group of pupils who are polite and enjoy learning.
- The chance to join a forward thinking team who are dedicated to continuous improvement.
- Opportunities for continual professional development.

The school is committed to the safeguarding and welfare of all pupils and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced DBS Disclosure check along with relevant employment checks.

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If you wish to apply for this post, you should return the following two documents –

1. Application Form

2. 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.

Your completed application form and Criminal Records Declaration Form should be returned to the school address (marked confidential) for the attention of Miss Jennifer Ainsley, Head Teacher, Corbridge CE First School, St Helen’s Lane, Corbridge NE45 5JQ or emailed to admin@corbridgefirst.northumberland.sch.uk by **10.00am on Friday 24 March 2017**.

Interviews will be held on Friday 31 March 2017.

Thank you for your interest in this post. We look forward to receiving your application.

Yours sincerely



Jennifer Ainsley
Head Teacher