

September 2021

Dear Candidate

**Re – Vacancy – Intervention Assistant (IA) (Teaching Assistant) – 27.5 hours pw Monday-Friday x 43.2 weeks per year (term time only) from 8:15-14:50
Scale 3 point 6 - £14,294pa (actual) - FTE: £22,587pa**

Contracted Hours: Monday-Friday 08:15-14:50 – this comprises of 5 hours per day, lesson time & 1.25 hours tutorial. The school working week is 32.5 hours, with IA's contracted for 27.5 hours (as associate staff are not paid for breaks). Current breaks are 20 mins in the morning & 45 mins at lunch.

Please note that the successful candidate will be expected to be at work no later than 08:15, to commence work and not arriving on site at 08:15.

Thank you for your interest in the above post at Mayfield School. As you will note, we call our Teaching Assistants, Intervention Assistants (IA's).

Candidates must have a genuine interest in wishing to work within the Inclusion Faculty, supporting students with Educational Needs. Most of the training is on the job training, however, you will be expected to attend courses applicable to the role as directed, which includes compulsory Safeguarding training. Further information about the role can be found in the job description.

Please complete the Associate Application Form and the Recruitment Monitoring Form, which should be returned via email to, hr@mayfieldschool.net by Friday 24 September 2021, 12:00 (noon). Please ensure that the form is sent as a Word document and not a PDF file, as to ensure unconscious bias is adhered to in line with Equality Act, all forms will be anonymised as part of the short-listing process.

Please ensure that you fully complete the application form, which must include the **full name, address, postcode and email address of two referees.**

References are taken up prior to candidate short-listing, as interviews cannot take place until we have two references in place. Please advise the named referees that you are using them on your application form as referees.

Should you have any questions or queries regarding the post, please contact Tina Vorley, Head of HR in the first instance, via an email to hr@mayfieldschool.net

Yours faithfully

Remo Iafrate
Headteacher

