

## SCHOOLS HUMAN RESOURCES SERVICE

## REQUEST FOR SCHOOLS VACANCY ADVERTISEMENT

## ADVERT TEMPLATE AND CHECKLIST

This form must be completed in full and sent by email to the Schools HR

[schools.adverts@walthamforest.gov.uk](mailto:schools.adverts@walthamforest.gov.uk)

All requests for advertisements received by **midday on the Friday** will appear on the website by **Monday evening** and will be displayed in the job list published on the **Tuesday**.

Details Required for Placing of Advert	
Job title	Learning Supporting Assistant with an Educational Health Care Plan
Position type	Teacher <input type="checkbox"/> Head Teacher <input type="checkbox"/> Support Staff <input checked="" type="checkbox"/>
Name of School	Thomas Gamuel Primary School
Address/Location of School: (including post code)	Colchester Road Walthamstow London E17 8LG
Contract type (eg perm, temp, fixed term contract etc)	Fixed term (12 months)
Grade/pay range	Grade 2, Scp 3-4
Salary details (annual)	£27,729 - £28,125
Actual pro rata salary if part-time	0.79 FTE
Allowances (eg SEN, TLR – with amount)	NA
Working hours	32.5 per week
Working pattern (eg FT, PT, TTO)	TTO
Email address or postal address for return of applications	<a href="https://www.lionacademytrust.net/recruitment/vacancies-london">Applications must be made via the school's vacancy website https://www.lionacademytrust.net/recruitment/vacancies-london</a>
Closing date	<b>Monday 21<sup>st</sup> April @ 12 noon</b>
Interview date	<b>Week Commencing 28<sup>th</sup> April 2025</b>
Please Attach in Word Format	
Job Description & Person Specification	Attached

Any additional Information school logo	
<b>Please provide if required</b>	
Web links to any further information	<a href="https://www.thomasgamuel.net">https://www.thomasgamuel.net</a> or check out our Facebook page!
Any other information required	

### ADVERT TEMPLATE

#### INSERT ADVERT TEXT:

The closing date for applications is **Monday 21<sup>st</sup> April 2025** with interviews held week of 28<sup>th</sup> April 2025.

Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification.

Further information about the role and to apply online please visit our vacancy site

<https://www.lionacademytrust.net/recruitment/vacancies-london>

For more information about this position or to have a confidential discussion about the role **please contact Mr Paul Acheson, Head of School** via [recruitment@thomasgamuel.net](mailto:recruitment@thomasgamuel.net)

Further details about the school can be found at: <https://www.thomasgamuel.net/>

Visits to the school before applying are welcomed and encouraged, please contact us by phone or email to arrange this.

The successful candidate will require two positive references from current and previous employers. The position is subject to an enhanced DBS, medical and online checks.

**The Trust is an equal opportunities employer and committed to safeguarding and promoting the welfare of children and young people, the successful applicant must provide satisfactory references and will be subject to an enhanced Disclosure and Barring Service disclosure, along with all relevant safeguarding checks.**