

June 2021

Dear Candidate

**Re – Vacancy – Intervention Assistant (IA) (Teaching Assistant) – 27.5 hours pw Monday-Friday x 43.2 weeks per year (term time only, with 1 INSET Day) – SCP Scale 3 point 6 - £14,294pa (FTE: £22,587pa)**

**Contracted Hours: Monday-Friday 08:15-14:50** – this comprises of 5 hours per day, lesson time & 1.25 hours tutorial. The school working week is 32.5 hours, with IA's contracted for 27.5 hours as associate staff are not paid for breaks. Current breaks are 20 mins in the morning & 45 mins at lunch. Please note that the successful candidate will be expected to be at work no later than 08:15, not arriving on site at 08:15.

Thank you for your interest in the above post at Mayfield School. As you will note, we call our Teaching Assistants, Intervention Assistants (IA's).

Candidates must have a genuine interest in wishing to work within the Inclusion Faculty, supporting students with Educational Needs. Most of the training is on the job training, however, you will be expected to attend courses applicable to the role as directed, which includes compulsory Safeguarding training. Further information about the role can be found in the job description.

Please complete the Associate Application Form, which should be returned via email as a word document to, [hr@mayfieldschool.net](mailto:hr@mayfieldschool.net) to the school by Monday 5 July 2021- 3:00pm.

Please ensure that you fully complete the application form, which must include the **full name, address, postcode and email address of two referees.**

References are taken up prior to candidate short-listing, as interviews cannot take place until we have two references in place. Please advise the named referees that you are using them on your application form as referees.

Should you have any questions or queries regarding the post, please email Tina Vorley, Head of HR or Jenna White, HR Assistant in the first instance - [hr@mayfieldschool.net](mailto:hr@mayfieldschool.net)

Yours faithfully

Allison Greenwood (Ms)  
Co-Headteacher  
on behalf of Mayfield School

Lynn Campbell (Ms)  
Co-Headteacher  
on behalf of Mayfield School