**Ursula Taylor Church of England Primary School**

High Street, Clapham,

Bedford, MK41 6EG

01234 359128 / 326251

office@ursulataylor.bedssch.co.uk

**Headteacher: Mrs Victoria Morrall**

16th October 2018

Dear Applicant,

Thank you for your interest in our advertised post for a Higher Level Teaching Assistant (Inclusion) this is a role which is new to our school. It is being introduced to further develop the way we manage and support our experienced team of Teaching Assistants and to improve the provision offered to our SEN children and those who require additional support. It is an exciting time for us as we are in the final year of our transition from a lower school to an all through Primary school.

The role is diverse and requires an experienced and well qualified staff member. Responsibilities include; delivering support staff CPD, completing performance reviews, working closely with class teachers, the SENCo and the Headteacher to ensure that all children in our school access a high quality curriculum and have their individual needs met to the best of our ability.

The Job description details in full the requirements of the role and the Person Specification details the qualifications and experience required.

To reflect the responsibilities of this role and the diverse range of requirements, the salary band has been placed as a Level 4b Point 22 – 25. (£21,074 - £23,111 FTE) The hours for the post are 35 hours a week, (8:30 – 4:30 with 1 hour lunch break). This is a permanent role which is for term time only. The start date for the post is ‘as soon as possible’ and is dependent on the applicant appointed and any notice periods which need to be served.

Visits to our school are warmly welcomed as are question regarding the post. If you would like to arrange a visit, please contact Miss Daley, Office Manager, in our school office to arrange a visit.

Thank you for your interest,

Mrs Victoria Morrall

*VJ Morrall*

Headteacher