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November 2021

Dear Applicant

**TWO FIXED TERM TEACHING ASSISTANTS (1050 hours per year pro rata)**

Thank you for your interest in these Teaching Assistant posts and at Willand School. They are both fixed term, one to support a pupil with additional needs and the other to cover the secondment of a member of staff.

Please find attached an information sheet giving broad details of the school and the vacant post.

*Wherever possible please include an e-mail address for referees.*

The post is available from 22<sup>nd</sup> November 2021, and you will be required to work five days each week during term time. This will be from 9am to 3.30pm (27.5 hours per week). More details of the posts are available in the information sheet.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Please complete the application form to apply for the post. Wherever possible, please give an e-mail address for your referees.

We hope that we will have the pleasure of hearing from you shortly. Please note that the closing date for applications is 9am on 15<sup>th</sup> November 2021.

Yours faithfully

Anne Hawkins  
Headteacher

## GENERAL INFORMATION FOR APPLICANTS

### Willand School

Willand School is a welcoming school with a strong ethos of care, respect, and purposeful learning. It is pleasantly situated in the village of Willand in the Culm Valley with a population of over 3,500 residents.

Willand School is a Group 3 Community School with 402 children on roll. The school has two form entry. We have a highly dedicated, professional team of staff. There are twenty-three teachers, including the Headteacher, together with twenty-four Teaching Assistants. The school has a Business Manager and four Administrative Officers.

The original building dates from 1948. The school has been extended in recent years. There are eleven classrooms in three extensions and three classrooms in the original building, all of which are interconnected. We are therefore fortunate to have modern, spacious accommodation to provide a stimulating learning environment for the children.

The school has a very hard-working and supportive Parents, Teachers and Friends Association (PTFA) who organise a range of events during the year. They have provided a number of items of equipment in school. There is also a tradition of parental involvement, and many parents help in the school in a variety of ways.

### The Posts

You will work five days per week during term time as a Teaching Assistant in the classroom. The salary is £11314.

You will be joining a friendly, hardworking, and supportive team.

### The successful candidate will demonstrate:

- An aptitude for working with children.
- A commitment to setting high standards of pupil behaviour.
- An ability to motivate children through positive relationships
- Effective communication with children and colleagues.
- The capacity to work in a team and learn from others.
- Initiative, enthusiasm and commitment.
- Commitment and willingness for further professional development.
- Willingness to fulfil the duties as outlined in the Job Descriptions

The above is in no way a comprehensive definition of the posts, or to be used as a contractual job description. It is hoped that the successful candidate will negotiate a job description which best fulfils their needs and those of the school.

### Your Application

Completed application forms should be returned to the school, either by e-mail [admin@willand.devon.sch.uk](mailto:admin@willand.devon.sch.uk) or in an envelope marked for the attention of the Headteacher, Anne Hawkins. The closing date for applications is 9am on 15<sup>th</sup> November 2021.

We look forward to hearing from you.