January 2020

Dear Applicant

Thank you for showing an interest in the **Teaching Assistant with MSUP duties** post at Albion Primary School. If you decide to apply for the position or wish to find out more about the school, please phone to arrange a visit.

This is a hugely exciting time for Albion, as have expanded to two-forms of entry and have moved in to our brand new school; go to our website to have a look. We have a friendly and enthusiastic staff with equally keen pupils. We are a creative school and use a variety of internal and external resources to enrich and extend the curriculum.

Our current 460 pupils come from a variety of backgrounds and ethnic origins, reflecting the diverse community served by the school; there are 32 different languages spoken throughout the school. A high percentage of our children are entitled to free school meals; SEN and pupil mobility are also amongst the highest in the borough. We have 2 nursery class offering full and part time places.

We are seeking to appoint an enthusiastic, flexible, self-motivated and conscientious individual with experience of working with children with SEN. Please find enclosed a job description, person specification and application form, you should pay particular attention to these when completing the application form as we shortlist candidates against these criteria; we particularly want to know why you feel you will be the right person for this job.

We look forward to receiving your application and hope that you will take up our invitation to visit the school.

Albion Primary School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act and is subject to enhanced Disclosure and Barring Service clearance.

Yours sincerely

**Karl Bardouille**

Karl Bardouille

Headteacher