



**Samuel Allsopp**  
Primary & Nursery School

**Head Teacher:** Mr Lee Smith

**Telephone:** 01283 247420

**E-mail:** enquiries@victoria.staffs.sch.uk

October 2024

Dear Applicant,

**Personal Welfare Support Assistant**  
**Part-Time, Fixed-Term Contract – 25 hours per week**  
**Term time only**  
**Grade 2 £22,737 p/a (pro rata)**

Thank you for your interest in our post as a Personal Welfare Support Assistant, working to provide personal welfare support for a given pupil. This contract is fixed-term in the first instance, until 31<sup>st</sup> July 2024 and is to start as soon as possible. Please find enclosed a job description, person specification and application form.

Our school has two sites- our Victoria Road site for Nursery to Year 3 pupils and our Orchard site for Years 4 to Year 6 plus our specialist Speech and Language Centre. Our school serves a predominantly ethnic community where over 90% of our pupils speak English as an additional language.

Applicants should be qualified to NVQ Level 2 Teaching Assistant (or relevant equivalent). Experience of previous employment working with children with special educational needs or Key Stage 1/Key Stage 2 (post dependent) is preferred but not essential. Your application form should outline the experience you have working with children and any strengths and skills you feel you could offer the school.

Please note that completed applications should be returned to school by 9am on Friday 8<sup>th</sup> November 2024 by email to office@victoria.staffs.sch.uk. Interview dates are to be confirmed and applications will be considered at the point of admission.

We look forward to hearing from you.

Yours sincerely

Mr L Smith  
Headteacher

**Victoria Site:** Victoria Road, Burton upon Trent, Staffordshire. DE14 2LU

**Orchard Site:** Belvoir Road, Burton upon Trent, Staffordshire. DE13 0RA

A place where  
children **CAN**