**School Advert template**

1. ALL fields are mandatory. Adverts may be delayed if information is not included.
2. Please note: Job Description and Person Specification MUST be provided for inclusion on the website(s) (please ensure these are in Microsoft Word format) – vacancies can no longer be processed without this information. JD and PS should include the Title and Grade of the post.
3. Please allow **5 working days** for vacancies to appear on the standard website(s). Timeframes may vary for a press website.

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| **SCHOOL INFORMATION** | | | | |
| School name and number | West Cornforth Primary School | | | |
| Address | High Street, West Cornforth, Co Durham | | | |
| Telephone | 01740654315 | | | |
| Email | westcornforth@durhamlearning.net | | | |
| Website |  | | | |
| Name of contact at school | Karen Crozier | | | |
| Does the school have an SLA? Please circle | **YES** | |  | |
| Which SLA does the school have? Please circle | SLA with EDS | SLA with HR Operations and Data | **Both** | n/a |

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| **POST INFORMATION** | | | | | |
| Reason for vacancy | | New Post | | | |
| Previous post holder | |  | | | |
| JRD reference – support staff only | |  | | | |
|  | | | | | |
| Job title | Teaching Assistant | | | | |
| Grade | 3 | | | | |
| Salary Range | (£21,189-£21,968) | | | | |
| Contract Type | Permanent | | Fixed Term | **Temporary** | Casual |
| Start date | 1st September 2023 | | | | |
| End date *(all Fixed Term or Temporary posts should have an end date)* | 31st August 2024 | | | | |
| Hours per week / Working pattern |  | | | **Full Time** |  |
| Starting/finishing time *(if applicable)* |  | | | | |
| **Term time or whole time?**  Please circle  applicable for support vacancies (all teachers positions will be advertised whole time in accordance with the Burgundy Book) | **TERM TIME ONLY** | | | **WHOLE TIME** | |
| i.e.- employees who work and are only paid for when the school is open for attendance by pupil e.g. typically 38 weeks per year. They will be paid 38 working weeks and the employee’s individual annual leave entitlement (26 days for under 5 years’, 31 days for over 5 years) and bank holidays, however salary is paid over 12 months in equal payments. | | | i.e.- employees who must work all year around (52 weeks per year), including during school closure periods. These employees will have a leave entitlement of 26 or 31 days (pro rata for part time) which must be taken when the schools are closed. The holiday entitlement runs from April to March, under Green Book terms i.e. not academic year). | |
| **Retainer - is this a position which contractually attracts a retainer?** Please circle  In line with nationally bargained position, specific job groups are contractually entitled to a retainer payment; The relevant National Joint Council (NJC) Green Book agreement linked to the application of retainer adjustments makes it clear that this only applies to ‘School Crossing Patrol Attendants, Retained School Bus Attendants and other retained Education Service Escorts, and School Meals Service employees’ (please refer to list of specified positions previously issued). Those paid retainer are whole time, and retainers must not be applied to term time only positions. | You will need to include the following wording in the advert*:*  *This position is paid whole time with retainer adjustments applied to periods of school closure.  You will not be required to work during the school closure periods however your salary in these periods will be adjusted accordingly in line with the retainer regulations as specified in the National Joint Council (NJC) Green Book agreement.* | | | **NO** | |
| **Is the post customer facing?** Please circle | ***YES***  You will need to include the following wording in the advert*: The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.* | | |  | |
| **Is this post working in Early Years?** | **YES**  You will need to include the following wording in the advert*:*  *Applicants must hold a qualification that meets the approved ‘full and relevant’ criteria for Early Years qualifications and inclusion in staffing ratios.* | | |  | |
| **Body of advert**  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. | The Governors wish to appoint two teaching assistants from September 2023. The role is varied and involves working with individuals as well as small groups. The successful candidate will join a team of dedicated, hard-working individuals who strive for high standards for all of our children. Applicants will be committed to building and maintaining positive relationships with all children, staff and parents.  Candidates must have excellent time keeping skills, be able to work as part of a team and have good written and verbal skills. | | | | |
| **Essential Qualifications** | Applicants should hold CACHE or NVQ 3 or equivalent and 5 or more GCSEs (or equivalent) including English and Maths grade C or above. | | | | |
| **Standard wording to include in all adverts**  **NOTE: All School Posts are subject to satisfactory Enhanced DBS Disclosure** | *We are committed to safeguarding and promoting the welfare of children and young people and, if successful, you will need to apply for an enhanced DBS disclosure.*  *As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required’* | | | | |
| **Closing date** (should be at least 7 days from date of advert becoming live. Allow an additional 5 days for the advert to appear on the website(s) ) | **19th June 2023** | | | | |
| **Interview date** | **Tuesday 27th June** | | | | |
| **Contact for application packs** Include telephone and email address | **Karen Crozier**  01740654315 | | | | |
| **Contact for information about the post** Include telephone and email address | **Jill Hodgson**  **j.hodgson107@durhamlearning.net** | | | | |

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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)).  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 £95 for each advert placed.*** |