



*Working Together in Partnership*



Bentley CEVC Primary School  
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Copdock Primary School  
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### **Teaching and Learning Assistant (22.5 hours pwk, permanent)**

Dear Applicant,

Thank you for taking time to read about our school. We are proud of our school and look forward to welcoming another member of staff who can enhance our small and effective team.

As you will see from the information provided on the website, Copdock is a small rural school which is part of a federation with Bentley CEVC Primary School, sharing an Executive Headteacher and one Governing Body. Staff across both schools work collaboratively to support the leadership of the federation and collectively provide education for 145 pupils.

Copdock Primary School currently has 81 children on roll, who are organised into 4 classes of mixed year groups. The post is based predominantly within the Year 5/6 team, supporting children within the class as well as delivering targeted interventions. We are looking for applicants who have previous experience working within a school environment and have used a range of strategies to support children with a range of needs and abilities. We are also keen to consider applicants with an interest and experience in planning and delivering whole class lessons with support. This would be paid at a higher Grade 4 rate of pay. The post holder will be involved in supervising children over the lunchtime period every day within these hours.

The position is offered as a permanent contract, 22.5 hours per week.

**The closing date for applications is Monday 5<sup>th</sup> June, with interviews planned for Wednesday 21<sup>st</sup> June.**

You will find the following documents on the Suffolk Jobs website:

- Job description
- Application form and guidance
- [Safeguarding Policy can be accessed here](#)

More information about our school can also be found on our school website: [www.bentleycopdock.co.uk](http://www.bentleycopdock.co.uk)

If you would like to visit the school before or after completing your application, please do not hesitate to contact me or a member of our friendly team.

Thank you once again for considering the post and I look forward to meeting you.

Kind Regards,

Joanne Austin

