



**Hawthorn Avenue
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Headteacher: Paula Pemberton BA(Hons)

date as postmark

Dear Colleague

Thank you for your interest in the position of SEN Teaching Assistant at Hazelmere Junior School. We have three vacancies and are looking to make appointments commencing when we return to school after the summer break on 3rd September, 2019.

Two of the vacancies are for 18 hours 20 minutes per week from 8:30 a.m. until 12:10 p.m. daily. The third post is for 22 hours 30 minutes daily, continuing until 1:00 p.m. in order to provide additional assistance in the dining hall and playground to children with an EHCP and those who may require extra lunchtime support. All three positions are for term-time only.

The posts will provide individual support for children who hold statements of special educational needs – two children will be joining our Year 3 in September and one child will be moving up to Year 4. Please note that the posts are temporarily funded and will therefore cease when the child leaves the school or if funding is withdrawn

Our Teaching Assistants work under guidance from and liaison with the Pupil Premium Lead, Class Teacher and Special Educational Needs Co-Ordinator (SENCO) and a Job Description and Person Specification are enclosed herewith.

We offer:

- children who enjoy learning
- a caring ethos where everyone is valued
- a well resourced school with excellent facilities
- friendly, supportive, hardworking and committed staff

Our Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The closing date for applications is Monday, 17th June at 12:00 noon and we will be holding interviews on Thursday 20th June. If you do not hear from us by Friday, 21st June then please assume that your application has been unsuccessful on this occasion

Yours sincerely

Ms P Pemberton
Headteacher

