SELE*first*
SCHOOL
Hexham
NE46 3QZ
Head Teacher: Rebecca McVittie
Tel: 01434 602808
Website: www.selefirst.org

September 2021

Dear Candidate

Thank you for your interest in the Task Specific Teaching Assistant post being advertised at SELE*first.* This post is to help support children with special needs and or disabilities in KS1 or KS2. The successful candidate will take up post from as soon as possible, subject to satisfactory references and clearances. The post is a fixed term contract, until August 2022.

The successful candidate will be employed on a variable hours contract from 20 – 30 hours, starting at 27.5 hours per week; term time only. It is anticipated the working hours will be 8.30am – 3.00pm, Monday to Friday. The successful candidate needs to be confident in managing behaviour and must be flexible in the ability to work across years 1 to 4 and must have a good understanding of how early reading is taught and have a good understanding of Maths concepts. Please note term time dates available on our website.

The post will involve working with individuals and groups. This will be subject to supporting references and safeguarding checks including an enhanced criminal records check.

All staff benefit from a full and detailed programme of training. Continuing personal and professional development is high on our agenda. Parents, staff and governors work together in the spirit of partnership to benefit and support all our children. We strive to provide high quality provision. Our school is a National Support School and a National Teaching School.

If you wish to apply for this post please complete an application form; leave the personal statement section of the form blank and submit a separate covering letter stating areas of interest and expertise, and addressing the relevant points in the person specification. Your name should be written on the bottom of each separate sheet included. CVs are not acceptable, as all the statutory information must go on the application form.

Please note: Candidates should read the attached person specification and job description very carefully. Shortlisting is based on relevant points in the job description and criteria set out in the person specification.

SELEfirst takes the Safeguarding of children seriously. If you are successful at interview, you will be required to obtain an 'Enhanced Disclosure' from the Disclosure Barring Service before we can proceed with the appointment. This is achieved by meeting with the Head Teacher at a pre-arranged time and filling in a disclosure form. The purpose of the meeting is also to discuss any convictions, spent or otherwise, that may come up. Forms are then forwarded to the DBS. Any information received will be dealt with in the strictest confidence and any assessment made will be on an individual basis. In addition thorough identity checks will be carried out including checks of all qualifications declared. **The closing date for applications is 12.00pm on Friday 24th September 2021.** Applications should be addressed and returned to:

Rebecca

Rebecca McVittie
Head Teacher
SELEfirst School
Hexham, Northumberland
NE46 3QZ

Or emailed to admin@sele.northumberland.sch.uk

I look forward to hearing from you.

Yours sincerely

Rebecca McVittie
Head Teacher
Head Teacher