



ARTHUR MELLOWS VILLAGE COLLEGE



ASSISTANT SENCO

HOW TO APPLY

Applicants are required to submit a letter of application and complete a Teacher Application Form.

When completing your application please note the following important points:

- i) Letters of application should be no more than 2 sides of A4.
- ii) Letters should outline clear educational philosophy and link it to the requirements of the post.
- iii) Letters should address the criteria identified in the person specification.
- iv) The application form must be completed clearly and in full, handwritten or typed is acceptable.
- v) We are unable to process any applications stating "see CV".
- vi) The declaration on the application form must be signed.
- vii) Informal enquiries should be directed to Sarah Cooper on scooper@arthurmellows.org or by telephone 01733 254052.
- viii) Completed applications can be e mailed to vacancies@arthurmellows.org
- ix) Original application forms must be posted to the following address: Mr Oakley, Head of College, Arthur Mellows Village College, Helpston Road, Glinton, Peterborough PE6 7JX. Please include reference 'Assistant SENCo' on the top left of your envelope.
- x) **Closing Date for Applications: Noon on Monday 13 December 2021.**
- xi) Please note that due to the high cost of postage we are unable to reply to all applicants.

The successful candidate will be expected to have good organisational skills, be competent in all areas of IT and most importantly be able to command the respect and co-operation of both adults and young people.

Arthur Mellows Village College is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.