



June 2017

Dear Colleague

TEACHING ASSISTANT (TEMPORARY UNTIL 31ST JULY 2019)

SCALE 3 POINT 14 PRO RATA TERM TIME ONLY (£17,681 pro rata actual salary £11,139)

**27.5 hours to be worked: Monday to Friday 09:00am to 3pm with a 15minute paid break
(30 minute unpaid lunch break)**

Thank you for the interest that you have shown in the above post. On the website you will find an application form, person specification and brief details of the position. Applicants please note that in addition to a completed application form there should also be a letter in support of your application. It is important that you complete the most up to date version of the Catholic Education Service (CES) form (version 12) in order that your application can be considered. **The closing date is 12 noon on Friday 15th June.**

St James' is an oversubscribed Catholic voluntary aided mixed comprehensive school in the Diocese of Shrewsbury.

We are a designated school for physically disabled students and as our site is flat and all buildings single storey, it is easily accessible for wheelchair users. We also have pupils with a range of other barriers to learning.

The successful candidate will be a versatile, enthusiastic and committed person who places the needs of the child as their main priority. They will join a large team of skilled and dedicated staff and will be expected to share our school's commitment to inclusion and fulfilment of potential.

- Pupils' conduct is exemplary. They show high levels of respect for each other and for their teachers and teaching assistants. (Ofsted 2017)
- Teaching assistants support pupils well in lessons, including low-ability pupils and those who have special educational needs and/or disabilities, who need extra help. They encourage pupils to ask questions to deepen their understanding and avoid telling pupils the answers, instead making sure that they can work things out for themselves. (Ofsted 2017)

At St James' we seek to educate the child in the widest sense. Our teaching and learning takes place in a positive atmosphere that is rooted in our Christian values and we pride ourselves on the quality of relationships between members of the community.

There is an excellent ethos, a balance of new and more established colleagues, a very supportive parent body and highly motivated students.

Should you decide to apply for the post, I will be pleased to receive your application.

Yours faithfully

Mrs Margaret Monaghan
Chair of Appointments Committee