

20 January 2022

Dear Applicant

Thank you for expressing an interest in the HLTA (Assistant SENCO) vacancy.

Please see our website for an application form, job description and other information relating to the post. I hope that the information included is useful to you and answers some of the questions you may have about the post.

Applications can be returned by email to [jobs@westderbyschool.co.uk](mailto:jobs@westderbyschool.co.uk)

The closing date for applications is Friday 28<sup>th</sup> January at 9.00 a.m. Interviews will be held on Friday 4<sup>th</sup> February. If you do not hear from us by 11<sup>th</sup> February 2022, then unfortunately your application has not been successful.

I look forward to receiving and reading your application.

Yours faithfully

Mrs S Graham  
Headteacher