**Nateby Primary School**



Dear prospective candidate,

Thank you for considering the position of Teaching Assistant at Nateby Primary School.

Nateby Primary School is looking to recruit a highly motivated and inspiring teaching assistant to work as part of the Nateby Team in a school at the centre of the community. The post is full time and permanent, please see attached documents for other information regarding the particulars of the post. You can also have a look at our school website: <https://www.nateby.lancs.sch.uk/>

Our wonderful EYFS/Y1 Teaching Assistant/teacher has just been appointed as Class Teacher, so we are looking for an equally talented teaching assistant to join our school. Nateby School is a great place to work. The children love to learn, they're well-mannered and all have their own individual talents. We are looking for someone who will work hard to meet the emerging needs of the children in their care. We would love to work with someone who has lots of ideas and the energy to deliver them, but someone who will also listen to the ideas of other practitioners. We want to recruit someone who is professional and approachable. Our school is a small village school so we all have many roles and responsibilities- we need someone who has the team spirit and commitment to do what it takes to get the job done!

Nateby Primary School’s focus is to provide a full and rich curriculum which excites and motivates all pupils. Every staff member regards each child as an individual and we believe that it is the duty of the school to ensure that each individual’s needs are met both educationally and personally. We support every child to reach their full potential. It is our aim that our pupils develop in to confident, responsible members of society who are able to succeed in the modern, multi-cultural country they live in.

The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, and that any offer of employment will be subject to satisfactory references and DBS check. An advisory note in relation to the Rehabilitation of Offenders Act 1974 is available (Appendix D). Please refer to the School Safeguarding Policy at: <https://www.nateby.lancs.sch.uk/policies/>

“This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.” For further information about safeguarding please refer to the policies section of the school website.

Potential candidates are welcome to make an appointment to visit our school. Please ring the School Office Manager, Mrs Houghton.

Or for an informal discussion please contact our Headteacher, Mrs Smith.

Applications using the proforma attached, with a covering letter should be returned to Mrs Smith: head@nateby.lancs.sch.uk

Curriculum Vitae (CVs) are not accepted

All applicants will be required to give two recent references, at least one should be from the previous employer (where the role involved working with children). ‘Open references’ are not acceptable.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful, you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request. Lancashire County Council has a Handling of DBS Certificate Information Policy this is available from the recruiting manager to applicants who are asked to complete a DBS application.

Thank you for your time in applying for this post

Yours faithfully,

Mrs H Smith