



**St Matthew's Primary School**

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Headteacher: Mr T. Davies

January 2020

Dear Colleague,

**Teaching Assistant Vacancy**  
**Level 2, Scale 5 to 6**  
**18 hours 45 minutes per week, term time only**  
**£18,795 to £19,171 per annum (pro rata)**  
**(£9.74 to £9.94 per hour)**

Thank you for your interest in the teaching assistant position advertised here at St Matthew's.

The position available is that of a level two teaching assistant, working from 8:45am to 12:30pm, Monday to Friday, term time only. The position is temporary in the first instance, dependent upon pupil mobility. The role would involve giving one to one support to a child with special educational needs in the first instance, though our teaching assistants work flexibly and so this may vary. There is also the possibility of an additional hour per day working as a midday supervisor that could be added to this temporary contract.

A full job description is available as part of the application pack which includes:

- An application form
- Job description/person specification
- A copy of our Child Protection Policy
- A copy of our Rehabilitation of Offenders Policy

St Matthew's Primary School is committed to safeguarding and promoting the welfare of all children and expects its staff to share this commitment. The successful applicant will be subject to an enhanced DBS check.

The closing date for applications is 9.00 a.m. on Monday 27<sup>th</sup> January 2020. Interviews will be held shortly thereafter.

Yours faithfully,

Tony Davies  
Headteacher