



12th June 2017

Dear Applicant,

VACANCY FOR PUPIL SUPPORT WORKER

Thank you for your enquiry about our vacancy for a Pupil Support Worker. I am enclosing an application form, job description and person specification together with some general information about the school.

We hope that our new Pupil Support Worker will form part of a committed pastoral team, in which they will provide support to Year Heads in their work with pupils in what is a growing and successful school. They will work closely with pupils, sometimes individually and sometimes with small groups to help them fulfil their potential. Some pupils may have emotional and/or behavioural difficulties. However, the role is varied, and will also involve administration and liaison with parents.

With regard to conditions of service, the post will be full time, 37 hours per week and term time only. The working hours will be from 08.00am until 4.00pm, Monday to Thursday and 08.00am-15.30pm Friday with ½ hour unpaid lunch break. The successful candidate will be required to work on Staff Development Days giving a total of 39 working weeks per year, but 44.26 paid weeks. To give an indication of salary, at the start of Grade F you would earn £15,917 per annum (£9.72 per hour).

Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to apply for a disclosure from the Disclosure & Barring Service which will be made before the appointment is confirmed. In addition, all applicants must provide two references, including one from a present or most recent employer. References will not be accepted from relatives or people writing solely in the capacity of friends and references will be requested before interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children.

If you feel that you possess the necessary skills and qualities and are excited by this opportunity, we very much look forward to receiving your application, which must be returned to Kirsia Edwards, HR Adviser, by midday on Monday, 26th June 2017. We intend to hold interviews by the end of July and would like the successful candidate to be able to start work on the 4th September 2017.

Yours sincerely,

James Couchman
Business Manager