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| **Private & Confidential** |  |  |

**Applicant Pack for the Post of Higher Level Teaching Assistant**

Dear Applicant

Thank you for showing an interest in the above post at our school. I am pleased to enclose an application pack which includes:-

* Application form (via kent Teach)
* Job Description and Person Specification

Within this pack you will find a job description detailing the responsibility of the role and a person specification listing the requirements you must meet to satisfy the selectors at the shortlisting stage.

You should ensure that you address each of the points within the person specification in your application. Whether or not you are selected for interview will be determined solely on the information provided in your application form.

Please limit any additional information to 2 single sides of A4 Paper. Please note CVs will not be considered. Applications should be typed or written in black ink.

All posts are offered subject to:

* A satisfactory Enhanced check from the Disclosure and Barring Service and check against the ISA barred list for children.
* Identity check and verification of your entitlement to work in the UK
* Verification of any relevant qualifications, including Qualified Teacher Status if you are applying for a post requiring QTS
* Check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment. *(please note this provision applies to any post requiring an individual to undertake teaching work such as unqualified teacher or HLTA)*
* Receipt of 2 satisfactory references. One reference should be from your current or most recent employer. Where you are not currently working in a school or childcare setting but
* have done so in the past, one reference should be from their most recent children’s workforce referee.
* Satisfactory pre-employment health clearance and verification of your mental and physical fitness to carry out the role.
* Meeting the requirements under the Childcare Disqualification Regulations (2006), where appropriate.

Please note where you have lived overseas, the school may request that you provide a criminal records certificate or other documentation from the relevant oversees authorities.

Originals of your right to work documentation and examination certificates will need to be available for inspection at interview.

References will be taken up prior to interview. Referees should be able to comment on your professional suitability for the post you have applied for.

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore convictions, cautions and bind overs, including those regarded as ‘spent’ must be declared. You should be aware that the Exemptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and need not be disclosed. Further guidance on the disclosure of convictions is available at:

<http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>;

Providing false or misleading information could result in the application being disqualified or summary dismissal if you have commenced employment.

Our School & all its personnel are committed to safeguarding and promoting the welfare of the children. Should you be shortlisted for interview your suitability for the post will be explored including your motivation to work with children and young people and your understanding of appropriate boundaries.

Closing date for the receipt of applications is **2nd January 2023**

Please ensure your envelope contains the correct postage. If you would like us to acknowledge receipt of your application form, please enclose a stamped addressed envelope with your application

Shortlisting will take place on **3rd January** and interviews are scheduled for the week commencing 9th January

Thank you for your interest in our school and I wish you every success with your application.

Yours sincerely

Jane Hatwell

Headteacher