

Westminster Kingsway College

Authority to Advertise – Permanent/ Fixed-Term

This form must be completed as soon as a vacancy is identified within an area/ department. Vacancies may be identified as a result of staff resignation, restructures or new funding.

The completed form must be sent by email to Linda Goodman/Frances Martin by Friday of every week for approval by Tuesday.

Please note: All requests are reviewed by the Group Leadership Team (GLT) and must be agreed prior to advertising.

Vacant Post Title: Lecturer: KS4 and Foundation Learning maths

Name of Previous Post Holder: Baber Hafiz

Area/ Department (Incl. Cost Code): WK-KX-YHFL

Costs (Salary or Hourly Rate x Weekly Hours):

£27,199 - £41,098

How will this post be funded (i.e. Replacement of existing post, or resulting from a restructure or a new post as a result of new funding etc)?

Replace Existing Post	YES	Funding and Comments: Replacing (1.0 FTE) vacancy
New Post		
Restructured Post	<input type="checkbox"/>	

Why the post needs to be filled/ continued (e.g. the impact on students and the service to be provided by the department.)

Post needed in foundation learning to replace Baber Hafiz, the only maths teacher and an appointee for KS4. To work with 14-16 challenging learners, foundation learning and those with SEN. Foundation learning now has only two FT established members of staff and the cohort requires a stable staff team.


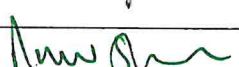
Is this a Permanent, Fixed-Term or Acting Up?

(Please indicate length of temporary assignment and if temporary cover is required prior to appointment of a permanent or fixed-term post)

Permanent	<input checked="" type="checkbox"/>	Date From: 24/08/2017	
Fixed-Term	<input type="checkbox"/>	Date From:	Date To:
Acting Up	<input type="checkbox"/>	Date From:	Date To:
Additional Comments:			

Requested By Budget Holder : Amanda Whelan

Date Requested: 31/04/2017

		Date Agreed: 01 June 2017
Agreed by Principal or MD		
		Date Agreed: 7/6/17
Agreed by Group Director of Finance		

Agreed by Group Director of HR & OD *Clarke*

Date Agreed: 6/6/17

Additional Comments from GLT:

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