



**15 May 2020**

## **Inclusion Officer - Pastoral and Family Support**

**Dear Applicant**

Thank you for showing an interest in the post of Inclusion Officer - Pastoral and Family Support, at our school. I am pleased to be able to send you further details as requested.

This is an important appointment for the school as we continue to evolve as an Academy in the Redhill Academy Trust.

In order to provide more details about the post available, I am enclosing the following information with this letter: -

- Further details about Tupton Hall School;
- A Job Description for the post and a Person Specification;
- An application form.

Clearly these are very unusual times, therefore if shortlisted, the interview will be conducted remotely. School will telephone all candidates in the week beginning 8 June 2020 for a telephone conversation in the first instance. Following this, a shortlist will be drawn up and candidates for interview will be invited for a SKYPE interview week beginning 15 June 2020.

The SKYPE interview will involve candidates discussing a prepared task, together with formal questioning.

**If you wish to apply for this post, please submit a completed application form and a response of no more than 2 sides of A4 explaining how you meet the requirements of the job description and person specification. In addition, please state why you wish to work at Tupton Hall School.**

We have an interactive and informative website available for you to review the school further and would welcome conversations by telephone or email prior to application. Please contact [a.webb@tuptonhall.org.uk](mailto:a.webb@tuptonhall.org.uk) by email or call 01246 863127 to arrange a convenient time for a phone call.

I look forward to hearing from you in the near future.

Mr Andrew J Knowles  
Headteacher

Mrs Alyson Webb  
Senior Assistant Headteacher