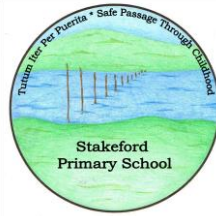


# STAKEFORD PRIMARY SCHOOL

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

September 2021

Dear Applicant

## Application pack for post of Year 3 Class teacher

Thank you for your interest in the above vacancy. 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 for a fixed term post in Key Stage 2 to start on 1<sup>st</sup> November 2021 until 31<sup>st</sup> August 2022. The following documents should be available for you to download from the advertising website:

- the job advert
- the job description
- the person specification
- an application form
- guidance notes for applicants
- Criminal Records Declaration Form
- school's Equality in Employment Policy

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. When completing the 'Further Details To Support Your Application' section, which is the part of your application which tells us most about you, please ensure that you have read the **essential criteria** in the person specification and have addressed these areas in your statement. Please **do not** send a C.V.

### 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 Stakeford Primary School by noon on Friday 24.11.21. I look forward to receiving your application.

Yours faithfully

Julie Hall  
Head Teacher

