**Vacancy advertisement pro-forma** (effective from 01/04/2024)

Advertisement requests need to be emailed to **schoolbulletin@wiltshire.gov.uk** by 5pm 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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Type of advert/package  Please see page 3 | Basic | Standard | | Premium | | Executive |
| Name and address of School/Academy | Newton Tony Primary School CE VC | | | | | |
| DfE number | 865/3134 | | | | | |
| Full Job vacancy title | Teaching Assistant: 1:1 SEND Support | | | | | |
| Please select a category | Schools - Teaching | | Support Staff | | Leadership | |
| Salary range | £23,114 – £23,893 pro rata (afternoons only) | | | | | |
| Is a DBS required? | Yes  Please see page 2. | | | No | | |
| **Hours of work: 12:45 – 15:00 Monday – Friday (11 hours 15 minutes per week) term time only**  **Contract type: Named Pupil Teaching Assistant**  ****This is not a Wiltshire Council vacancy therefore please contact Newton Tony Primary School for further information.****  A bit about us: Newton Tony Primary School CE VC is a safe, welcoming and nurturing school that offers a sense of belonging. We are situated in a small, rural village and we pride ourselves that we know each and every child. Our strength lies in putting the needs of the child at the heart of everything we do. We offer an exciting and stimulating curriculum, with high quality teaching that provides a rich, rewarding and enjoyable learning environment for all. Through a solid partnership working with parents, our church and His Majesty’s Armed forces, we encourage children to become confident, caring and independent young learners. Our School Values of Love, Hope, Forgiveness and Courage are based on Christian principles and are embedded and reflected in all that we do. These Values have been chosen by the school community as a set of moral standards and life skills that we should begin to understand and show in our every day lives. They align with the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.individuals with a clear appreciation of and respect for the views and potential of others.  We can offer   * an inclusive working environment where everyone is valued * relevant training opportunities * excellent resources * highly supportive, enthusiastic and motivated colleagues * supportive, forward thinking Head Teacher and Governing Body   All about the role:  We are looking for a dedicated and experienced part-time Teaching Assistant. Your main focus would be to assist in promoting the learning and personal development of this child, enabling him to make best use of the educational opportunities available. You will be encouraging the child to work independently, and supporting individually and as part of a small group. We would prefer applicants to have visited the school before applying.  The successful candidate will:   * have previous experience at working in a pre-school or school setting * an understanding of how to meet the needs of children with social communication difficulties * have a warm personality * be enthusiasm and is conscientious * an ability to work independently and with initiative * an ability to motivate and encourage children * an ability to encourage independence, fair play and positive behaviour * good time management and organisational skills * good interpersonal skills within children and adults * patience and flexibility * an ability to work with colleagues and deliver quality learning experiences * an understanding of the importance of confidentiality and safeguarding   ****Find out more and apply:**** 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!  For an application pack, please visit our website; <http://newtontony.wilts.sch.uk/>.  Please send your application to admin@newtontony.wilts.sch.uk.  **Closing date (and time): Friday 11th October 2024 23:59**  **Interview date: Thursday 17th October 2024**  **Commencement date: Monday 4th November 2024**  *This 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.* | | | | | | |
| **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 abbrevations 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.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Advertising Packages and Pricing 2024/2025 | | | | | | | | | |
| **Package type** | **Advertising on careers website (up to 4 weeks)** | **Attachments on job advert** | **Apply Button** | **Social Media coverage** | **Job board coverage** | **Complete recruitment service** | **Wiltshire Maintained Schools** | **Wiltshire Academies and schools** | **Other organisations, private schools & schools outside of Wiltshire** |
| Basic | Yes | Yes – up to 5 | No | No | No | No | £39.00 | £94.00 | £139.00 |
| Standard | Yes | Yes – up to 5 | No | Yes –  Facebook, Twitter & Instagram | Yes –  Southwest Jobs | No | £61.00 | £116.00 | £161.00 |
| Premium | Yes | Yes – up to 5 including application form | Yes  (Application forms emailed after closing date) | Yes –  Facebook, Twitter & Instagram | Yes –  Southwest jobs, indeed and Find a Job | No | £78.00 | £133.00 | £175 |
| Executive | Yes | Yes | Yes  (Application forms emailed after closing date) | Yes –  Facebook, Twitter & Instagram | Yes –  Southwest jobs, indeed and Find a Job | Yes –   * Set up of pre-screening step with relevant automated candidate response, * Shortlisted and rejected candidates notified of outcome. * Complete referencing service provided by the recruitment team, * Invites to interview emailed from the system by us (this is optional) * Email Offer of employment to your preferred candidate(s) | POA | POA | N/A |

**We also offer a Consultancy recruitment service, including Talent sourcing and additional attraction methods for hard to fill roles – POA.**

Bulk advertising packages

|  |  |  |  |
| --- | --- | --- | --- |
| **Advertising prices 2024/2025 (bulk adverts)** | | | |
| **Advert type**  **(bulk purchase of 10 adverts 5% discount)** | **Wiltshire Maintained**  **Schools** | **Academies and schools** | **Other organisations** |
| **Basic x10** | £370 | £893 | £1,320 |
| **Standard x10** | £580 | £1,100 | £1,530 |
| **Premium x10** | £740 | £1,260 | £1,660 |
| **Advert type**  **(bulk purchase of 20 adverts 10% discount)** | **Wiltshire Maintained**  **Schools** | **Academies and schools** | **Other organisations** |
| **Basic x20** | £700 | £1,700 | £2,500 |
| **Standard x20** | £1,100 | £2,100 | £2,905 |
| **Premium x20** | £1,400 | £2,405 | £3,205 |

Contact Information

|  |  |  |  |
| --- | --- | --- | --- |
| Talent and Resourcing Manager | Georgi Bliha | [georgina.bliha@wiltshire.gov.uk](mailto:georgina.bliha@wiltshire.gov.uk) | (01225) 713165 |
| Recruitment Team Leader | Deborah Hughes | [deborah.hughes@wiltshire.gov.uk](mailto:deborah.hughes@wiltshire.gov.uk) | (01225) 713198 |
| Advertising and Invoicing | Vicki Cliff | [vicki.cliff@wiltshire.gov.uk](mailto:vicki.cliff@wiltshire.gov.uk) | (01225) 718040 |
| Advertising | Joanna Salter | [schoolbulletin@wiltshire.gov.uk](mailto:schoolbulletin@wiltshire.gov.uk) | (01225) 718040 |
| DBS Specialist | Annette Jeeves | [Annette.jeeves@wiltshire.gov.uk](mailto:Annette.jeeves@wiltshire.gov.uk) | (01225) 713171 |
| General enquiries | Recruitment Team | [recruitment@wiltshire.gov.uk](mailto:recruitment@wiltshire.gov.uk) | (01225) 718040 |