

**KING EDWARD VI ASTON SCHOOL**  
**Appointment of a Teaching Assistant**  
**Information for Applicants**

- i. This appointment arises from the increase in the pupil population from September and the promotion of a member of the Learning Support Department. It is a permanent, part-time, term-time only position for 25 hours per week.
- ii. This is a Grade 2 position with a salary payable on points 15, 16 & 17 (full-time annual salary £16,572-£17,372. The actual salary on point 15 is £10,226pa.
- iii. The successful applicant is likely to have previous experience of working in a school ideally with autistic pupils. He/she will have good literacy and communication skills, be a competent user of IT and able to work in a team. Resilience and a good sense of humour are both essential.
- iv. The Learning Support Department is highly successful and a key department within the school. There is a SENCO and Deputy SENCO and three other Teaching Assistants. In addition the school employs specialists to provide support in the areas of dyslexia and handwriting.

The department has its own suite of rooms with access to technology.

The department has effective and well-established links with outside agencies and institutions.

- v. Applicants who wish to be considered for interview must submit a completed application form, ideally by e-mail to [vacancies@keaston.bham.sch.uk](mailto:vacancies@keaston.bham.sch.uk) as well as a letter of application of no more than two sides of A4 in length (word processed, font size 12) explaining why they wish to be considered for the position and how their past experience makes them a suitable candidate. **CVs will not be accepted and candidates who apply using any other type of application form will not be considered.** Applicants must include on the application form the names and contact details of two referees one of whom must be their most recent employer. References from friends, family and acquaintances are not acceptable. The application form and job description for the position can be found on the school's web site ([www.keaston.bham.sch.uk](http://www.keaston.bham.sch.uk))
- vi. The school takes its responsibilities towards safeguarding as a paramount concern. All candidates called for interview can expect to be asked questions with regard to safeguarding and well-being while the successful candidate will be required to undergo a Disclosure & Barring Services (DBS) check.
- vii. The closing date for applications is noon on Wednesday, 20<sup>th</sup> September 2017 with interviews scheduled to take place during the week commencing 25<sup>th</sup> September 2017.
- viii. Please do not hesitate to contact me at [c.parker@keaston.bham.sch.uk](mailto:c.parker@keaston.bham.sch.uk) or on 0121 322 8835 if you require any further information in respect of this appointment or would like to visit the school before submitting an application.

C. Parker  
Headmaster