**Founded 1612**

**BATLEY GRAMMAR SCHOOL**

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Batley Grammar School is administered by Batley Academy Trust, registered in England & Wales, company No. 07509409

A co-educational Free School for pupils 4-16

May 2018

Dear Applicant

**Re: Primary and Secondary Teaching Assistants and Secondary Behaviour Support Assistant vacancies**

Thank you for requesting an application pack for the above mentioned posts.

Making the decision to apply for a ‘new job’ is exciting yet challenging. If you are an enthusiastic, suitably experienced applicant keen to join our hard-working and supportive staff team in a forward thinking school then we would like to hear from you.

Batley Grammar School, until 2011, was an independent school which underwent the transition to become a state funded all through Free School (Academy).

These roles will have a range of duties as outlined in the Job Description. The ideal candidates should be people who enjoy working with young people, are suitably skilled, understanding, organised and able to work as part of a team.

You will be supported by a comprehensive induction programme, the assistance of enthusiastic and welcoming colleagues and an environment in which creativity and innovation are welcome.

If you should choose to apply for the post please look carefully at the Person Specification and think how best you can demonstrate that you meet these requirements.

All applicants need to complete the school’s standard Application Form and may send an accompanying letter/statement of application which should be **no more** than two sides of A4 (print size Arial 11pt). Please note that CVs are **not** required.

We look forward to receiving your application form by **12 noon** on **Tuesday 26 June 2018**. We expect to hold interviews in the week beginning **2 July 2018**. We would ask that you contact us immediately if you have prior arrangements that might otherwise make you unavailable for interview during that period.

It is hoped that the successful applicants will be able to start at the beginning of September.

Yours sincerely

Mrs B P Tullie Mr G C Kibble Mrs Jane Jackson

Executive Principal Head of School Director of Primary

MAT Development and Transition Batley Grammar School Batley Grammar School