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**Teaching Assistants – Competitive Salary**

Holton Sleaford Independent School (HSIS) delivers a unique and bespoke Outdoor Education based curriculum to predominantly Key Stage 4 and 5 pupils with Social Emotional and Mental Health needs (SEMH). The main premises for the school are in the heart of the small market town of Sleaford, in addition to a Lower School site in the nearby village of Osbournby.

The school offers provision for a mixed gender intake of up to 82 pupils in the 9-20 age range. From September 2024 we are seeking outstanding candidates to join our team and help to enhance pupils’ chances of reaching their full potential.

**Building ‘RESILIENCE, CONFIDENCE and SELF-ESTEEM’ in pupils**

If you feel that this is the sort of environment in which you would thrive and you meet the essential characteristics listed below, we’d like to hear from you.

|  |  |
| --- | --- |
| **Essential candidate characteristics** | **Desirable candidate characteristics** |
| * Experience in a Teaching Assistant role or working with children in a different environment * A desire to work in an SEMH school environment * Willingness to undertake qualifications that may be required as part of the job role * Work well with others and enjoy being part of a team | * Experience with SEN pupils across a significant range of abilities and/or ages * Experience in helping to develop skills Outdoor and/or Adventurous Activities * Experience in helping to develop pupils’ literacy and/or numeracy skills * Full, clean driving licence |

Holton Sleaford Independent School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

**Timeline for recruitment process**

**Please use the application form provided in addition to this you may attach CVs and covering letter to support your application. No candidate can proceed to the Interview stage without a completed application form.**

**Closing date for applications: Noon 7th June 2024**

**Interviews:** week commencing 17th June 2024

**Start date:** 1st September 2024

We encourage prospective candidates to visit Holton before making an application.  If you would like to arrange a visit, please contact the main office (01529 410111) or Dan Laughton, Headteacher (07301 137910) to make an appointment.

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**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | **Full Name:** | | |
| **Known as:** | | **Job Role:** | |
| **National Insurance Number:** | | | |
| **QTS Number (if applicable):** | | | |
| **Address:** | | | |
|  | | | **Postcode:** |
| **Email Address:** | | | |
| **Telephone Number:** | | | |

**Qualifications**

|  |  |  |
| --- | --- | --- |
| Please give details on any relevant qualifications, starting with the highest level attained. Any other relevant qualifications can be added at the bottom. | | |
| **Qualification Type and Subject** | **Grade/Level Attained** | **Name of Establishment** |
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**Qualifications continued**

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| --- | --- | --- |
| **Qualification Type and Subject** | **Grade/Level Attained** | **Name of Establishment** |
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**Alternative Evidence (optional):**

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| --- |
| If you wish to offer more information about how you could be suited to this role, please use the space below: |
|  |

**Experience**

|  |
| --- |
| **Full Job History:**  Give full details of your employment starting with your current or most recent job. Use the column titled “Job title and duties” to give brief details, where relevant, to show how your experience meets the requirements of the role. **Indicate gaps in employment and tell us what you were doing during this time (e.g. full time study). Any gaps in employment may be questioned at interview.** Please continue on a separate sheet if necessary. |

**Current Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of employer and nature of business:** | **Job title and duties:** | **Dates of employment (MM/YY)** | |
| From: | To: |
|  |  | | |

**Full Previous Employment History (please use additional sheet if required)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of employer and nature of business:** | **Job title and duties:** | **Dates of employment (MM/YY)** | |
| From: | To: |
|  |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of employer and nature of business:** | **Job title and duties:** | **Dates of employment (MM/YY)** | |
| From: | To: |
|  |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of employer and nature of business:** | **Job title and duties:** | **Dates of employment (MM/YY)** | |
| From: | To: |
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| --- | --- | --- | --- |
| **Name of employer and nature of business:** | **Job title and duties:** | **Dates of employment (MM/YY)** | |
| From: | To: |
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| --- | --- | --- | --- |
| **Name of employer and nature of business:** | **Job title and duties:** | **Dates of employment (MM/YY)** | |
| From: | To: |
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| --- | --- | --- | --- |
| **Name of employer and nature of business:** | **Job title and duties:** | **Dates of employment (MM/YY)** | |
| From: | To: |
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**Other Experience**

|  |
| --- |
| Describe any relevant experience you have had outside of work which may help you to carry out the role. |
|  |

**References**

|  |  |
| --- | --- |
| **First Reference:** | **Second Reference:** |
| **Name:** | **Name:** |
| **Full Address and Postcode:** | **Full Address and Postcode:** |
| **Telephone Number:** | **Telephone Number:** |
| **Email:** | **Email:** |
| **Relationship:** | **Relationship:** |
| Please note: If you have previously worked in education but no longer do, it is essential you supply us with a third reference from your last employer in education. | **Third Reference:** |
| **Name:** |
| **Full Address and Postcode:** |
| **Telephone Number:** |
| **Email:** |
| **Relationship:** |

**Relationships**

|  |  |  |  |
| --- | --- | --- | --- |
| Failure to disclose a close personal relationship as below may disqualify you.  Are you a relative or a partner, or do you have a close personal relationship with, any employee or member of Governing body connected to this company? If so, please state the person(s) full name, their position and place of work. | | | |
| **Name:** | **Position:** | **Location:** | **Relationship:** |
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**Data Protection**

Holton Sleaford Independent School respects your privacy and is committed to protecting your personal data. We comply with the Data Protection Act, any subsequent replacement legislation and the General Data Protection Regulation (GDPR).

If you are appointed, some information contained in this form will form part of your personal file.

**Declaration**

*I declare that all information given as part of my application is true. I declare that I am not disqualified, prohibited or barred from working with children or subject to sanctions imposed by a regulatory body. I accept that false information may result in my application being disqualified and if appointed could lead to dismissal. I understand that an Enhanced DBS check will be carried out, prior to employment commencing.*

|  |  |
| --- | --- |
| **Print:** | **Date:** |
| **Signed:** | |