



Hednesford Valley High

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Headteacher: Mrs A Rattan, B.Ed (Hons), MA, NPQH
Acting Deputy Headteacher: Mrs E Hopewell, BA (Hons) PGCE



International
Intermediate
School Award



OFSTED
Good



Our Ref: CFe/LFo

28th August 2019

Dear Applicant

Permanent Full-Time Curriculum Area Learning Supervisor - 37 hours/week Term Time Only. Grade 5 £15,837 to £17,134 (Pending Pay Award) - To start ASAP. Hours: Mon, Wed & Thurs : 8.30-4.30 pm, Tues: 8.30-5.00 pm, Fri: 8.30-3.30pm

On behalf of the governing body of Hednesford Valley High, I would like to thank you for the interest you have taken in our advertisement. It is with pleasure that I enclose information which, I hope, will give you an insight into our school and its requirements.

Enclosed is an application form and recruitment pack setting out the duties and responsibilities of the post, which I hope you will find helpful. If you have any supporting documentation that demonstrates how you meet the person specification, please include this with your form. You are welcome to see our prospectus, OFSTED report and other information on our web site www.hvh.staffs.sch.uk

Please note to be considered for this post you must fully complete the application form and return it to the school by 12.00 p.m. Friday 13th September 2019, **together with the recruitment monitoring form.**

We require a flexible and creative individual. Who:-

- Has very good numeracy/literacy skills equivalent to GCSE C and above.
- Has NVQ Level 3 for Teaching Assistants or recognized equivalent qualification.
- Has excellent communication skills with students, parents/carers and professionals.
- Can use ICT to support and enhance teaching and learning.
- Can act as Cover Supervisor during the absence of teaching staff.
- This person will be involved in personal care daily.
- Has a passionate commitment to raising the attainment of all students in a special school.
- A team player who is able to work collaboratively with others.
- This role can change to work across the school/sites with other student groups if required.

If you have a passion for teaching students with special education needs and really want to make a difference to their life chances come and join us. We will offer you a mentor, good CPD and a great team to work with.

Short listing will take place on Friday 13th September 2019. Interviews will take place on Friday 20th September 2019. The successful candidate will be required to commence employment as soon as possible.

If you do not hear from us by Wednesday 18th September 2019, your application has been unsuccessful and no further correspondence will be issued due to posting costs. Candidates who are shortlisted will be informed by telephone or email if possible.
References for all short-listed candidates will be taken up prior to interview.

It is the policy of the staff and governors to fully involve parents, carers and friends. The candidates appointed to the positions will become part of a team that strives to ensure that pupils achieve the highest possible academic and social standards.

Would you like to be a part of this team? Then send in your application.
Yours sincerely



Carol Felton (Mrs)
Chair of the Board of Governors