

December 2019

Dear Candidate

Learning Support Assistant

30 hours per week - Monday to Friday - term-time only including CPD Days

Salary – Hay Scale 3 - £16,481 to £17,546

Thank you for showing an interest in this position.

We are looking for a reliable individual with previous experience of supporting students with special educational needs to assist in the educational support, inclusion and social development of students with special educational needs.

Candidates will have excellent communication skills, English and Maths at GCSE, proficient IT skills and an understanding of engaging young people in order for them to achieve their full potential.

In the pack you will find the job description, person specification and an application form. In accordance with safeguarding procedures we ask all candidates read our Child Protection and Safer Recruitment policies which are available to view on the Employment Opportunities section of the website. The successful candidate will be subject to an enhanced Disclosure & Barring Service check and a six month probationary period.

When returning your application form, please include a covering letter setting out what personally attracts you to the role together with any relevant experience to date. Please note that while you are welcome to include your CV as supplementary information; the application form must be completed fully in order for you to be considered.

The closing date for completed applications is noon on 16th December. Interviews will be held on 18th December.

Should you have any queries regarding the role please contact me, otherwise we look forward to receiving your completed application.

Yours sincerely

Fiona Adeniji

Fiona Adeniji
HR Manager

Headteacher - Dr Chris Ingate

Registered office - Parsonage Lane • Bishop's Stortford • Hertfordshire • CM23 5BD

Telephone: 01279 655936 Fax: 01279 757459 Email: admin@birchwood.herts.sch.uk Website: www.birchwood.herts.sch.uk