**A – 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 | Cockfield Primary School 840/2440 |
| Address | CockfieldBishop AucklandCo. DurhamDL13 5EN |
| Telephone | Tel: 01388 718263 |
| Email | Email: cockfield@durhamlearning.net |
| Website | Website: www.cockfield.durham.sch.uk |
| Name of contact at school | Miss K Heatherington |
| Does the school have an SLA? Please circle  | **YES** | **NO** |
| 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 *(HR purposes only)* | We have secured 12 hours funding from EYFS team for children with SEN |
| Previous post holder *(HR purposes only)* | Not applicable |
| JRD reference – support staff only *(HR purposes only)* |  |
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| Job title | Teaching Assistant Grade 3 |
| Grade | 3 |  |
| Salary Range | £18,426 - £19,171 pro rata (per Sept 18 on costs)  |
| Contract Type | Permanent | Fixed Term | Temporary | Casual |
| Start date | As soon as possible |
| End date *(all Fixed Term or Temporary posts should have an end date)* | July 17th 2020 |
| Hours per week / Working pattern | 12 hours in total – 3 mornings per week | **Full Time** | **Part Time** |
| Starting/finishing time *(if applicable)* | **8am-12noon** |
| **Term time or whole time?**  Please circleapplicable 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 circleIn 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. | **YES**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 this post open to job share?** Please circle | **YES** | **NO**In line with the Job Share Policy, all posts are open to job share unless there is a valid business case why this is not appropriate |
| **Is the post customer facing?** Please circle | **YES**You will need to include the following wording in the advert*:**‘Where our roles are customer facing and you are required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. 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’* | **NO** |
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| **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.
 | **Required As Soon As Possible****Temporary contract****End Date: 17th July 2020****3 mornings per week (Tuesday, Wednesday, Thursday)****12 hours in total****To support children in EYFS with SEN****Part Time/Term Time Only** The governors of Cockfield Primary School are looking to appoint a committed, talented and enthusiastic Teaching Assistant to join our successful friendly team.Job Role:* To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement.
* To encourage the participation of pupils in the social and academic processes of the school and enable pupils to become more independent learners.
* To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom

.***Experience of supporting children in EYFS is essential*****Cockfield Primary School is a happy, learning community where each individual pupil and member of staff is valued for the contribution they can make to the life of our thriving school. Staff work hard to provide the very best for our pupils and in return they receive the support and training to enable them to be the best they can be. If you join our team you can be assured that you will be part of a happy, caring community of staff who put children at the heart of the learning process.***‘Where our roles are customer facing and you are required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. 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’**Visits to the school are very much welcomed, please make an appointment with the Headteacher**Application forms are available to download from this webpage and completed forms should be returned to the school by the closing date,* 4th November 2019*Interviews will be held on the* 6th November*The post is not open to job share***Cockfield Primary School** **Cockfield****Bishop Auckland****Co. Durham****DL13 5EN****Tel: 01388 718263****Email:** **cockfield@durhamlearning.net**Website: [www.cockfield.durham.sch.uk](http://www.cockfield.durham.sch.uk)  |
| **Essential Qualifications** | GCSE Grade C in Maths and English or equivalent |
| **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) ) | **4th November** |
| **Interview date** | **6th November**  |
| **Contact for application packs** Include telephone and email address | **Mrs A Clarey****01388 718263****cockfield@durhamlearning.net** |
| **Contact for information about the post** Include telephone and email address | **Miss K Heatherington****01388 718263****cockfield@durhamlearning.net** |
| **Disqualification by Association**Statement will be added to all adverts | Please note that the Childcare Disqualifications Regulations 2009 apply to this position and therefore you are required to complete the “disqualification by association” declaration form.  Should you be successful in your application for this post, your appointment can not be progressed without this declaration. |
| **NOTE: All School Posts are subject to satisfactory Enhanced DBS Disclosure** |

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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).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.*** |