November 2019

# Dear Applicant

**Learing Support Assistant Skills for Learning**

Thank you for your interest in the above post. Please find enclosed:

* Application form
* Job description
* Person specification
* Vision and values
* Prospectus available to view/download from our website [www.rawlinsacademy.org.uk](http://www.rawlinsacademy.org.uk) – select admissions
* Recruitment and safeguarding policies – available to download from our website

Rawlins is a popular and oversubscribed academy and a rewarding place to work. You will be joining the school at an exciting time as we continue our journey to become a beacon of inclusion and innovation.

I hope that, having read the details of the post, you will choose to apply; when submitting your application please include a short letter outlining how you believe you meet the requirements of this post. If you would like to discuss the post further or visit Rawlins before applying, please contact Emma Kehoe, Director of Learning on [emmakehoe@rawlinsacademy.org.uk](mailto:emmakehoe@rawlinsacademy.org.uk)

The closing date for applications is Friday 06 December at 09:00 am. Completed applications should be marked for my attention.

If you have not heard from the academy within two weeks of the closing date, please assume that you have not, on this occasion, been successful.

*Rawlins is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service check.*

I look forward to receiving your application.

Yours sincerely,

**Clare Darby**

Principal