**ADVERTISING VACANCIES IN SCHOOLS**

# ****Children and Adults Services****

Please arrange for the following vacant post to be advertised in accordance with the Service Level Agreement:

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| **SCHOOL INFORMATION** | | | |
| School name and number | Fishburn Primary School | | |
| Address | East View  Fishburn  Stockton on Tees  TS21 4AU | | |
| Telephone: | 01740 620162 | Fax: |  |
| Email: | fishburn@durhamlearning.net | Website: | http://www.fishburn.durham.sch.uk |
| Name of contact at school | Mr D Eason | | |

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| **POST INFORMATION – \* FIELDS ARE MANDATORY - adverts may be delayed if information is not included.** | | | | | |
| Reason for vacancy *(HR purposes only)* \* | | Additional temporary post | | | |
| Previous post holder *(HR purposes only)* \* | | N/A | | | |
| JRD reference – support staff only *(HR purposes only)* \* | |  | | | |
| **Please note: Job Description and Person Specification should be provided for inclusion on the website(s)** | | | | | |
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| Job title \* | Class teacher | | | | |
| Grade \* | M1/M2 | | | | |
| Salary Range \* | £22244 | | | | |
| Contract Type \* |  | | **Temporary** |  |  |
| Start date \* | 1st September 2016 | | | | |
| End date *(all Fixed Term or Temporary posts should have an end date)* | 31 August 2017 | | | | |
| Hours per week / Working pattern \* | Part Time | | | **Full Time** | **x** |
| Starting/finishing time *(if applicable)* |  | | | | |
| Term time only? \* |  | | | **NO** | |
| Is this post open to job share? |  | | | **NO** | |
| Is a DBS Check required? \* | **YES** | | |  | |
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| Body of advert \* | Required from 1 September 2016  Required for September 2016. A KS2 enthusiast who has aspirant ideas that will contribute towards our vibrant school.  Applicants should be good listeners, who are adaptable and willing to learn. We want someone with a ‘passion’ for learning who is more interesting than an Xbox 1. We particularly welcome applications from recently qualified or relatively inexperienced teachers. We will provide an environment where you can grow, in return we are asking for passion and the ability to self-evaluate and develop your own teaching.  You are encourage to visit the school please contact the school office to make arrangements.  Application packs are available from and returnable to the school.  For further information about this post please contact the Headteacher, Mr D Eason on [d.eason100@durhamlearning.net](mailto:d.eason100@durhamlearning.net)  The Governing Body is committed to safeguarding and promoting the welfare of children. Any offer of employment will be subject to receipt of a satisfactory DBS check.  Durham County Council is an Equal Opportunities Employer. We want to develop a more diverse workforce and we positively welcome applications from all sections of the community.   Applicants with disabilities will be invited for interview if the essential job criteria are met.  This post is not open to job share. | | | | |
| Essential Qualifications \* | Qualified Teacher Status | | | | |
| Closing date *(should be at least 7 days)* \* | **13th June 2016** | | | | |
| Interview date | **23rd June 2016** | | | | |
| Contact for application packs \* | **fishburn@durhamlearning.net** | | | | |
| Contact for information about the post \* | **Mr D Eason** | | | | |

***See guidance notes overleaf for further information***

Please allow **2 working days** for vacancies to appear on the standard website(s).

**GUIDANCE NOTES**

* Indicate the **REASON FOR VACANCY** – e.g. new post, resignation of current post holder - this information is for HR purposes only. All new posts should be considered by the Job Evaluation Team prior to being advertised.
* Indicate the **PREVIOUS POSTHOLDER** – this information is for HR purposes only.
* Indicate the **JRD REFERENCE NUMBER** – this information is for HR purposes only.
* Indicate if post is **TERM TIME ONLY** by deleting as appropriate
* Indicate if post is **OPEN TO JOB SHARE** by deleting as appropriate (this must be with reference to the Job Share Policy)
* **BODY OF ADVERT** – be sure to include
  + When the post is required from
  + A general description of the duties of the post taken from the job description
  + Key responsibilities of the post
  + If overtime/additional hours is applicable
* List **ESSENTIAL QUALIFICATIONS** – i.e. any applicant invited to interview MUST have these qualifications and be able to evidence them
* **CLOSING DATE** - should be at least 7 days from the advert being made live. Closing dates shorter than this time frame may not be processed. Please allow 2 working days for the advert to be made live.
  + - **CONTACT FOR APPLICATION PACKS** – provide the name and telephone number/email address of the person at the school that will be responsible for providing application forms/packs to candidates
    - **CONTACT FOR MORE INFORMATION ABOUT THE POST** - provide the name and telephone number/email address of the person at the school that can provide any further information that candidates might request

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| **IMPORTANT INFORMATION** |
| In order to capture all relevant information to advertise your post, it is important that this form is fully completed and submitted to School Adverts ([schooladverts@durham.gov.uk](mailto:schooladverts@durham.gov.uk)).  Please allow **2 working days** for vacancies to appear on the standard website(s). Timeframes may vary for a press website.  Information in relation to a job description/person specification is available in the School Recruitment and Selection Policy, Procedure and Toolkit.  ***Any school who are not part of the Service Level Agreement for Advertising of School Posts will be charged £55 for each advert placed.*** |