October 2025

Dear Applicant,

I am very pleased to forward the application pack and hope, that after consideration, you apply to the post of Special/Additional Needs Teaching Assistant Level 3 (Grade 5 SCP 13 £29064 pro rata Term Time only) at our school.

The following information will enable you to make a positive choice about applying to be a member of staff at our school. Please read the information carefully.

Barlow Hall Primary School is part of Connect Alliance Trust. Connect Alliance Trust, based in Manchester, formed in September 2025 and consists of five Manchester Primary Schools. These include, Barlow Hall Primary School, Beaver Road Primary School, Brookburn Community Primary School, Cavendish Community Primary School and Northenden Community School.

The trust is committed to building a strong family of schools, enhancing educational standards and opportunities for our local communities. Our shared vision and values underpin our trust’s development: a commitment to academic excellence, a culture of collaboration and an inclusive environment built on respect. The executive trust leaders have a strong track record in school improvement, having improved schools in need of support and championed the development of teaching talent through local teaching hubs.

Barlow Hall Primary School is a mainstream school located in Chorlton, Manchester and we currently have 221 children on roll. Our school has a two year old provision within our Children’s Centre, which we lead, and we have a Resource Provision for 7 children with Autism and/or Development Language Delay (DLD).

Our children come from a variety of backgrounds, religions and cultures. More than two thirds of our school population come from ethnic minority backgrounds with about 40% of our children having English as an additional language. Approximately 35% of our children have some level of SEND. 45% of children are eligible for pupil premium funding.

To join our team, you will need to have a strong commitment to pupil’s learning, as well as caring and supportive qualities. Our children’s achievements are very important and the adults at Barlow Hall work with great dedication and enthusiasm to make sure that each child achieves the very best they can.

You will need to understand the urban context of our school. It can be a challenging and also a very rewarding place to work. We can offer the successful candidate an enjoyable work place with highly trained and supportive staff as well as a commitment to your own learning journey and continuing professional development.

This post will involve supporting children who are in our Resource Provision, working alongside our specialist teacher. This will involve working directly with the children in small group or one to one teaching, as well as occasionally supporting them in their mainstream classrooms. It will require some liaising with external agencies, such as Speech & Language and Occupational Therapy in order to deliver the children’s bespoke programmes. There will be support required during unstructured times such as break and lunch times, in order to facilitate and co-ordinate activities promoting social interactions between pupils.

The closing date for applications is Monday 3rd November at 9am. Please state the vacancy reference number for the position you are applying for. Successful candidates will be invited for an interview on Friday 7th November.

Please email Tracey Leishman at [admin@barlowhallprimary.co.uk](mailto:admin@barlowhallprimary.co.uk) if you wish to visit the school.

Yours sincerely,

Alice Corlett

Headteacher

Information about children with SEND to help you make a positive choice about applying for this position

Pupils may have:

* difficulties with communication, social understanding and flexible thinking/imagination
* challenging behaviour
* sensory issues e.g. hyper-sensitivity to sounds, tastes, smells
* limited awareness of safety
* toileting, self-care and/or eating issues
* associated conditions including anxiety, epilepsy, ADHD

Pupils need staff to provide:

* consistent, calm support
* a flexible approach, responding positively to changing needs
* high levels of visual support
* activities that are enjoyable and fun
* individual teaching and small group activities
* support in mainstream classes, the dinner hall, the playground and during educational visits
* active encouragement to promote independence
* reflective practice and effective team work

**Important safeguarding information for all applicants**

Barlow Hall Primary School is a member of Connect Alliance Trust

At Connect Alliance Trust, we take safeguarding very seriously. As part of our commitment to promoting the welfare of our children the following procedures will be followed for all new applications.

On receipt of your application any anomalies or discrepancies such as gaps in your employment history will be scrutinised and may affect the shortlisting of your application. Please, therefore, complete your application carefully giving full details. CVs will not be accepted.

References will be followed up and any appointment will be subject to satisfactory written references being received. Any information on your reference which causes concern will be raised with you at interview.

If you are invited to interview you must bring with you the following:

* A form of photo identification such as a driving licence or passport.
* Proof of required qualifications as listed in the application pack.
* Proof of National Insurance (i.e NI Card or letter from HMRC)
* Proof of address

These documents must be the original certificates, photocopies are not acceptable.

Copies will be taken of the documents you bring with you and placed on file until the successful candidate is appointed. After this point the documents of unsuccessful candidates will be shredded.

Any offer of employment is conditional upon the satisfactory completion of the pre-appointment checks and after appointment will be subject to a successful Disclosure and Barring Service (DBS) and medical health check.

These pre and post recruitment are statutory as laid down in ‘Safeguarding Children & Safer Recruitment in Education, 2007.

Please note that appointment to all non-teaching posts will be subject to the successful completion of a probationary period.

Applicants shortlisted will be subject to an online search.

This is not part of the shortlisting process itself, you will be able to address any issues of concern that arises during the search at the interview.

**Please could you complete & return the following DBS information**

There is nothing I would like to make you aware of before interview

regarding my DBS check  **🞏**

There is an issue I will need to discuss prior to interview

regarding my DBS check **🞏**