April 2021

Dear Applicant,

**Thank you for your interest in the post of SAVTE Link Worker - English Language Support. Please make sure you download the following from our** [**website**](http://savte.org.uk/work-with-us/english-language-support-link-worker/) **:**

* *Job Description and Personal Specification*
* *Terms and Conditions*
* *Application Forms* ***A and B***
* *Background Information - \**Please refer to SAVTE’s website for background information including our recent annual report.

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Please email your completed applications to stella@savte.org.uk, by **midnight on Sunday 23rd May 2021.**

How to apply:

1. Complete Application Form **A** (or submit your CV).

**and**

1. Complete Application Form **B** or submit a statement.

Please note that we will shortlist applicants based on how they meet the person specification. Therefore, please spend time telling us about all your skills, knowledge and experience that are relevant to this job.

We recommend that you refer to the Person Specification, because we will shortlist against this criteria. You may either write a letter or statement, or you may complete the person specification table in the application form

We want our approach to recruitment to be fair and open to anyone from all backgrounds, who will bring a range of experiences and perspectives to the team. There will always be opportunities for training and development, so please do not be put off by all the criteria in the person specification.

We aim to inform shortlisted candidates by Monday 24th May 2021**.** and if you have not heard from us by this date, then it means that your application on this occasion has been unsuccessful. However, if you would like feedback I will be happy to provide this, in the first instance by email.

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**Interviews will be on Thursday 27th May 2021.** We apologise for the short time between notification and interview, this is to take into account the school holidays.

**Please ensure we have an email or telephone number that we can contact you via,**

Yours sincerely,

Stella Burton

CEO