

Dear Applicant,

Thank you for your interest in the post of Teacher Assistant. I am delighted to attach the application pack and hope, that after consideration, you wish to apply for this post at our school.

The following information may help you to make a positive decision about applying for this position at our school. Please read the information carefully. Our school is a rewarding place to work with a very supportive staff.

St James' C of E Primary School is located in a cul de sac just off Wilmslow Road close to Platt Fields Park and adjacent to the old Hollings Faculty of Manchester Metropolitan University, the famous landmark building known as the Toast Rack.

Through a process of strategic school improvement our leadership team, staff and governors have worked hard to achieve and sustain improvement. Our school is graded by Ofsted (January 2023) as 'Good' who found that we are "a welcoming school for pupils of all backgrounds" where there "is a great sense of togetherness."

Our team are working hard to sustain our improvement and further develop to ensure the best outcomes for our children, of whom, we are very proud. We are committed to securing the best outcomes for all members of the St James' community – children, parents, staff, governors, and the local community. Our ambition is to become outstanding, both in the Ofsted sense and on our own terms. As a school we want to continually ask ourselves "How can we make things better?" and we want new members of the team to be asking themselves the same thing.

We currently have 226 pupils on roll and are a one form entry school with a 26 place Nursery class. Our children come from a variety of backgrounds, religions and cultures. 76% of our school population come from ethnic minority backgrounds with almost two thirds of our pupils having English as an additional language.

Our school is a supportive and rewarding place to work. Development for all is highly regarded at St. James' and we believe strongly in nurturing and supporting staff in the same way that we do the children. We can offer the successful candidate an enjoyable work place with highly trained supportive staff as well as a commitment to your own continued professional development.

Applications should be returned via email (vacancies@st-james-rusholme.manchester.sch.uk) or by post to the school address. The closing date for applications is on Thursday 29th June 2023.

Prospective candidates are very welcome to contact the school to arrange a visit prior to application.

If I can be of any further help, please do not hesitate to contact me at the school.

Yours faithfully,

Gavin Shortall
Executive Headteacher

Important safeguarding information for all applicants

At St James' C of E Primary School we take safeguarding very seriously. As part of our commitment to promoting the welfare of our children the following procedures will be followed for all new applications.

On receipt of your application any anomalies or discrepancies such as gaps in your employment history will be scrutinised and may affect the shortlisting of your application. Please, therefore, complete your application carefully giving full details.

References will be followed up and any appointment will be subject to satisfactory written references being received. Any information on your reference which causes concern will be raised with you at interview.

If you are invited to interview you must bring with you the following:

- A form of photo identification such as a driving licence or passport.
- Proof of required qualifications as listed in the application pack.

These documents must be the original certificates, photocopies are not acceptable.

Copies will be taken of the documents you bring with you and placed on file until the successful candidate is appointed. After this point the documents of unsuccessful candidates will be shredded.

Any offer of employment is conditional upon the satisfactory completion of the pre-appointment checks, satisfactory references and after appointment will be subject to a successful Disclosure and Barring Service check and medical health check.

These pre and post recruitment are statutory as laid down in 'Safeguarding Children & Safer Recruitment in Education, 2007.

Please note that appointment to all non-teaching posts will be subject to the successful completion of a probationary period.