

CHATSMORE CATHOLIC HIGH SCHOOL



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Learning Support Assistant for September 2017

I am delighted you have decided to apply for the information pack on the above post. Chatsmore Catholic High School is a popular, oversubscribed school, enjoying a strong reputation within the local and Catholic communities. There are currently 624 students on roll and we have waiting lists in most year groups.

The governors are seeking an adaptable and approachable person with the ability to relate well to 11-16 year olds and understand their difficulties. Applicants must have effective oral and written communication skills and be computer literate, with GCSEs including English and Maths. An NVQ Level 3 related to Teaching & Learning in schools would be an advantage (or a commitment to achieving this). Previous experience of working with children with special needs would be an advantage.

Please note, because of the nature of this job, if you are successful in your application you will be subject to an Enhanced Disclosure and Barring Service check. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. The appointment is also subject to verified professional references and occupational health clearance.

We are a strong Catholic community in which every member of staff makes a contribution to the spiritual and moral life of the school. We do this as role models in our relationships with students and in the way in which we work together. If you decide to apply for the post you should be confident that you are able to support the Catholic ethos and principles of Chatsmore Catholic High School.

Please read our staff dress code before applying for the post. The deadline for applications is **MIDDAY ON Tuesday 2nd May**. Interviews will be on Monday 22nd May.

HOW TO APPLY

- 1 Complete the application form giving names of two professional referees (one of whom should be your current or most recent employer), print it off and sign it. Please do not give friends or relatives as referees.
- 2 Please ensure you complete your entire job history on the application form with no gaps in employment, even if you enclose a CV. Please explain any gaps in employment (eg break to bring up children).
- 3 You are also asked to include a supporting letter outlining your relevant experiences for the post.
- 4 Email your completed application to finance@chathigh.co.uk or send it in an envelope **clearly marked for the attention of Mrs Wheatley**, to the school address.

I look forward to hearing from you.

Stephanie Leigh

Stephanie Leigh
Business Manager