



ARTHUR MELLOWS VILLAGE COLLEGE



ASSISTANT SENCO

HOW TO APPLY

Applicants are required to submit a letter of application and complete an Application Form.

When completing your application please note the following important points:

- i) Letters of application should be no more than 2 sides of A4.
- ii) Letters should outline clear educational philosophy and link it to the requirements of the post.
- iii) Letters should address the criteria identified in the person specification.
- iv) The application form must be completed clearly and in full, handwritten or typed is acceptable.
- v) We are unable to process any applications stating "see CV".
- vi) The declaration on the application form must be signed.
- vii) Informal enquiries should be directed to Faye Skinner, HR Officer on 01733 254062 or via email fskinner@arthurmellows.org
- viii) Completed applications must be e mailed to vacancies@arthurmellows.org
- ix) Originals must also be posted to the following address. Mr Gilligan, Head of College, Arthur Mellows Village College, Helpston Road, Glinton, Peterborough PE6 7JX. Please include reference 'Asst SENCO' on the top left of your envelope.
- x) **Closing Date for Applications: Noon on Monday 9 December 2024.**
- xi) Please note that due to the high cost of postage we are unable to reply to all applicants.
- xii) If you have not heard from us within 2 weeks of the vacancy closing date it is safe to assume that you have not been shortlisted to attend for interview. The College is unable to provide feedback if you are not shortlisted.

The successful candidate will be expected to have good organisational skills, be competent in all areas of IT and most importantly be able to command the respect and co-operation of both adults and young people.

The Four Cs MAT is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children, in line with Keeping Children Safe in Education statutory guidance for schools and colleges. All appointments involve regulated activity and are subject to an enhanced DBS disclosure, Barred Check List and two successful references. Online searches are carried out on all shortlisted candidates.