April 2017

Dear Applicant

Thank you for your interest in the post of PE Teacher with KS3 Humanities (Geography or History and possibly some RE/Citizenship) at Ponteland Middle School.

PCMS has established a reputation as an outstanding school ‘where children thrive’ and an effective teaching school supporting other schools in the North East to develop teaching and learning. We are a school with great vision and are currently looking to recruit a high caliber, NQT/MPS/UPS Primary professional who has the talent, expertise and enthusiasm to join our team of teachers and teaching assistants committed to proving exemplary, consistent learning for all our children. We have over 600 children who are at the heart of what we do.

Situated in Ponteland, not far from Newcastle Airport, and close to Darras Hall the school is in process of converting to a Multi Academy Trust as a middle school. This is anticipated to take effect summer 2017, and as such, you will then be employed by the Academy Trust. Until this takes place you will be employed by the Governing Body.

Our attainment standards are very high from point of entry to point of exit. The 2016 Y6 SATs were 20% above the national average with KS2 Maths being the highest in the County. The Pupil Premium children do very well with personalised learning from an exceptional SEND/HLTA/TA team. We have a very exciting future ahead and if this unique opportunity is attractive to you, we very much look forward to receiving your application.

The school is one of the highest achieving schools in the North East and this accolade is a true reflection of the very high percentage of exemplary teachers; high quality teaching; very well behaved children and very supportive families. We have seven Lead Practitioners leading specialist areas promoting CPD, school to school support, ITT/PGCE/Schools Direct, performance management and research and development. The OTAP course for TAs and the bespoke school to school support programme gives enhanced, personalised CPD for staff in school and those with whom we work.

Our ethos is one of support, kindness, calm and communication. If you feel this family atmosphere might be your next step in your career or even your ‘forever school’, we look forward to hearing from you. Come for a chat and a tour; meet the staff and children; and see yourself as part of our team. Please telephone 01661 824853 to have an informal discussion and arrange a visit. Tours are available after school from Wednesday 26 April to Tuesday 9 May 2017.

Applicants should complete an application form and indicate in the accompanying letter how the application meets the job description, personal specification and additional experience to take PCMS in to the future.

Please find a list of documents included as part of the application pack:

* the job advertisement
* the job description
* the person specification
* an application form
* guidance notes for applicants
* Criminal Records Declaration Form
* Equality in Employment Policy
* Code of Conduct Policy

The closing date is Wednesday 10 May, 12 noon. Observations will take place on Tuesday

16 May 2017 and interviews will be held on Wednesday 17 May 2017 (times to be confirmed).

The post is a full time permanent post, from 1 September 2017.

If you wish to apply for the post, you should return two documents:

**Application Form**

Please complete all parts of the application form as fully as possible and send this back with letter of application.

**Criminal Records Declaration Form**

This form explains that a satisfactory Enhanced Certificate of Disclosure of Criminal Convictions is an essential requirement for this post. You must complete either Box A or Box B. If you need to complete Box B you must disclose all unspent convictions, cautions, reprimands and warnings. Please note that any convictions, cautions, reprimands or and warnings in relation to sexual offending, violent offending and/or safeguarding cannot be considered to be “spent” and therefore should be disclosed.

It is important that the school has information about whether or not you have any convictions so that this can be discussed with you at interview. Failure to return the Criminal Records Declaration Form before interview (and, in the case of the successful candidate, failure to subsequently obtain a satisfactory Enhanced Certificate of Disclosure from the Disclosure and Barring Service) will unfortunately disqualify you from further consideration for this post.

Please note that disclosing criminal convictions will not necessarily prevent you being appointed. This information will be considered in light of its relevance to the post, as set out in the Criminal Records Code of Practice for Staff and Volunteers.

All applicants are required to complete Box C. This information is necessary to facilitate the appointment process if you are successful in your application for this post.

Applications can be downloaded from <http://northumberlandeducation.co.uk/vacancies-in-northumberland/> or <http://www.jobsinschoolsnortheast.com/>. Completed applications should be returned to Mrs D Flint, School Manager by post or email [dominique.flint@northumberland.gov.uk](mailto:dominique.flint@northumberland.gov.uk).

I look forward to receiving your application.

With kind regards

***Caroline Pryer***

Dr Caroline Pryer

Headteacher