



WM Jobs School Recruitment Advert Request Form

Contact details:	
Name:	Emma Petford
School:	Hadley Learning Community Primary Phase
Phone Number:	01952 387088
Email Address:	Emma.petford@lct.education

Vacancy information:	
Vacancy Title	Teaching Assistant (Learning Support Mentor) Scale 2
Vacancy Close Date (vacancy will close at midnight)	Monday 6 th November at 10am.
Grade and spinal point	Scale 2
Annual Salary	
Allowances if applicable	
Contract Type (please select the contract type)	Fixed term for 1 year
If Temporary of Fixed Term contact please indicate the review date	July 2022
Hours per week (or FTE for teachers)	30 hours per week.
Working weeks per year (please select the working weeks)	Full Working Year
Application form available from (you only need to include this if you do not want an application form attached to the advert):	Attached – LCT application

Advert Text (or attach your advert if preferred)

Hadley Learning Community Primary Phase

Waterloo Road
Hadley
Telford
TF1 5NU
Tel: 01952 387088
E-mail: emma.petford@lct.education

Teaching Assistant (Learning Support Mentor)

Scale 2

Term Time only. Fixed Term.

To start as soon as possible.

HLC Primary is committed to providing all children with a high-quality education and are seeking to appoint an outstanding support assistant who share this passion.

We are looking for an enthusiastic individual who share our belief that all children are entitled to the highest quality education. Our staff are skilled in teaching an exciting and engaging curriculum to our pupils and they work closely as a team to plan personalised learning.

We are seeking to employ a suitable person, who has a passion for working with young children and who will enjoy working within a team and is able to value the contributions of all.

Potential candidates must have good English, Maths and communication skills.

If you require further details please contact Primary PA at the following address, emma.petford@lct.education

Visits to the school are warmly welcomed.

You can also view more information about our school by visiting our website www.hadleylearningcommunity.org.uk

Closing date for applications is Monday 16th October 2023 at 10am

Only those shortlisted for interview will be contacted.

Interviews will take place on Friday 20th October 2023

Thank you for your interest in this vacancy.

Please see Job Description and Person Specification for further information.

Please complete the application form and email it to emma.petford@lct.education The appointment will be subject to enhanced DBS clearance (including a check on the children's barred list) for the successful applicant. We are committed to Safeguarding and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education. We are also committed to Equality and Diversity. Sorry but CV's will not be accepted.

Closing Date: Monday 6th November – 10am

Interview Date: Wednesday 8th November

Please email this completed request form to hrhelpdesk@telford.gov.uk, attaching the Job Description / Person Specification and any other recruitment documents. HR will endeavor to get the vacancy on WM Jobs within 2 working days.

If you wish the advert to appear in external publications for example, Shropshire Star etc. then please contact Louise Hughes – louise.hughes@telford.gov.uk and this will be chargeable. If you would like the advert to appear in [TES](#) – this is now done through an on-line portal and you will need to set this up independently from the Local Authority.