

July 2022

Dear Candidate

Re: **Vacancy – Intervention Assistant**
30 Hours pw -Term Time only (43.2 weeks) including designated INSET
Monday-Friday: 08:15-14:50 (plus 2.5 hours for afterschool clubs as directed by the school)
NJC Scale 3, Point 6: £15,867pa (actual)
FTE: £22,983pa

Contracted Hours: Please note that the successful candidate will be expected to be at work to commence work at the times noted above. A 20-minute unpaid morning break and a 45-minute unpaid lunch break is incorporated into the working hours, and must be taken during the working day, outside of the normal school breaks. This comprises of 5 hours per day, lesson time and 1.25 hours tutorial plus 2.5 hours for afterschool clubs as directed by the School. The details and timing of the clubs may be subject to change with prior notice to ensure the smooth running of the school.

Please note that the successful candidate will be expected to be at work no later than 08:15, to commence work and not arriving on site at 08:15.

Thank you for your interest in the above post at Mayfield School. As you will note, we call our Teaching Assistants, Intervention Assistants (IA's).

Candidates must have a genuine interest in wishing to work within the Inclusion Faculty, supporting students with Educational Needs. Most of the training is on the job training, however, you will be expected to attend courses applicable to the role as directed, which includes compulsory Safeguarding training. Further information about the role can be found in the job description.

Further information about the role can be found on the job description and the person specification. The successful candidate will be expected to attend courses applicable to the role as directed by the school, which includes compulsory Safeguarding training. They would also be expected to be a First Aider, and full training for this will be provided.

Please complete the Associate Application Form and the Recruitment Monitoring Form, which should be returned via email to, hr@mayfieldschool.net by Monday 12 September 2022, 12:00 (noon).

Please ensure that the completed application form is sent as a Word document not a PDF file, as to ensure unconscious bias is adhered to in line with Equality Act, all application forms will be anonymised as part of the short-listing process.

Please ensure that you fully complete the application form, which must include the **full name, address, postcode and email address of two referees, one of which should be your current employer.**

References are taken up prior to candidate short-listing, as interviews cannot take place until we have two references in place. Please advise the named referees that you are using them on your application form as referees.

Early applications are encouraged, as we reserve the right to interview and appoint a candidate before the advertised closing date.

Should you have any questions or queries regarding the post, please contact Tina Vorley, Head of HR or Bianca Pollard, HR Administrator in the first instance, via an email to hr@mayfieldschool.net

Yours faithfully

Remo Iafrate
Headteacher

