



Teaching Assistant Level 2 Supporting a Child/ren with Complex Needs Recruitment Brochure



QUEST

CEO Welcome Letter

Letter of welcome from CEO



Dear Candidate,

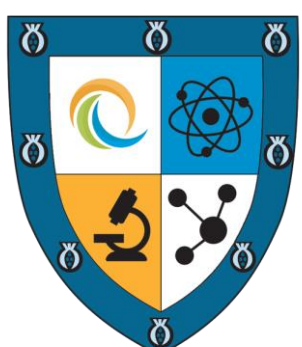
I am delighted that you are considering becoming a member of the **QUEST** Team. Here we all lead to secure a place for **Learning, Innovation** and **Opportunity**, and we seek those who have determination for success, a thirst for continued learning and a drive to be relentlessly ambitious for the students and communities they serve. Here we make a difference and transform lives.

In this pack, I have set out what makes us unique in the educational landscape, defines our success as thriving digital learning communities, and captures our forward thinking and research-led rigour of implementation. We think outside the box here. We listen well and we are clear about our vision for education; a blend of student agency and digital technology for delivery. Here the talent drives the technology. We have created a culture of shared ownership, in partnership with our schools, where we embrace challenge as teams and ensure our core moral purpose is at the heart of all we do. Our Spirit of Purpose is at the heart of all we do.

If you deliver exceptional educational outcomes for the children and young people in your care, have the inner determination to secure success for all and relish the chance to create with us, we would be delighted to hear from you.

Please look through our detailed pack and if this sounds like the role you have been waiting for, and you are ready to unlock your own potential as well as the potential of others, we look forward to hearing from you, meeting you and receiving your application.

Sharon Bruton
CEO



OUR TRUST

UNLOCKING POTENTIAL

QUEST has a clear and compelling vision for the future of education.

As an Academy sponsor, **QUEST** has a strong track record for making a long-lasting positive impact on the life prospects of the pupils and communities we serve. The Trust is a collaborative family of schools. It enables us to build community, hope, dignity and wisdom for all.

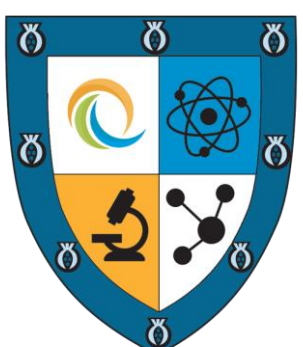
Our schools are all about passion, determination and enthusiasm. We see challenges as opportunities and have an unshakeable belief in the right of children and young people to access high-quality education.

As **Century Flagship Schools**, our digital and technological approach to learning is embedded within our curriculum. We harness the personalised support of an Artificial intelligence learning platform and digital devices on a 1:1 basis for all aged 7 and above. We all lead learning in our Trust and all staff are Apple Teachers.

The curriculum is complemented by our coaching approach to develop student agency which promotes life skills of mental toughness, critical thinking and communication. As **Pearson National Award Winners for Digital Innovation 2019**, we are proud to be leading the way by creating and shaping the next phase of education.

Together we will ensure they thrive

Together we are strong



WHY WORK FOR US?

Our staff members are committed, patient, resilient, reliable, and reflective.

Our staff deliver high-quality teaching, hold their colleagues in high regard and display the highest level of professionalism. With honesty and care, our staff will leave no stone unturned in the pursuit of excellence. They are scrupulously honest and act with integrity, deal with students, parents, and staff with respect, demonstrate passion and pride, are prepared, punctual and polite, and make everyday matter and every student count. If you are as extraordinary and have the same skill set, we want to hear from you.

We're passionate and committed to the development and education of our students.

Our children and young people are fearless, ambitious, positive, aware, compassionate, inquisitive, and use their mistakes to grow. They feel safe, have the confidence to explore and share their ideas and take ownership of their learning.

Our pupils and students think of others before themselves and treat their peers with respect and honour. They take pride in their work and want to affect change within the world around them. With resilience and collaboration, our pupils and students will tread the steps to success and become lifelong learners. They value every lesson and every day, respect themselves, each other, and their communities, are polite, prepared, and demonstrate a sense of pride.

How we will meet the demand and ensure high-quality teaching and learning

Our curriculum is designed to lead the way in a new era of learning. We are a teaching school for Century Tech, a cutting-edge Artificial Intelligence Learning Platform. Our experience tells us that our pupils and students are able to close their knowledge gaps faster and more consistently through using this diagnostic learning platform, whilst being supported to overcome challenges and develop critical thinking with our blended approach of coaching support. This is what we all require in life, not simply learning, and our children and young people need to have this inner resilience to support their learning and life chances.

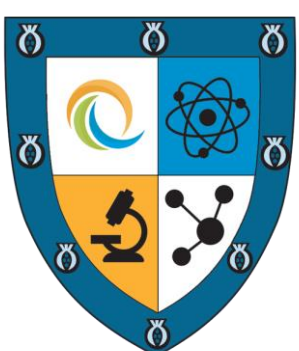
At **QUEST**, we will provide this bespoke support.

At **QUEST**, learning will embrace creative and innovative approaches that engage pupils and students, utilising modern technology and virtualisation to maintain pace and interest. We work 1:1 with students, using iPads and as an Apple School, our teachers strive to make the most of your time, skills, and expertise. Our Trust's digital strategy, **recognised by Pearson as Silver Award Winners for Digital Innovator of the Year**, is evidence of our commitment to excellence for all. This approach, outlined below, is partnered with our life skills curriculum and approach to student agency within all schools in **QUEST**.

This blend of approaches to learning provides our children and young people and staff with a readiness for the professionalism of the workplace, a way of establishing learning habits for life, and the security of self-motivation and mental toughness to enable all to thrive.

Working for us, we want you to embody the essence of success, in its many guises and look forward to your talents and expertise being added to the collective group for the benefit of all.

QUEST's Digital Strategy creates pathways for learners and maximises staff time to give quality learning feedback.



PHASE 1

COMMUNICATION

INTERNAL

EXTERNAL

PHASE 2

ENABLE EFFECTIVE AND EFFICIENT
OPERATIONAL SYSTEMS

PHASE 3

MINIMISED AND EFFICIENT
WORKLOAD - FOR TIME, PLANNING,
ASSESSMENT & SHARED RESOURCES

PHASE 4

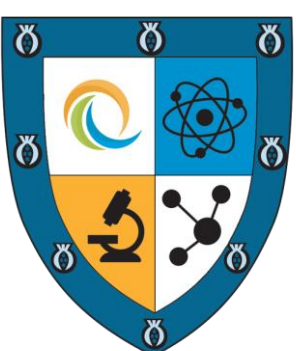
QUALITY
TEACHING AND
LEARNING



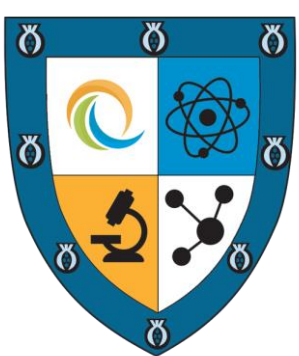
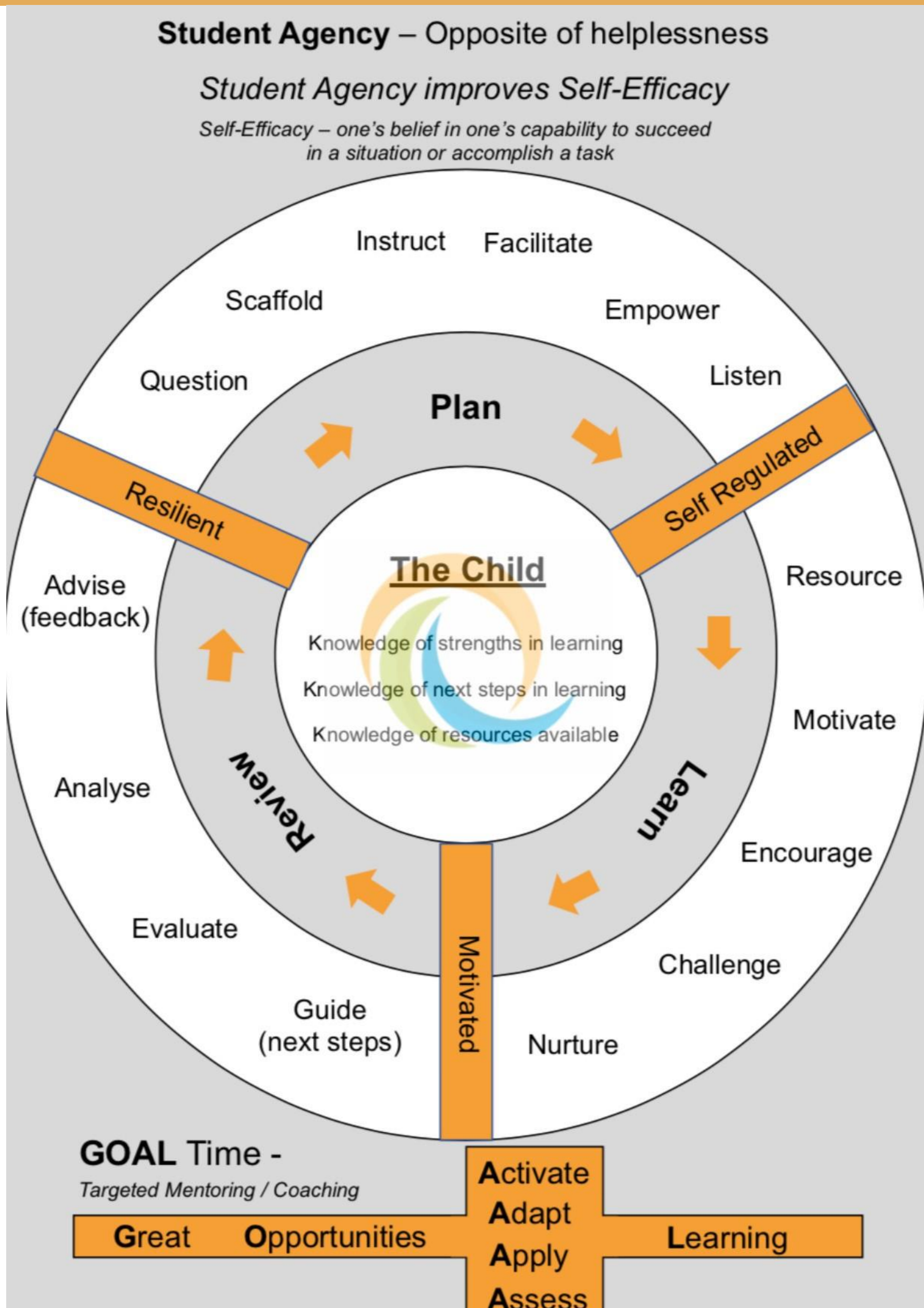
CULTURE OF
COACHING
& STUDENT
AGENCY

PHASE 5

CREATE FLEXIBLE, NUANCED AND
ADAPTABLE EDUCATION FOR THE FUTURE



STUDENT AGENCY - SELF EFFICACY BREAKDOWN

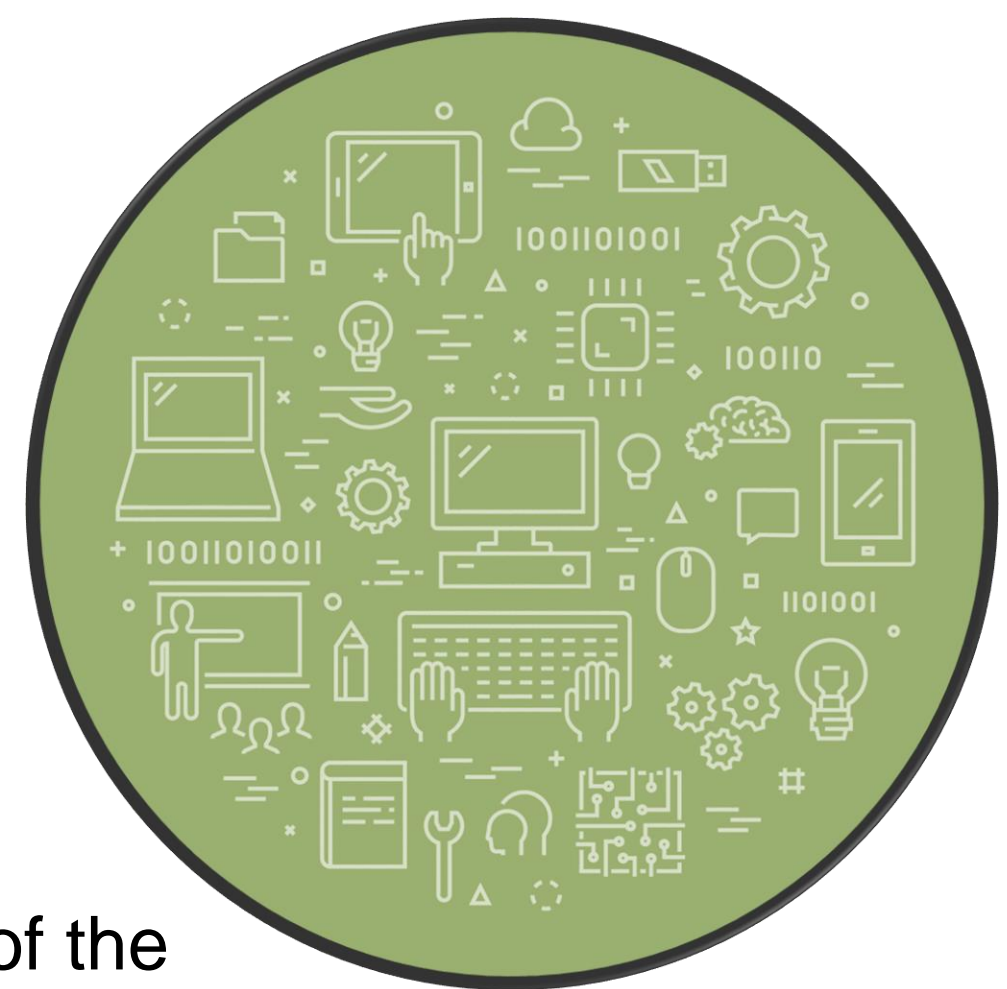


OUR CURRICULUM

Utilising our cutting-edge facilities, we use creative approaches to teaching and learning and will focus on personal development, functional skills and competencies linking different curriculum areas, progression and enrichment opportunities, and an emphasis on applied learning. We believe the focus on applied learning encourages crucial developmental aspects specific to the needs of learners.

We **ACTIVATE** students learning through:

- A broad and balanced curriculum
- A focus on health sciences and engineering and STEM
- A focus on personalised learning and the use of digital strategies

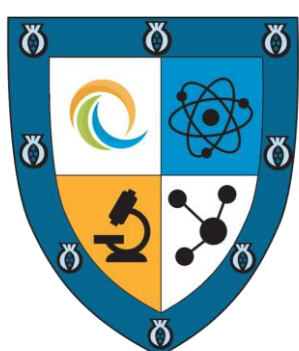


We **BREAKTHROUGH** the traditional curriculum boundaries by:

- Pushing subject knowledge beyond the confines of the national curriculum framework
- Engaging in project-based learning
- Embracing a STEM focus
- Using coaching to develop students into owners of their learning journey

We **CULTIVATE** our students for their future beyond UCS by:

- Developing strong Global citizenship
- Working in, and with, the local community
- Working with local employers
- Engaging in meaningful work experience placements and project-based learning
- A programme of enrichment activities enhancing cultural capital for all



OUR PRIMARY SCHOOLS

Our primary schools are keen to offer their pupils a broad and balanced curriculum.

Mathematics and **English** are taught each day tailored to our children. Other areas of the curriculum are taught through a cross-curricular and key skills approach. Some subjects are also taught as discrete subjects.

The children at schools within **QUEST** experience a curriculum that inspires, engages, and provides opportunities for children to lead their own learning. The implementation of our DREAM curriculum ensures progression in the delivery of knowledge and skills, to enable our learners to succeed as "Global Citizens".

Depth of knowledge and understanding is facilitated through

Research

Enquiry and

Analysis to ensure

Mastery of skills



In addition to the statutory curriculum, our schools also strive to give children the chance to gain various experiences. Educational visits and visitors into school are planned as a means of enriching the curriculum.



UNIVERSITY COLLEGIATE SCHOOL

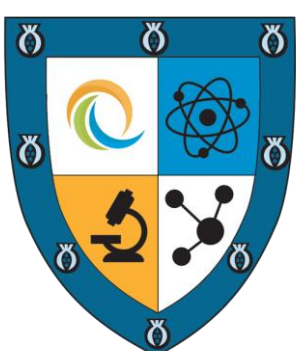


Located within the University of Bolton campus, UCS has an outstanding £10 million facility for 11-to 19-year-olds which includes specialist laboratories for **Engineering, Optometry, Clinical Dentistry, Pharmaceutical Consulting, Medical Simulation, Robotics, Electronics and 3D Printing**. Our facilities uniquely inspire and motivate our students to succeed in their studies and propel their careers forward.

Our staff are subject specialists who employ a wide range of teaching and learning strategies. Our digital platform embedded in delivery to provide the best possible learning opportunities for our students.

As specialist schools and an **Academy Trust Educational Outcomes Award Winning School**, we have continued our success with 100% of our students securing their next steps in education. Our 11-19 school expanded in 2020, and this school continues to deliver education differently. We are proud to be sponsored by the University of Bolton, located on their knowledge campus and supported by our trusted industry and health sector partners.

Our Trust schools now provide a cradle to career learning pathway from 0-19.





QUEST CORE VALUES



Pride

in who we are and in everything we do

Understanding

our direction, vision & expectations

Respect

for all

Positivity

and Professionalism always

Opportunity

to succeed

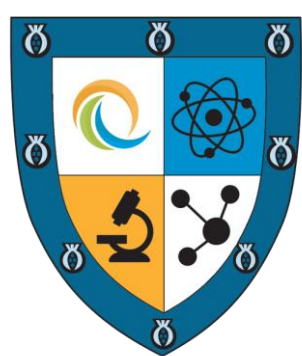
Support

to reach our potential

Excellence

& Equality

S – staff at all levels
P – purpose creators
I – inspirational
R – representative
I – innovative ideas
T – to infinity and beyond





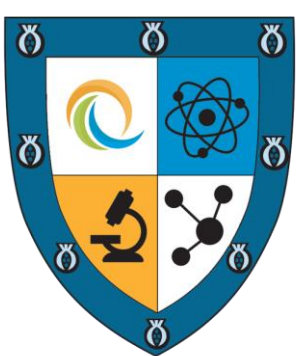
QUEST CAREER INCENTIVES



20 Great Reasons to work for us.....

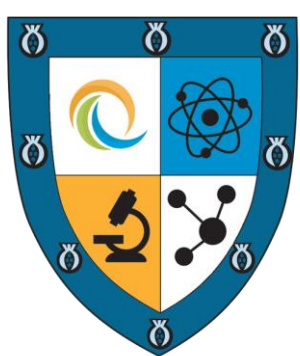
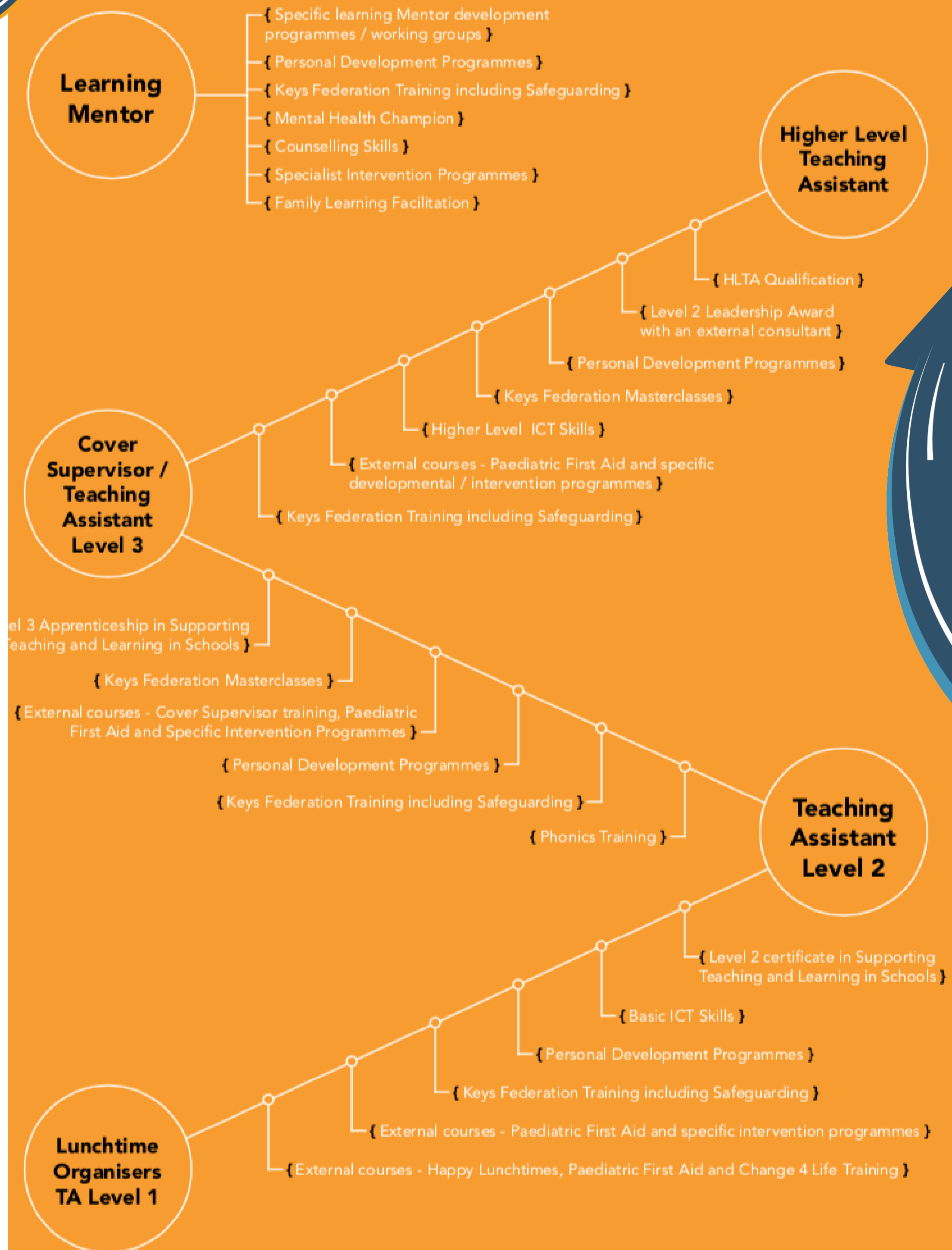
1. Great pupils and students, you will never forget.
2. Our schools are all about passion, determination, and enthusiasm and we live these words - it's how we show up at work.
3. Our motto, 'Unlocking Potential', reflects how we see challenges as opportunities and have an unshakeable belief in the right of children to a high-quality education.
4. A coaching culture of high rapport, high challenge, and high support to enable you to work at the top of your game.
5. Stunning staff motivated to succeed.
6. A staff voice across the Trust that is actually listened to and shapes our evolution – our Spirit Group.
7. Inspirational Leadership and great teamwork at all levels.
8. Senior Leaders you can trust, who have integrity and moral purpose, are human, and walk the talk.
9. Amazing exam results with a 'whole education' genuinely valued.
10. Be the best through our Spirit of Purpose programme including an outstanding induction year for newly qualified and experienced teachers.
11. Access to the Employee Assistance Programme for you and your family's wellbeing.
12. Apple Teachers
13. Investment in staff training e.g. subsidised MA qualification options.
14. An internal market for promotion within the growing group of QUEST Academies or as a funded 'Change Champions'.
15. A uniquely collaborative approach across the Trust serving the needs of our communities.
16. Termly staff newsletter celebrating successes and achievements and responding to your questions.
17. Credit Union savings scheme.
18. A newly structured working pattern with a two-week break in October.
19. Welcoming people, positive teams, and working environments – 'A Balance for Excellence'.
20. Do education differently.

- The chance to become part of a family of schools within the Trust and connect over a set of values we all share.
- Support for your professional development and the opportunity to continue to develop your skills in a well-resourced environment.
- A real opportunity to work and support colleagues across the whole of the Trust.
- Excellent relationships and loyalty with pupils, parents, and carers, and the wider community.
- Recognition of the importance of work-life balance. Your emotional well-being is important to us and is set alongside an expectation that the achievement of our pupils is paramount. We strive to balance life and work and create the best possible environment for performance and job satisfaction.



YOUR CAREER JOURNEY

Support Staff Development



WHAT OUR STAFF SAY...

You are encouraged to be the best you can be and the Spirit of Purpose supports this. There are lots of opportunities for collaborative working



Great support network for staff to collaborate and share expertise. There is always plenty of people to offer advice and support at all levels.

Staff care deeply about the children and want to do their very best for them.



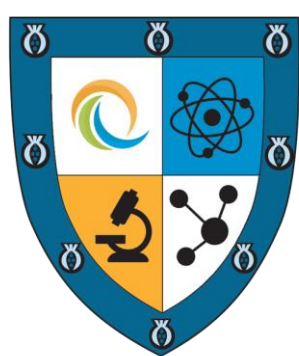
At QUEST there is acceptance of everyone as an individual



Safeguarding at QUEST

The Board of Directors of QUEST is committed to safeguarding and promoting the welfare of all children and young people

- The policies and procedures adopted by the Board of Directors/Local Governing Committees are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter- agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed 'whistle blowing' practices.
- Children and young people are educated about the benefits, risks, and responsibilities.



OUR REGION



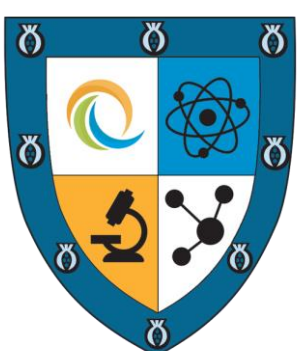
WIGAN

- Wigan allows easy access to the major towns and cities with Wigan Wallgate and Wigan North Western Rail stations offering local and national links from the town centre.
- With Manchester International and Liverpool John Lennon Airports within a 40-minute commute, the world is at your doorstep.
- Steeped in mining and Industrial history the bustling Lancashire town of Wigan has lots to offer everyone. Wigan continues to flourish with the Grand Arcade Shopping Centre based in the town centre, which is home to a wide range of high street retailers. Robin Park Retail is based just outside the town centre and hosts a number of retailers, restaurants, cafes and entertainment facilities including a cinema.
- Robin Park Leisure Centre and Arena in Wigan has one of the very best athletics facilities in Great Britain. The arena has a stand for spectators which also houses an indoor track, long jump pit, pole vault area, throws area and weights room. The Leisure Club offers a wide range of sporting facilities, including a high-tech gym, tennis courts, sports hall, gymnastic facilities, coaching sessions and classes for both children and adults.



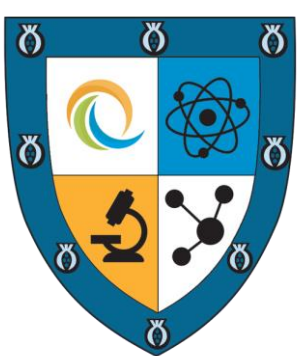
BOLTON

- Bolton has great connections with the M65, M61, M60 and major roads including the A58 and A666, commuting by car couldn't be easier. You can be in Manchester city centre in around 30 minutes. Preston, Blackburn and Wigan are all within a 30- minute drive whilst Bury is only 20 minutes away.
- Bolton town centre offers a fantastic mix of shopping with independent retailers and high street names sitting side by side with Bolton's fantastic indoor and outdoor markets with over 200 stalls. Crompton Place shopping centre and Market Place shopping centres are also nearby. Slightly further afield, Middlebrook retail park offers fantastic leisure facilities including a bowling alley, 12 screen cinema, cafes and restaurants as well as high street name brands.
- For sporting enthusiasts, Middlebrook boasts a sports complex catering to a variety of sports. It is an international high- performance centre for tennis that offers coaching for both children and adults as well as boasting a gym, fitness classes and clubs for gymnastics, badminton, athletics, cycling and running. Middlebrook is also home to our University Sponsor's football stadium, the home of Bolton Wanderers Football Club.



PARTNERSHIP & COLLABORATION

Our continued development creates an opportunity for QUEST to work with, and alongside some strong and well-established partners...



JOB ADVERT – TEACHING ASSISTANT LEVEL 2 SUPPORTING CHILD/REN WITH COMPLEX NEEDS

Pay Scale: QUEST Grade B
Full Year, Permanent Contract
Start Date: September 2021

We require an ambitious, dedicated and talented Teaching Assistant to join our award winning Trust based in the North West.

Here we all lead to secure the best **Learning, Innovation and Opportunity**, and we seek those who have determination for success, a thirst for continued learning and a drive to be relentlessly ambitious for the students and communities they serve. Here we make a difference and transform lives.

Here we Unlock Potential.

As Pearson's National Silver Award winner for **Digital Innovator of the Year**, the Trust will be expanding its digital delivery of learning in our new school. A blend of excellence and experience to enable you to be the best you can be.

With four Primary schools in Wigan and the UCS in Bolton we are enhancing young lives across the North West. We focus on unlocking potential and giving every child a real chance to succeed.

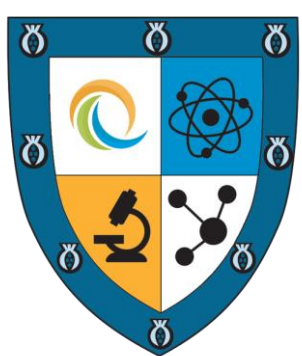
Join US and Unlock your Potential

Join us and you'll have the chance to work at one or more of our schools.

We're looking for passionate and enthusiastic Teaching Assistant who will:

- supervise and provide particular support for pupils with barriers to learning, ensuring their safety and access to learning activities on a one-to-one basis, in a small group in or out of the classroom
- assist with the planning of learning activities;
- create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupil's work;
- establish constructive relationships with pupils and interact with them according to individual needs;
- promote the inclusion and acceptance of all pupils;
- encourage pupils to engage in planned activities;
- assist with the development and implementation of Individual education/behaviour plans and personal care programmes.

When you join us as a Teaching Assistant, you can be certain that we'll invest heavily in your professional development through our Spirit of Purpose and give you the chance to build your career across our family of Schools. It's a unique challenge and if you're passionate about really making a difference we can promise you'll find it life-changing.



As a member of QUEST you can expect:

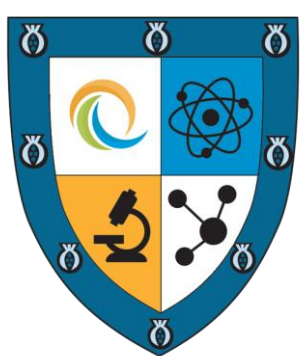
- A supportive environment allowing you to progress and develop
- Excellent CPD opportunities and guidance through our Spirit of Purpose Programme
- Pupils who are enthusiastic and keen to learn in a positive environment
- The opportunity to work within a team of highly supportive and creative colleagues
- A Trust committed to doing the best for each and every one of its pupils
- A Trust committed to a digital strategy and life skills curriculum which provides a balance for all
- Creative and innovative approaches that engage pupils, develop agency and harness digital technology
- To be shaping the next phase of education for the future
- A balance for excellence for all

• ***The Trust expects:***

- NVQ L2 or evidence of equivalent QCF credit value or higher or a comparable level of experience
- A personal commitment to being the best you can be.

There are plenty of progression opportunities through our Spirit of Purpose! Why not join us on our exciting new journey?

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Why not join us on our exciting new journey?



JOB DESCRIPTION – TEACHING ASSISTANT LEVEL 2

SUPPORTING CHILD/REN WITH COMPLEX NEEDS

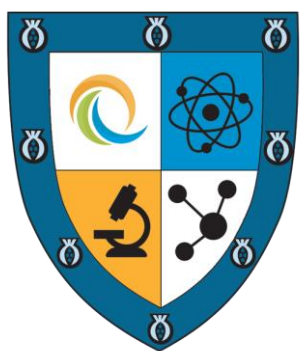
QUEST is a value-led organisation comprising of Christian, and community Primary Schools, and the University Collegiate School (with Secondary and Sixth Form.)
All staff are expected to support the Trust’s ethos and our ‘Spirit of Purpose’.

Job Description	Teaching Assistant Level 2 Supporting Child/ren with Complex Needs
Responsible To	Director of Education/Principals/Teachers/other senior school staff
Job Purpose	<p>Under the direction of teaching/ senior staff to give support for a particular SEN/identified pupil/student with learning difficulties and/or behavioural, social or physical disabilities, as required.</p> <p>To undertake work/care/support programmes to enable access to learning for pupils/students and to assist the teacher in the management of pupils/students and classroom.</p> <p>To work under the instruction/direction of senior manager/teaching staff to support the delivery of quality learning and teaching of pupils/students with special educational needs.</p> <p>To give support for SEN/identified pupils/students providing particular help for those students with learning difficulties and/or behavioural, social or physical disabilities, as required. Work with children and young people who have a range of significant and often identified /complex SEND for example those with autism, social, emotional and mental health difficulties, severe or moderate learning difficulties including, in some instances, those who exhibit challenging behaviour.</p> <p>As an employee within QUEST, staff may be required to work at any school within the Trust or elsewhere to support.</p>
Liaising with:	Pupils/students, teachers, senior staff, parents/carers, visitors to the school
Salary Scale	QUEST Grade B, points 3 - 5
DBS Disclosure Level	Enhanced

Professional Responsibilities

School Ethos

- Work with colleagues in creating, inspiring and promoting excellence at all levels.
- Uphold the culture and ethos of the Trust, ensuring school environments for teaching and learning that empower both staff and children to achieve their highest potential and be their best selves.
- Attend and participate in events intrinsic to the daily life of the schools and Trust, celebrating success at every opportunity.
- Actively support the Trust’s policies relating to equality and diversity, inclusion and safeguarding, health and well-being, confidentiality and social networking.
- Promote the ethos of the Trust and celebrate their success at every opportunity.
- Sign and uphold the Trust Code of Conduct.



JOB DESCRIPTION – KEY RESPONSIBILITIES

To supervise and provide particular support for the pupil/student with barriers to learning, ensuring their safety and access to learning activities on a one-to-one basis, in a small group in or out of the classroom.

To assist with the planning of learning activities specific to the child's individual needs.

To assist with the development and implementation of Individual education/behaviour plans and personal care programmes.

To promote the inclusion and acceptance of all pupils/students/students

To work with SEND/identified children who have complex needs providing an appropriate level of emotional and physical support where necessary.

Support pupils/students to understand instructions, support independent learning and inclusion of all pupils/students

Provide support to pupils/students who have communication difficulties

Support pupils/students in their social development and their emotional well-being

Assist pupils/students with eating, dressing and hygiene, as required, whilst encouraging independence

Provide basic first aid and administer medications in line with Trust policy if required

Helping to develop individual and group learning programmes in response to current and future needs

Working independently to deliver, monitor and evaluate educational plans for pupils/students

Creating positive working relationships and environments conducive to effective learning for pupils/students with SEND/identified pupils

To encourage pupils/students to interact with others and engage in activities led by the teacher.

To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils/students' work.

Work with the teacher in adjusting lessons/work plans / learning activities as appropriate

Support the use of ICT in learning activities and develop pupils/students competence and independence in its use

To establish constructive relationships with the pupil/student and interact with them according to individual needs.

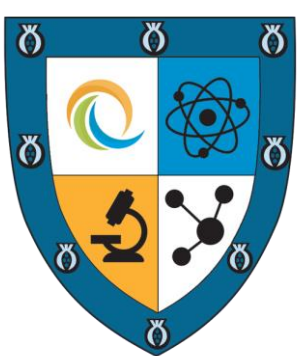
To provide feedback to pupils/students in relation to progress and achievement under guidance of the teacher.

To monitor pupils/students' responses to learning activities and accurately provide regular feedback to teachers on pupils/students' achievement, progress and challenges.

To promote good pupil/student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils/students to take responsibility for their own behaviour.

To assist with the supervision of pupils/students out of lesson times, including before and after school as may be reasonably directed.

To accompany teaching staff and pupils/students on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.



JOB DESCRIPTION – KEY RESPONSIBILITIES

Contribute to the overall ethos/work/aims of the Trust and its schools including participation in school events outside of working hours.

Be aware of and support the difference and ensure all pupils/students have equal access to opportunities to learn and develop.

To contribute to the development of relevant policies and procedures.

To be a positive role model at all times.

To provide clerical/admin support, for example photocopying, collection of money, displays.

To sign and uphold the Trust's Code of Conduct and ensure confidentiality is maintained at all times.

Uphold the Trust's digital strategy

Maintaining a secure, healthy and risk free environment for students, staff and visitors.

Embrace and actively take part in the 'Spirit of Purpose', fulfilling obligations to maintain and continue professional development in line with the Trust expectations.

To commit to the specified number of hours of professional development each year and have drive and passion to evolve and improve as a committed staff member.

Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.

To participate in the staff performance management process in accordance with the Trust's policy and be responsible for self-motivation towards agreed targets.

To undertake Health and Safety Training on areas within the designated work area.

To undertake Paediatric First Aid and Safeguarding Training as per the Trust training cycle.

JOB DESCRIPTION

Professional Conduct

Meets all standards as stipulated in Teachers professional standards.

Other responsibilities

- Contribute to the wider life of the Trust, its schools, and its community through any out of hours and in partnership work.
- Demonstrate commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.
- Participate in staff training/INSET
- Attend team and staff meetings
- Maintaining a secure, healthy and risk free environment for students, staff and visitors.
- Standards and quality assurance
- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in open evenings, events and student performances including participation in school events outside of working hours

General

The job description encompasses the above statements and is not necessarily a comprehensive definition, the post holder should be willing to undertake any other tasks that Senior staff might reasonably require.

QUEST is committed to safeguarding and promoting the welfare of children and young people. Clearance from Disclosure and Barring Service is required prior to appointment.

NAME

SIGNED

DATE

JOB SPECIFICATION TEACHING ASSISTANT LEVEL 2 SUPPORTING CHILD/REN WITH COMPLEX NEEDS

ESSENTIAL SKILLS / QUALIFICATIONS

NVQ L2 or evidence of equivalent QCF credit value or higher or a comparable level of experience

Good level of literacy & numeracy to NVQ L2 or equivalent

Willingness to undertake further relevant teacher assistant training

Experience of working and interacting with children of a relevant age and or learning need

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post:

Understanding of the child's individual needs and where to access support and advice

A knowledge of the national/foundation stage curriculum and other basic learning programmes

Understanding of relevant policies, codes of practice and awareness of relevant legislation

Basic understanding of child development and learning processes

Basic knowledge of how to use ICT to support learning

Knowledge of basic Health and Safety

Understanding of how to use relevant equipment/resources

Applicants should be able to provide evidence that they have the following necessary skills and abilities:

Ability to communicate with and relate well to pupils/students and adults

Ability to work under supervision and as part of a team

Ability to work in accordance with the Trust's Safeguarding and health & safety policies

Ability to deal with minor injuries

Ability to work as part of a team

Be committed to continuing professional learning as part of the Apple Programme.

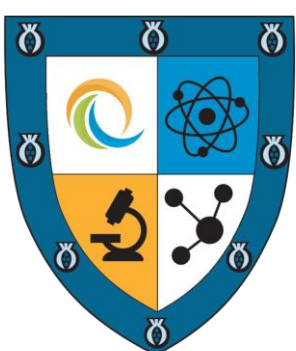
To show commitment to sustain excellent attendance at work

Good timekeeping

Commitment to and participation in the wider life of the schools and Trust

Willingness to be flexible and adaptable as determined by the needs of the schools and the Trust

Legally entitled to work in the UK



**This post is temporary and subject to
Enhanced Disclosure Procedures.**

All visits will be arranged in accordance with
COVID Health and Safety guidelines

**The Board of Directors of QUEST is committed to safeguarding
and promoting the welfare of all children.**

Application packs and further details are available from the
QUEST website at www.QUESTrust.org.uk or by contacting:

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TRUST FINANCE AND HR OFFICER C/O QUEST
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