9th September 2019

Dear Applicant

**Assistant Head (Student Wellbeing)**

Thank you for expressing an interest in the above vacancy. Please find enclosed an information pack, which contains an application form, job description, person specification and other information which you may find useful.

I would like to offer potential candidates the opportunity to visit school on the following days/times:

**Monday 30th September 2019 1.00pm – 3.00pm**

**Wednesday 2nd October 2019 10.00am – 12.00pm**

Please email njones@talbot.sheffield.sch.uk if you would like to visit on one of the above dates.

As the post gives substantial access to children in a special needs school setting, the following conditions will relate to your application.

**1. References**

* Please provide details of at least two referees, both of whom must have managed you in an employment capacity.
* If your current or most recent post did not involve working with children or young people, please provide an additional reference from your most recent experience of working with children and young people.

Please note that we are unable to offer appointments to school positions without two satisfactory references. References are taken up for all shortlisted candidates.

**2. Disclosure Barring Service Check - DBS**

 **AND BARRING SERVICE (DBS)**

In line with section 115 of The Police Act 1997, it is a legal requirement that a person carrying out this job must have a Disclosure and Barring Service check and a check of the Children’s Barred List before appointment.

**3. Medical Fitness**

The post is subject to medical fitness and if shortlisted you will be required to complete a Pre-Placement Health Questionnaire. The Occupational Health Nurse may contact you if they consider you to require a medical examination either before the commencement of the post or at any time during employment.

I would once again, like to take this opportunity to thank you for showing interest in the post and hope that you find the enclosed information helpful.

Please contact school if you require any further information and, if you intend to apply please ensure that your application is returned to Nichola Jones, PA to Headteacher at the school by **Friday 4th October 2019**.

**Interviews will take place on Tuesday 15th October 2019.**

Yours sincerely



Carolyn Sutcliffe

Headteacher