



*Working Together in Partnership*



Bentley CEVC Primary School  
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Copdock Primary School  
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### **Teaching and Learning Assistant (until August 2023 in first instance)**

Dear Applicant,

Thank you for taking time to read about our school. We are proud of our school and look forward to welcoming another member of staff who can enhance our small and effective team.

As you will see from the information provided on the website, Copdock is a small rural school which is part of a federation with Bentley CEVC Primary School, sharing an Executive Headteacher and one Governing Body. Staff across both schools work collaboratively to support the leadership of the federation and collectively provide education for 145 pupils.

Copdock Primary School currently has 83 children on roll, who are organised into 4 classes of mixed year groups. The post is based predominantly within the KS2 team, supporting children within the class as well as delivering targeted interventions. We are looking for applicants who have previous experience working within a school environment and have used a range of strategies to support children with a range of needs and abilities. We are also keen to consider applicants with an interest and experience in planning and delivering whole class lessons with support. This would be paid at a higher Grade 4 rate of pay. The post holder will be involved in supervising children over the lunchtime period at least three days per week. These will be additional paid hours.

The position is offered initially as a fixed term contract, 27.5 hours per week, due to a review of staff organisation. It is likely this will become a permanent post.

**The closing date for applications is Friday 1<sup>st</sup> July, with interviews planned the following week on Thursday 7<sup>th</sup> July.**

You will find the following documents on the Suffolk Jobs website:

- Job description
- Application form and guidance
- [Safeguarding Policy can be accessed here](#)

More information about our school can also be found on our school website: [www.bentleycopdock.co.uk](http://www.bentleycopdock.co.uk)

If you would like to visit the school before or after completing your application, please do not hesitate to contact me or a member of our friendly team.

Thank you once again for considering the post and I look forward to meeting you.

Kind Regards,

Joanne Austin

