



St. OSCAR ROMERO CATHOLIC SCHOOL

Mr P Byrne BSc (Hons) MA
Headteacher

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6th November 2020

Dear Applicant,

Re: Learning Support Assistant post

I am delighted you have decided to apply for the information pack on the above post. St Oscar Romero Catholic School is a popular, oversubscribed school, enjoying a strong reputation within the local and Catholic communities. There are currently around 800 students on roll and we have waiting lists in most year groups.

The governors are seeking an enthusiastic, adaptable and approachable person with the ability to relate well to 11-16 year olds. Applicants must have effective oral and written communication skills and be computer literate, with GCSEs including English and Maths. An NVQ Level 3 related to Teaching & Learning in schools would be an advantage (or a commitment to achieving this). Previous experience of working in a school environment is essential and an understanding of children with additional needs is desirable.

The Governing Body are seeking to appoint a person who is able to be flexible with working hours to fit in with the needs of the school. The appointment is subject to satisfactory professional references, an enhanced DBS Check and Health Check.

We are a strong Catholic community in which every member of staff makes a contribution to the spiritual and moral life of the school. We do this as role models in our relationships with students and in the way in which we work together. If you decide to apply for the post you should be confident that you are able to support the Catholic ethos and principles of St Oscar Romero Catholic School.

Please read the job profile and person specification included in the pack, which should give you more of an idea of the person we are seeking and what the job entails.

HOW TO APPLY

- 1 Complete the enclosed application form giving names of two **professional** referees (one of whom should be your current or most recent employer). **Please do not use an application form from elsewhere.**
- 2 Please ensure you complete your entire job history on the application form with no gaps in employment. Please explain any gaps in employment.
- 3 You are also asked to include a supporting letter outlining your relevant experiences for the post.
- 4 Send your application by email to sbm@stromeros.co.uk

The closing date for applications is **midday on Wednesday 18th November 2020**. Interviews will be held on **Tuesday 24th November 2020**.

Yours sincerely

Mr P Byrne
Headteacher