

## STAKEFORD PRIMARY SCHOOL

East Ford Road,  
Stakeford,  
Choppington,  
Northumberland, NE62 5TZ



Headteacher – Mrs J.A.Hall  
Assistant Headteacher – Mrs S. Bewick  
Tel: 01670 812369  
[www.stakeford.northumberland.sch.uk](http://www.stakeford.northumberland.sch.uk)

### Application pack for post Reception Class Teacher

February 2020

Dear Applicant,

Thank you for your interest in the above vacancy. Please find enclosed:

- the job description
- the person specification
- an application form
- Criminal Records Declaration Form

Information about the school can be found in the online brochure on the school's website.

We are a small, friendly Primary school who have a fully inclusive ethos to meet the needs of all pupils. We aim to recognise all children's abilities and attributes, and support them in reaching their full potential, helping them to shine. Our school was graded 'Good' by OFSTED in March 2017.

The post is to join our existing EYFS team as the Reception class teacher. The post is permanent due to the current post holder taking up a post at another school. 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.
- **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.

These forms should be returned to Mrs Julie Hall (Headteacher) at the above address or via email to [Admin@stakeford.northumberland.sch.uk](mailto:Admin@stakeford.northumberland.sch.uk), by noon on Friday 28<sup>th</sup> February 2020. I look forward to receiving your application.

Yours faithfully  
Julie Hall  
Headteacher

