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| **Business Support Centre**  **Contact BSC Advertising via the below:**  Tel: 0113 37 85216  Email: [bsc.advertising@leeds.gov.uk](mailto:bsc.advertising@leeds.gov.uk) |

Dear Customer,

**ADVERTISING ON THE COUNCIL’S JOB SITE**

Thank you for your request to place an advertisement on the recruitment page of the Council’s web site. Please note our terms and conditions below for placing your advertisement.

The Council agrees to publish your advertisements on its recruitment web page in return for the sum of £75 + VAT (hereinafter referred to as the “Fee”) per advertisement, provided the following conditions are met-

1. The advert shall not contain any material which is (in the sole opinion of the Council) of an offensive, discriminatory, religious or political nature, and the Council reserves the right to refuse to publish any advert that it considers contains such material. For the avoidance of doubt the Council may refuse to publish any advert at the Council’s discretion
2. The advertisements shall not infringe the Intellectual Property Rights of any third party
3. The Council will only publish an advert that it deems to be suitable, and has sole discretion in this regard
4. The advert wording meet accessibility standards

Your advertisement shall remain on the Council’s website for up to 28 calendar days from the date first published. If you wish to advertise for longer there will be an additional charge.

Once the advertisement is published the Fee is non-refundable. By placing advertisements you accept that the Council gives no guarantees that you will receive any applications for the jobs advertised. You can ask the Council to withdraw the advertisements at any time and acknowledge that the Council has no control over the job(s) you have requested to be advertised or the recruitment process undertaken by you.

The Council is reliant upon you as to the accuracy or validity of the information contained in the advertisements and accepts no liability whatsoever for any reliance placed upon the accuracy of those documents by a third party.

For the avoidance of doubt the Council shall not be liable to you or any other person for any loss, damage, costs, expenses or compensation of any kind arising directly or indirectly out of or in connection with any act, delay, error, omission, default or negligence by the Council in relation to the publication of the advert provided.

You acknowledge that the Council does not endorse or support or affiliate with your organisation. Further, you shall not (and shall procure that your staff shall not) hold yourself out as being in any way connected to the Council and shall not do anything which may damage the reputation of the Council or bring the Council into disrepute.

Thank you for your interest in advertising your job with the Business Support Centre, Leeds City Council. If you have any queries in connection with the above please do not hesitate to contact me.

Yours faithfully,

**Nicola Milner**

**Employment Services Manager**

If you would like to place an advert on the Leeds City Council job site, please complete the information below and email the form to [**bsc.advertising@leeds.gov.uk**](mailto:bsc.advertising@leeds.gov.uk)

**Cost: £75 +VAT** (please allow 3 working days for your advert to appear on [www.leeds.gov.uk/jobs](file:///C:/Users/20040268/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/KTVKXKTB/www.leeds.gov.uk/jobs))

**Contact Details**

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| Full Name of Organisation / School | Pudsey Grammar School |
| Contact Name & Email Address (for queries in relation to publishing this advert) | Michelle Canavan  recruitment@pudseygrammr.co.uk |
| Telephone Number | 0113 2558277 |
| Invoicing Address  (please leave this blank if you are a Leeds City Council Maintained School) | Pudsey Grammar School  Mount Pleasant Road  Pudsey  LS28 7ND |
| Cost Centre Code  (please only complete this if you are a Leeds City Council Maintained School) | 56583 |
| As well as the LCC job site, would you like your advert to appear in any additional publications? | Eteach  TES  Other  (please specify here)  (Please note, in addition to the publication’s own advertising costs, we charge an extra £80 LCC admin fee for placing additional adverts)  (NB: we offer a 10**%** discount on TES advertising costs) |

**Advert Details (Please complete in full)**

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| Advert Live Date | 28/02/2024 Advert closing date 13/03/2024 at 12.00 noon |
| Job Title | Assistant Subject Leader of Science ( Biology Specialism) |
| Advert Wording | **Assistant Subject Leader of Science (Biology Specialism)**  **Grade: MPS/UPS plus TLR 2b**  **Salary: £30,000 - £46,525 plus £5,385**  **Start date: September 2024**  We are seeking to appoint an outstanding professional to support the Head of Department in the leadership of our Science department. We are looking for an inspirational, dedicated and motivated colleague who is passionate about their subject specialism and the development and delivery of an excellent and inspiring curriculum. We are seeking a candidate who will bring a Biology specialism to the department. You will be part of a dynamic subject team which is committed to achieving excellent outcomes for all our students, collaboratively working to improve teaching and learning across key stages 3, 4 and 5.  Applicants should be highly respected teaching practitioners who have already begun to demonstrate effective leadership characteristic. Your application will need to demonstrate:   * A drive and ability to lead your specialism effectively to ensure all staff within the department are focussed and high achieving * A commitment to delivering to high standards and the ability to share good practice with others * An ability to actively contribute to the strategic development of the department by implementing new initiatives, monitoring and reporting on key outcomes and ensuring the department is meeting, and where possible exceeding, academic targets * An ability to be held accountable for student attainment and achievement through effective tracking of progress and supporting learning needs, being confident and proficient in the use of data to support departmental strategies * A commitment to:   + Working in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, prevent and our safeguarding and child protection policies)   + Working with the designated safeguarding lead (DSL) to promote the best interests of students, including sharing concerns where necessary   + Promoting the safeguarding of all students in the school   Applicants should be committed to their own professional development, and have aspirations for wider responsibility and school leadership.  **Why work at Pudsey Grammar School?**   * Be part of a rapidly improving school * Work for an organisation which has staff wellbeing as its core * Embrace the opportunity to play a key part in the continuing transformation of the school * Be part of a dynamic and enthusiastic team of staff who are ensuring our students are successful in every way * Work alongside hub-schools in the Yorkshire and Humber region and University College London, with access to high quality Teaching and Learning training, networking events, CPD * Belong to a supportive organisation which prides itself on high standards for staff and students * Work in an award-winning state of art building   **This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. If shortlisted, you will be required to disclose relevant information regarding criminal history and an on-line search will be conducted.  This includes only information publicly available on-line.**  **We promote diversity and want a workforce that reflects the population of Leeds.**  **Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role**  **does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.**  **Application Process**  Should you wish to apply for this position, please send the following to [recruitment@pudseygrammar.co.uk](mailto:recruitment@pudseygrammar.co.uk).     * A completed application form. Applications should be made electronically in Word or PDF format * **Please be aware that we do not accept Curriculum Vitaes** * In support of your application you may include a covering letter. This should be in addition to the completed application form.   **Closing date for application 13th March 2024at 12.00 noon**  **Successful candidates will be contacted direct with details of the interview.**  **Interview date: 19th March 2024** |
| Work Location | Pudsey Grammar School, Mount Pleasant Road, LS28 7ND |
| Salary  (include pay scale if applicable) | MPS/UPS £30,000 - £46,525 ( + TLR2b £5,385) |
| Hours | 32.50 (number of hours per week)  Full-time x  Part-time  State fte if Part-time |
| Term time only, if applicable (it is a requirement that the term time salary is provided on adverts so candidates are aware of the actual salary) | Yes No  If yes, please state:  Term time only % |
| Contract Type | Permanent |
| Registered Charity Number | If you are a Registered Charity and you can provide us with a charity number, you will be exempt from paying VAT. |
| Purchase Order Number | [finance@pudseygrammar.co.uk](mailto:finance@pudseygrammar.co.uk) |

Once your advert has been published we will email you a direct link to the live advert on our job site.

Invoices will be sent to the address given above. LCC Maintained Schools will be charged by internal recharge

unless you have requested otherwise.

**Thank you for your interest in advertising with Leeds City Council. For further information, please contact the Advertising Team on 0113 37 85216.**