



November 2023

Dear Applicant

## Teaching Assistant/HLTA

Thank you for your enquiry regarding the post of Teaching Assistant/HLTA at Wellington School.

Please find enclosed an application form, job description and person specification.

Candidates should include details of the following in their application:

- a. Their personal skills and abilities as applicable to the post.
- b. Any experience relevant to the post.

The application form, should be returned to the School by Monday 4<sup>th</sup> December.

Thank you for your interest in this post. We would advise that only candidates who are shortlisted for interview will be contacted.

Yours faithfully,

**Stuart Beeley**  
Headteacher