Schools Recruitment Advertising Service

Information required for Publishing

**Step 1:** Please provide the following information:

| **Organisation Name** | Ash Hill Primary School |
| --- | --- |
| **DFES number** | 825 2132 |
| **Job Title** | Class Teacher |
| **Job Salary** | MNPS or UPS for the right candidate |
| **Contract Type (Fixed Term or Permanent)** | Permanent |
| **Hours (Part Time or Full Time)** | Full time – possibility of part time and/or flexible hours |
| **Closing Date for Applications** | 12 noon Monday 20th January 2020 |

Our Service Level agreement is to publish your advert within 2 working days of receipt, providing all required information has been provided.

All adverts are placed onto the BCC job website (<http://jobs.buckscc.gov.uk/>) and in the Schools Vacancies Bulletin.

**Step 2:** Please indicate clearly where you would like your advert published and the date:

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| --- | --- | --- |
| **Where to advertise** | **Tick to confirm** | **Publish Date** |
| **Internal:** BCC job website, intranet and weekly schools bulletin, **£139** | **X** |  |

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| --- | --- | --- |
| **Job centre website** (universal job match) **- £40 charge.** Requirement if you are recruiting workers from outside EEA (advert must run for at least 28 days) |  |  |
| **Social media** (Linked-in, Twitter & Facebook) **- £120 charge.** 1 x post on each platform to be scheduled within 5 working days of receiving request.  **Please send us photos and a logo to include OR permission to use photos from your website to avoid delays.”** |  |  |

**External Advertising**

**Please indicate clearly which external option you would like your advert published and date:**

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| **TES Bronze £799 + VAT + Posting Fees** - On-line basic TES advert, no attachments, doesn’t include the logo. **(live within two working days once booked)** |  |  |
| **TES Silver £999 + VAT + Posting Fees** - On-line TES advert, the advert appears further up the job listings. Logo and attachments can be added i.e. Job description/person spec **etc. (live within two working days once booked)** |  |  |
| **TES Gold £1,299 + VAT + posting fees** – On-line TES advert, Appears above the bronze and silver listings, enhanced profile, job posting, logo, attachments and a job description. **(live within two working days once booked)** |  |  |
| Other external advertising – if known, please specify which website(s). |  |  |

**\*External advertising incurs a fee for BCC managing the external advertising process.**

**Other support available:**

* We can also support you with a copy-writing service, interview question design, interview skills training, psychometric testing and other related activities. Please contact Lorna for more information.

If you have any queries, please telephone Tara Phipps on 01296 382357 (email: [tphipps@buckscc.gov.uk](mailto:tphipps@buckscc.gov.uk)) or the HR Service desk on 01296 382233 (email: [hrservicedesk@buckscc.gov.uk](mailto:hrservicedesk@buckscc.gov.uk))

**Step 3:** The following information is required to publish your advert.

Please ensure all information is provided, this will guarantee your advert meets publishing requirements

**Please complete all sections marked** **\***

Once all information is complete please send your advert to <mailto:advertising@buckscc.gov.uk>

**Overview: \***

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| **Entice candidates to read more, set out an opening short paragraph that inspires them to read on.** |
| **Key Stage 2 Class Teacher**  Do you believe in preparing young people to be happy, independent and successful for life? Are you committed to developing well rounded individuals? Do you always put the needs of pupils first? Are you a passionate and driven teacher looking for a positive, motivated team?  Ash Hill needs you! |

**About your school: \***

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| **Tell candidates about your school** – selling points to make your school stand out from the other schools (you are competing for the same candidates). **Include a hyperlink to your school website.** |
| At Ash Hill Primary School we are a learning community with a caring and supportive ethos. Ash Hill is a unique school where our dedicated and talented staff work relentlessly to enable each child to develop as a confident, lifelong learner. Our school motto is Growing Minds for Learning, Crafting Skills for Life and this underpins all that we do here. Every member of the team contributes to making a difference in the lives of our young people and families. Our school values are honesty, community-mindedness, resilience, determination, responsibility and consideration. These are modelled by the whole school community. Our whole school culture is underpinned by the principles of growth mindset and we believe that there are no limits to what we can achieve. We are aspirational and strive for excellence in all that we do, ensuring everyone can be the best that they can be. Our school is on a beautiful site, surrounded by natural woodland and overlooking Wycombe. |

**About the role: \***

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| **Sell the role to candidates or provide a complete Job Description for this role:** |
| Our pupils deserve the best so if you are an experienced teacher, or an excellent NQT, we would like to hear from you. There is the possibility of leadership opportunities, part time and/or flexible hours for the right candidate.  Ash Hill can offer you:   * The experience of working in a school with a distinctive educational philosophy * The opportunity to work in a school without pointless paperwork, providing on the spot feedback to learners (no mountains of marking!) and committed to providing the best for its children * A fast paced, innovative community that values lifelong learning * Hardworking pupils who respond well to teachers that take the time to build relationships and understand them * A supportive Senior Leadership Team who are committed to excellence in education * High quality, individualised CPD opportunities * A school with excellent family values and strong community links * Main Pay Scale or Upper Pay Scale, depending on experience * The opportunity to develop and progress as a teacher or into leadership |

**About the candidate: \***

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| **What skills, qualifications and experience are desirable or essential?** If there is a clear outline of the ideal candidate for the job, it will mean stronger applications as well as applicants who will fit into the dynamics of your school. This helps unsuitable people to deselect themselves. |
| We are looking for someone who:  • Believes in the principles of Growth Mindset and personal development to support the success of every child  • Has a passion for high quality lifelong learning  • Understands the importance of crafting a learning culture underpinned by high expectations for all  • Is a reflective practitioner who always strives for continuous improvement and excellence  • Innovatively uses formative assessment strategies to impact learning  • Enjoys planning creatively to enhance engagement  • Values professionalism, has infectious enthusiasm and is resilient |

**Other information/how to apply: \***

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| **Other information/how to apply:** let candidates know who to contact for tour/more information. (Provide a name, contact telephone number and email address). Tell them where to send their application. The closing date, interview date. Include a safeguarding statement. Please note: jobs need to be advertised for 28 days if you need or think you will need to sponsor a non-EEA applicant for the Resident Labour Market Test |
| Visits are warmly welcomed. To request an application pack or to book a school visit, please contact Mrs J Suter on: Bursar@ashhillprimary.co.uk or 01494 523218.  Closing Date: 12 Noon – 20th January 2020  Interview date: W/c 20th January 2020  Applications will be considered on arrival  Headteacher: Mrs V Manning |
| **Safeguarding Statement \***  Ash Hill Primary School is committed to safeguarding and promoting the welfare of all pupils under its care. An Enhanced DBS check will be required prior to starting employment. |

**Attach the below Document to include in the advert**

* **Application Form – If you use a non BCC application form**
* **Job Description**
* **Person Specification**
* **Information about the school/dept** or any other documents or links you would like candidates to have access to.