

## KEY INFORMATION SHEET – TEACHING ASSISTANT

This sheet sets out the key information for any candidates applying for teaching assistant posts with Keys Co-operative Academy Trust. Please read this information carefully and retain this sheet for reference during the application process.

### Application process:

Applicants must complete the application form and submit it to the HR Department by no later than the advertised closing date. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

### Selection process:

Applications will be ranked against the person specification for the role.

All shortlisted applicants will be subject to:

1. A face to face interview with the selection panel
2. A skills related task / assessment

### Shortlisted candidates:

Applicants who have been shortlisted for the post will be notified within 7 days of the closing date.

Keys Co-operative Academy Trust will only contact shortlisted applicants and therefore if you have not received any communication within 7 days your application has not been successful on this occasion.

Prior to the interview date referees will be contacted to request references on all shortlisted candidates.

Keys Co-operative Academy Trust may review social media relating to shortlisted candidates as part of the screening process to ascertain whether candidates demonstrate appropriate conduct and behaviour and suitability for employment in a school.

### Probation

All individuals new to employment with Keys Co-operative Academy Trust will be required to satisfactorily complete a six month probationary period.

## Terms and conditions

Hours per week: 37  
Initial working pattern: Monday – Friday (08:30 start)  
Working weeks per year: 39 (Term Time Only)

Pay This post is paid on Pay Band Scale 5.

**The Actual pay** for this post over 44.3 weeks (0.85 FTE)

Employees are paid monthly in twelve equal months per year.

Further information and school visits:

Applicants who require further information or would like to visit the Academy should contact Sharon De Silva, HR Officer on 01621 856275 #205