**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**

January 7th 2019

Dear applicant,

We are seeking to appoint a Teaching Assistant to work in class with our children to support their learning and social and emotional development. This role also requires the successful applicant to work until 1:30pm, supporting our children during their lunch break.

We are a happy school, with lovely children – we are very lucky to have good grounds to utilise and we want to invite a new member into our great staff team to be part of our continuing journey as a Primary School.

This role is a permanent contract for 25 hours a week. The working hours we require are 8:30am – 1:30pm. There would be a mid-morning break provided. The salary scale for this role is a Level 2A Point 10 – 13 (£16,863 - £17,391 FTE) the role is for Term Time Only.

The attached Job Description and Person Specification details our requirements for the post and offers more information about the role in class and at lunchtime.

We are unable to accept CVs, if you wish to apply, you will need to complete the attached application form and use the Person Specification and Job Description to refer to in your personal statement.

Visits to our school are warmly welcomed, both to see our school in action and also have the opportunity to ask any questions which you may have. To make an appointment to visit, please telephone the school office on 01234 359128

Thank you for your interest in our school.

Kind regards

*VJ Morrall*

Mrs V Morrall