



Date as postmarked

**SALE HIGH SCHOOL**  
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Dear Sir/Madam

**POST OF Learning Support Assistant (Intervention Leader)**

Thank you for your interest in the above post.

A job description, person specification and summary of the terms and conditions of the post are attached. Sale High School is seeking to appoint a suitably qualified and experienced individual to take up the post of learning support assistant, now referred to as "intervention leader" within our school to support students in their progress and attainment.

Applicants must have a good general standard of education and should ensure that they meet the essential criteria listed in the person specification. The post involves the provision of in-class support to students with SEN and working on an individual and group basis with some students in our inclusion centre "Aspire". The ability to provide intervention support in English would be a particular advantage. Specific focus will be agreed with the successful candidate and reflected in the Job Description for the post.

Applicants are asked to complete the application form and return it together with a letter of application. CVs are not accepted. Please bear in mind that short-listing will be undertaken against a set of criteria drawn from the person specification and job description. Your application should therefore address all aspects of your skills and experience to enable the appointment panel to best assess your suitability.

The closing date for applications is **Wednesday 13th June 2018 at 12 noon** and short-listing will be undertaken as soon as possible after this date. In the interests of economy we will only be contacting short-listed candidates. This unfortunately means that we are treating you less courteously than we would wish, but I hope you will appreciate the reasons for our decision. References will be taken up if you are short-listed, however you may request that current employers are only contacted following the interview.

Please note we are committed to safeguarding and promoting the welfare of children and therefore you will be required to undertake a criminal records check via the Disclosure and Barring Service.

Thank you for the interest you have shown in our school. If you wish to obtain any additional information, please contact the school. I look forward to receiving your completed application form.

Yours sincerely

*Jayne O'Grady*  
Jayne O'Grady  
Headteacher

## SUMMARY CONDITIONS OF SERVICE – Intervention Leader

Conditions of Service as National Joint Council for Local Government Services

1. Appointment is subject to:

- Satisfactory completion of medical assessment
- Satisfactory clearance by the Disclosure and Barring Service
- Satisfactory references (one of whom must be most recent employer)
- Satisfactory completion of six-month probationary period.

2. The post is pensionable with the Greater Manchester Pension Fund

3. Salary Range.

NJC Scale 4 (points 18-21) pro-rata plus SEN Allowance  
Actual salary range £16,740 - £18,130

4. Hours

Full Time 36.25 hours per week full time – term time only + 2 additional days (to include INSET days)

5. Holidays

It is a condition of the appointment is that any holidays are taken in the school holiday period.