**Singleton Church of England Primary School**

Church Road, Singleton, Poulton-le-Fylde FY6 8LN

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[**http://www.singleton.lancs.sch.uk/**](http://www.singleton.lancs.sch.uk/)

**Head teacher: Mrs. Amanda Clayton**

May 2022

Dear Candidate,

Thank you for your interest in our Teaching Assistant vacancy. This is a vital role within our school and we are seeking to fill the vacant post from September 2022. The contracted hours of work are

* TA 2b, **6 hours per week** minutes per week
* HLTA Grade 7 - **20 hours and 30 mins per week**
* Totalling 26 hours hrs and 30 minutes a week

We are delighted to be able to offer this exciting opportunity to work as a Teaching Assistant in our outstanding little school. We are dedicated to giving the children the best possible life chances and are looking to recruit a highly motivated, dynamic and experienced Teaching Assistant to join our team.

Singleton C of E Primary School is an exciting and innovative Church of England School committed to providing the highest standard of education for every pupil. We seek to provide an all-round education for children in a bright, stimulating and fun atmosphere. We have the highest expectations of pupil attainment, staff performance and parental involvement and we encourage everyone to strive for excellence, in order to achieve their full potential. We seek challenge and embrace change in order to improve.

At Singleton C of E School, we believe that every child must be provided with opportunities to develop socially, emotionally, academically and physically to achieve the highest possible standards. The sky is the limit for our children. We seek to inspire each other and learn to value greatness, ambition and achievement of all kinds.

We believe that all children who become pupils at our school deserve the best and we present our pupils with excellent learning opportunities and encourage them to achieve their full potential in all areas of school life. Progress is carefully monitored and extra help is given when required. As pupils mature, we inspire them to develop a personal love of learning as they become increasingly independent. Our pupils experience a broad and balanced academic curriculum and a rich extra-curricular programme, which enables them to move on to high school with confidence.

A ‘Singleton education' provides each pupil with self-worth and a strong sense of responsibility. The emphasis that we place on the welfare of each child ensures that our pupils are happy and friendly individuals, who are at ease with themselves and in the company of others.

We believe that the key to our success is the broad and balanced creative curriculum we offer. Therefore, whilst we ensure that we deliver the National Curriculum fully, we use creative ways to do so. For example, we use our woodland areas to enrich the learning experience, we offer Musical Theatre, Enterprise, Forest School Clubs etc. Inspiring our children to become independent learners is at the heart of everything that we do and we take great pride in the fact that we offer such a wealth of experiences.

Our staff are vital to the success of our little school, being a small school we have to collectively wear many hats, be flexible and be willing to go that `extra mile’ in supporting children to achieve their full potential. We are looking for someone that likes a challenge, likes to learn new things but who also has a wealth of experience, knowledge and expertise that they can share with us.

The Teaching Assistant role is set up so that the successful candidate works within Year 5/6 for literacy and numeracy each morning and in the afternoon will work across the classes delivering PPA provision.

We are looking for someone who understands primary school aged children, with experience and a proven track record in demonstrating positive outcomes for children. We look forward to hearing about your experience in your letter of application.

The staff at Singleton are skilled as well as warm, friendly and dedicated. Our Governors support and challenge the school well. We have good links with the community and with other educational providers in the area. During our last OFSTED inspection (2017), we were judged as an ‘Outstanding’ school.

The shortlisting / interview process will be a two-tier process and will take place over two days. Initially short-listed candidates will be invited into school to teach. This will involve-

• 30 minute numeracy lesson/ activity

After the observations, we will then select the candidates that will be taken through to the formal interview stage of the process. This will happen on a separate day.

Please contact Mrs Rachel Reeves in the school office on 01253 882226 if you have any further questions.

****Yours sincerely,

Amanda Clayton

Head teacher

**SAFER RECRUITMENT**

**Additional Information – for ‘Shortlisted Candidates’**

**DISCLOSURE AND BARRING SERVICE C**HECK

You will be aware that the post you are applying for involves you working with either children or vulnerable adults. It is therefore a post covered by the Rehabilitation of Offenders (Exceptions) Act 1975 and is a post regulated by the Disclosure and Barring Service.

If you are successful, you will be required to apply to the Disclosure and Barring Service for a ‘disclosure’, to confirm any records held, prior to any final appointment decision being made by the School/Authority. (Access to the on-line disclosure application system will be provided to you by Mrs Reeves (Office Manager) to enable you to apply at the appropriate time).

* Once your on-line disclosure application has been completed it will be forwarded to the Disclosure and Barring Service, who will undertake a check which will include:
	+ Details of convictions, including those ‘spent’ under the Act stated above.
	+ Cautions, etc. and (where appropriate) whether you are included on one of the barred lists preventing you from working with children and/or vulnerable adults
	+ Where appropriate, information taken from police records that a chief officer of a police force considers relevant to the application.

Please note all convictions must be listed with dates – failure to declare convictions, cautions or pending police action disqualifies you from employment

Any offer of employment will be subject to a satisfactory DBS clearance.

**QUALIFICATIONS**

The Governing Body has to verify your qualifications. You should bring with you documents confirming any educational and professional qualifications that are necessary or relevant to this post. You must ensure that you bring your original certificates or certified copies of the certificates, or a letter of confirmation from the awarding body. For teaching posts, it will be necessary for you to produce evidence of Qualified Teacher Status.

**REFERENCES**

You must provide the names of at least two referees (that have consented to providing a reference) one of which must be your current employer. Please note that the reference obtained must be from the Head teacher / Head of the establishment not a colleague.

If you are not currently working with children but have done so in the past, a third reference should be provided from the employer for whom you were most recently employed to work with children.

Please note that the reference request information provided **will be** directed to the Head teacher / Head of the establishment rather than any alternative named referee provided.

DFE guidelines state that references should be sought on all shortlisted candidates, including internal ones, and be obtained before interview, so that any issues of concern they raise can be explored further with the referee and taken up with the candidate at the interview. Please note that we automatically contact the named referees at this stage and request references. The school reserves the right to seek any further references deemed appropriate.

**MEDICAL CLEARANCE**

As appointment to this post is subject to satisfactory medical clearance. You will be contacted by Occupational Health who will arrange for you to complete an on line health declaration form if you are successful in your application.

**ASYLUM AND IMMIGRATION ACT 2006**

In accordance with the legal requirements of the Immigration, Asylum & Nationality Act 2006, (“the 2006 Act”) (as amended) the Governing Body is under a legal duty to require all members of staff to provide documentary evidence of their entitlement to undertake the position applied for and to ensure that they have an ongoing entitlement to live and work in the UK.

These checks are carried out for every person the Governing Body employs regardless of race, ethnicity or nationality. Therefore, on conditional offer of employment and before a successful applicant commences their post, they must provide supporting evidence of their right to live and work in the UK. The provision of one of the documents listed below will be sufficient proof but applicants are advised to consider the UK Visas and Immigration requirements for preventing illegal working in the UK for a full list of documents that may prove such entitlement, which can be found on the Home Office’s website. You will need to provide to the interview panel, original documents confirming your eligibility to work in the United Kingdom as detailed in the enclosed document.

Please bring either a-

• A passport

• Or driving license (photograph ones only)

**CONFIRMATION OF IDENTITY**

In order to fulfil the requirements of the Bichard Report, all prospective employees (including people already employed by the Authority) should now have their identity confirmed via a photographic check. Therefore you need to bring with you to interview a recent passport sized photograph from which you can be clearly identified.

At the interview the reverse of this photograph will be signed by the Chair of the panel to confirm that it is a true likeness. The cost of producing the photograph is to be borne by you.

If you are successfully appointed to the post, then your photograph will be retained on your personal file. If you are unsuccessful, you will be entitled to request that the photograph be returned to you. If you do not request that your photograph is returned it will be destroyed in due course. If you do not provide a photograph at the interview, then the panel may take the decision that you will no longer be considered for the post.

**EQUALITY ACT 2010**

Please read the statement sent out with this letter for full information

**ATTENDANCE**

Once a provisional offer of employment has been made, attendance information will be sought from previous employers.