Ref: JHE/SRO

June 2018

Dear Candidate

**Vacancy: Behaviour Support Officer**

Thank you for taking an interest in the post of Behaviour Support Officer. We are looking for someone who can provide effective support to students who are withdrawn from mainstream lessons to our quiet room and someone who can ensure this facility runs smoothly on a daily basis. Additionally we are looking for someone who can provide administrative support to ensure that a targeted group of students are able to have positive outcomes.

The post is an exciting and challenging one. You will be expected to show initiative and adopt a flexible approach to your work. We are looking for someone who is dedicated and hardworking, and someone who enjoys, even relishes, a school environment.

In return you will get to work in a fantastic Academy, populated by bright and enthusiastic young people. The staff will make you welcome and will support you. I would urge you to have a look at our web site which will give you a flavour of what we do and what we care about.

If, after reading this letter and the information about the academy, you would like to join us please complete the application form and submit a letter of application of no more than 2 sides of A4. In it you should address these 2 questions;

**Why you want to be the** **Behaviour Support Officer at the United Endeavour Trust and qualities you have that make you the ideal candidate for this position.**

**What your 3 main priorities would be on taking up your appointment.**

The closing date for applications is Monday 25th June(9.00am) with interviews taking place later in the week. I look forward to hearing from you.

Yours sincerely

Jamie Henshaw

Principal