

---

Our ref: SC  
Direct Dial: 01933 221415  
Email: [caffels@hattonacademy.org.uk](mailto:caffels@hattonacademy.org.uk)

March 2019

Dear Applicant

**Re: Teaching Assistant (Level 2) – Victoria Primary Academy**

Thank you for your interest in the post of Teaching Assistant at Victoria Primary Academy.

We are currently looking for an enthusiastic and reliable Teaching Assistant to provide classroom support to individual pupils throughout all year groups, to enable them to achieve their full potential by raising and maintaining standards of education and social development, promoting their involvement in the social and academic processes at the Academy and enabling them to become more independent learners.

Candidates must have at least Level 2 qualifications (including English and Maths) and proven experience of working with or caring for primary aged children.

The successful applicant will be required to complete an enhanced Disclosure Bureau Service check (DBS) and any offer of employment is subject to satisfactory references and occupational health clearance.

You will find a job description and further details about the post and the academy from the information provided as part of this pack. In addition, please take a look at our applicant information booklet which explains the benefits of working for our Trust - <http://www.hattonacademiestrust.org.uk/working-for-us/vacancies/>

This is an ongoing vacancy until the post is successfully filled. Immediate interviews are available for suitable candidates, so don't delay – send your application to us as soon as possible. Please use the Hatton Academies Trust non-teaching staff application form and attach a CV or additional sheets if required. **Your application should be emailed to [personnel@hattonacademiestrust.org.uk](mailto:personnel@hattonacademiestrust.org.uk).**

Yours faithfully

**Mrs S Caffel**  
**Personnel Assistant**