



# Headlands Primary School

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Website: [www.headlands.org.uk](http://www.headlands.org.uk)

Head Teacher: Mr Darren Smith B. Ed (Hons) N.P.Q.H.



NORTHAMPTON PRIMARY  
ACADEMY TRUST PARTNERSHIP

15<sup>th</sup> December 2017

Dear Applicant

Many thanks for your interest in the post of Teaching Assistant / Nurture Room Lead. This post is part time working 30 hours per week from 8:45am-3:15pm Monday to Friday term time plus training days.

The pay is set at point 13-15 of the NJC scale and represents an actual salary of £11,435-£11,838.

Before completing your application, please take time to consider the job description, person specification and any additional information enclosed and on our website.

Make sure you complete a covering letter summarising your experience, tell us about anything you have done or skills that you have that would help you perform this role; what are you like as a person? Why do you want to work at Headlands?

Shortlisted candidates will be selected on the strength of their letter and application form which should reflect all information provided about the post. The letter of application should refer to the job description and person specification and should also outline all previous experience.

We are very proud of our school and all of the support staff at Headlands play an important and crucial role in ensuring our children demonstrate good behaviour and have respect for others. Our children look to our staff to be role models for behaviour, optimism, support and respect. We hope that the person appointed will reflect this ethos.

Should you require any further information about the school, please refer to our website [www.headlands.org.uk](http://www.headlands.org.uk).

Confirmation of appointment will be subject to satisfactory references and enhanced DBS check.

The closing date for applications is Friday 12<sup>th</sup> January 2018 at 5:00pm with interviews to take place on Friday 19<sup>th</sup> January 2018. References are likely to be requested in advance of interviews.

Yours sincerely

Annie Booth  
School Business Manager

