



# MORPETH SCHOOL

HEADTEACHER: Ms Jemima Reilly

PORTMAN PLACE, LONDON E2 0PX

020 8981 0921

[www.morpethschool.org.uk](http://www.morpethschool.org.uk)

September 2019

Dear Colleague

Thank you for your enquiry about the vacancy for the post of **Higher Level Teaching Assistant (HLTA)** at Morpeth School. We are pleased that you are interested in finding out more about working here. We are currently recruiting for two HLTA positions; Numeracy and Social, Emotional and Mental Health (SEMH).

Please see the 'Join Us' section of the school website [www.morpethschool.org.uk](http://www.morpethschool.org.uk) for further information, the job description/selection criteria and the application form. **Please note that candidates will be expected to address the Selection Criteria in the supporting statement section of the application form.**

If you cannot access the recruitment pack and application form on the website, it is available from the HR Officer [rbegum@morpeth.towerhamlets.sch.uk](mailto:rbegum@morpeth.towerhamlets.sch.uk) or a paper copy is available from the school office on the number above.

Please submit completed applications to [recruitment@morpeth.towerhamlets.sch.uk](mailto:recruitment@morpeth.towerhamlets.sch.uk) or to the address above by **12 noon on Monday 16<sup>th</sup> September 2019**. Successful candidates will be contacted by telephone and invited for interview at the school on the following week.

**Please note that as we are expecting a big response, I'm afraid we will not be contacting unsuccessful applicants. If you have not heard from us by Tues 24<sup>th</sup> September 2019, you have not been shortlisted for interview.**

Please note that as this post involves working with children, it is exempt from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions and bind-overs (including those regarded as 'spent' for other purposes) must be declared if you are invited to interview. Please see the application form for further details.

Yours sincerely,

Jemima Reilly  
Headteacher

*Morpeth School is committed to Equal Opportunities and Safeguarding Children policies*

