



**HAWKLEY HALL HIGH SCHOOL**  
**CARR LANE**  
**WIGAN**  
**WN3 5NY**  
Tel 01942 204640

January 2018

Dear Colleague,

**Post: Advanced Level Teaching Assistant**

Thank you for your interest in this post. To help you decide if the job would suit you please find enclosed some details which we hope will give you a flavour of what the school is about and of what we expect from the successful candidate.

Hawley Hall is a school with a very positive outlook and a 'can-do' approach amongst staff and students. A strong learning culture is evident because there is an acknowledgement that we are all learners and we can all improve.

The school buildings are very modern and attractive and the site as a whole forms a very pleasant working environment. The school is a happy community with a calm and caring atmosphere. Our discipline policy is based on mutual respect between all members of the community, and the fundamental principle that teachers have the right to teach and students have the right to learn.

If, after having read the enclosed information, you decide that you wish to apply to become a member of our thriving and successful community, please complete the enclosed application form, attach a cv, and an accompanying letter of no more than two sides of A4 then return them to school by Sunday 27th January 2018.

If you wish to have an informal discussion about the post before applying please feel free to contact our Business Manager, Judith Perry, at school.

I look forward to receiving your application.

Yours sincerely,

Mr Philip Rimmer  
Headteacher

Encs