

Vacancy advertisement pro-forma (effective from 01/01/2020)

Advertisement requests need to be emailed to [schoolbulletin@wiltshire.gov.uk](mailto:schoolbulletin@wiltshire.gov.uk) on a Thursday and will appear on the careers website the following Tuesday. **Please do not email individual recruitment team members.** Adverts can be scheduled to go live on a particular date and will continue to run through school holidays.

<b>Type of advert/package</b>	Basic <input checked="" type="checkbox"/>	Standard <input type="checkbox"/>	Premium <input type="checkbox"/>	Executive <input type="checkbox"/>
<b>Name of School/Academy</b>	Newton Tony CE VC Primary School			
<b>DfE number</b>	865/3134			
<b>Full Job vacancy title</b>	Teacher – 2 days a week			
<b>Please select a category</b>	Schools - Teaching <input checked="" type="checkbox"/>	Non-Teaching <input type="checkbox"/>	Headteacher <input type="checkbox"/>	
<b>Salary range</b>	£28,000 - £38,810 pro rata (depending on experience)			
<b>Is a DBS required?</b>	Yes <input checked="" type="checkbox"/>	Please see page 2.		No <input type="checkbox"/>

**This is not a Wiltshire Council vacancy therefore please contact the school direct for further information.**

**Job advert:** We are seeking to recruit an inspirational part-time teacher to lead our mixed Year 1 and Year 2 Foxes Class. The teaching post is two days a week on Mondays and Tuesdays. The successful candidate will join an experienced job-share. Newton Tony Primary School is situated in a rural village, eight miles from Salisbury and six miles from Amesbury.

Newton Tony is a 'good' school (OFSTED 2019) and our aim is to enable children to 'enjoy, enthuse and excel' in all aspects of their learning.

We are looking for someone who:

- Is an inspirational teacher
- Has a passion for teaching and is committed to outside learning
- Has high expectations for all children to achieve their best
- Is well organised and can work pro-actively in a team

We can offer:

- Motivated children with a passion for learning
- A welcoming and dedicated team of staff
- A supportive, forward thinking Head Teacher and Governing Body
- The opportunity to further develop your teaching skills

If you are committed to making a difference to children's lives and want to be part of a dynamic team then why not come and visit us to find out more!

**Part time – 2 days a week (0.4 FTE)**

**Contract type: Permanent/Temporary/Fixed Term/Maternity cover/Volunteer**

**Closing date (and time): Monday 15<sup>th</sup> May 2023 23:59**

**Interview date: Monday 22<sup>nd</sup> May and Tuesday 23<sup>rd</sup> May 2023**

**Commencement date: 1<sup>st</sup> September 2023**

**Additional information:**

For an application pack, please visit our website; <http://newtontony.wilts.sch.uk/>

**Newton Tony CE VC Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**All applicants will be subject to a Disclosure and Barring Service check before appointment is confirmed**

**Advertising packages** (please refer to attached document for more info)

**Basic – Advert placed on the careers website. (standard price)**

**Standard** – Careers website, social media coverage and advert placed on Southwest jobs (**extra £20 per advert**)

**Premium** – Careers website, social media, Southwest Jobs and an apply button to our application form (**extra £35 per advert**)

**Executive** – All of the above and full access to the workflow (shortlisting, interview invites etc...) (**extra £220 per advert/ packages also available**)

The cost of a single advert entitles you to up to 4 weeks of continuous advertising. **Closed adverts to be re-advertised are charged as a new advert.** Adverts can not be combined. All adverts automatically close at 12am CET.

Please note that currently logos/pictures are not supported by the careers website but we are looking are ways of incorporating this into the website at a later date. We are able to upload attachments to your advert including application forms please include these in your email and advise clearly they are to be attached.

**We recommend you check your advert text clearly on the expected live date and alert us immediately of any amendments. The information you include in the pro-forma will appear on the website how it is written we therefore suggest you limit the use of abbreviations to ensure the candidate can use the website search facilities effectively.**

### **DBS reminder – when appointing staff**

Before your new member of staff is given a start date you must ensure that all their clearances are back including where applicable they have a valid DBS certificate.

We are frequently asked if a DBS is completed too soon it will run out by the time the person is due to commence work – this is not the case. There is no time limit for a **new** DBS check. So we would encourage you to complete this check as soon as you reasonably can with the applicant.

An old DBS check cannot be used if the individual has had a break in service for 3 months or more unless they subscribed to the DBS update service and can show you their original certificate.

DBS certificates completed by Wiltshire Council can be moved (ported) across from one school to another if the workforce and job role is the same (without any breaks in service) BUT both schools must agree to the portability function as the cost is only picked up by the school who originally completed the check.

You cannot move a volunteer DBS across to a paid position.

If a DBS is delayed and your new member of staff is due to start it might be possible to complete a risk assessment and a Children's barred list only check (available on the DBS system) this process should not be used as a matter of course and is considered the last resort. All DBS risk assessments need to be signed off by HR before the member of staff can commence work.

Any queries concerning DBS checks can be emailed to [recruitment@wiltshire.gov.uk](mailto:recruitment@wiltshire.gov.uk) or we are available on (01225) 718040.