



November 2018

Dear Candidate

Trust Learning Support Assistant(s)
Fixed Term contract 31st August 2019
Grade: Band 3 Point 14-17

Thank you for your interest in the Trust Learning Support Assistant post currently available at Hexham Middle School and Queen Elizabeth High School. Contracted hours range between 11 and 17 per week and can be divided between candidates to allow for a flexible working situation.

Please find enclosed:

- job description and person specification
- an application form + Criminal Records Declaration Form
- Application form guidance notes and
- Equality in Employment Policy
- Child Protection Policy
- Keeping Children Safe in Education – DfE summary

If you wish to apply for this post, you should return the following two documents –

1. Application Form - please complete all parts of the application form as fully as possible.

2. Criminal Records Declaration Form - This form explains that a satisfactory Enhanced Certificate of Disclosure of Criminal Convictions is an essential requirement for this post. You must complete either Box A or Box B. If you need to complete Box B you must disclose all unspent convictions, cautions, reprimands and warnings. Please note that any convictions, cautions, reprimands or warnings in relation to sexual offending, violent offending and/or safeguarding cannot be considered to be “spent” and therefore should be disclosed.

It is important that the school has information about whether or not you have any convictions so that this can be discussed with you at interview. Failure to return the Criminal Records Declaration Form before interview (and, in the case of the successful candidate, failure to subsequently obtain a satisfactory Enhanced Certificate of Disclosure from the Disclosure and Barring Service) will unfortunately disqualify you from further consideration for this post.

Please note that disclosing criminal convictions will not necessarily prevent you being appointed. This information will be considered in light of its relevance to the post, as set out in the Criminal Records Code of Practice for Staff and Volunteers.

All applicants are required to complete Box C. This information is necessary to facilitate the appointment process if you are successful in your application for this post.

The closing date for applications is Friday 7 December 2018.

Applications can be returned by email to rstokes@qehs.net or by post to Mrs Rachael Stokes, HR Assistant, Queen Elizabeth High School, Whetstone Bridge Road, Hexham, NE46 3JB.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Rachael Stokes', with a stylized flourish at the end.

Rachael Stokes

HR Assistant