



## School Advert template

1. ALL fields are mandatory. Adverts may be delayed if information is not included.
2. Please note: Job Description and Person Specification **MUST** be provided for inclusion on the website(s) (please ensure these are in Microsoft Word format) – vacancies can no longer be processed without this information. **JD and PS should include the Title and Grade of the post.**
3. Please allow **5 working days** for vacancies to appear on the standard website(s). Timeframes may vary for a press website.

SCHOOL INFORMATION				
School name and number	Cotherstone Primary School			
Address	Cotherstone Barnard Castle Co. Durham DL12 9QB			
Telephone	01833 650491			
Email	p2185.admin@durhamlearning.net			
Website	www.cotherstone.durham.sch.uk			
Name of contact at school	Mrs Julie Gibson			
Does the school have an SLA? Please circle	<b>YES</b>		<b>NO</b>	
Which SLA does the school have? Please circle	SLA with EDS	SLA with HR Operations and Data	Both	n/a

POST INFORMATION	
Reason for vacancy	Maternity Cover
Previous post holder	Miss Isobel Thomas
JRD reference – support staff only	

Job title	Lower Key Stage Two Classroom Teacher
Grade	MPS 1-6 / UPS 1-3 (depending on experience)
<b>Salary Range</b>	<b>£ - £</b>

Contract Type	Permanent	Fixed Term	<b>Temporary</b>	Casual
Start date	15 <sup>th</sup> April 2024			
End date <i>(all Fixed Term or Temporary posts should have an end date)</i>	31 <sup>st</sup> August 2024			
Hours per week / Working pattern			<b>Full Time</b>	<b>Part Time</b>
Starting/finishing time <i>(if applicable)</i>				
<b>Term time or whole time?</b> Please circle  applicable for support vacancies (all teachers positions will be advertised whole time in accordance with the Burgundy Book)	<b>TERM TIME ONLY</b>		<b>WHOLE TIME</b>	
	i.e.- employees who work and are only paid for when the school is open for attendance by pupil e.g. typically 38 weeks per year. They will be paid 38 working weeks and the employee's individual annual leave entitlement (26 days for under 5 years', 31 days for over 5 years) and bank holidays, however salary is paid over 12 months in equal payments.		i.e.- employees who must work all year around (52 weeks per year), including during school closure periods. These employees will have a leave entitlement of 26 or 31 days (pro rata for part time) which must be taken when the schools are closed. The holiday entitlement runs from April to March, under Green Book terms i.e. not academic year).	
<b>Retainer - is this a position which contractually attracts a retainer?</b> Please circle  In line with nationally bargained position, specific job groups are contractually entitled to a retainer payment; The relevant National Joint Council (NJC) Green Book agreement linked to the application of retainer adjustments makes it clear that this only applies to 'School Crossing Patrol Attendants, Retained School Bus Attendants and other retained Education Service Escorts, and School Meals Service employees' (please refer to list of specified positions previously issued). Those paid retainer are whole time, and retainers must not be applied to term time only positions.	<b>YES</b>		<b>NO</b>	
	You will need to include the following wording in the advert: <i>This position is paid whole time with retainer adjustments applied to periods of school closure. You will not be required to work during the school closure periods however your salary in these periods will be adjusted accordingly in line with the retainer regulations as specified in the National Joint Council (NJC) Green Book agreement.</i>			
<b>Is the post customer facing?</b> Please circle	<b>YES</b>		<b>NO</b>	
	You will need to include the following wording in the advert: <i>The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.</i>			
<b>Is this post working in Early Years?</b>	<b>YES</b>		<b>NO</b>	

	<p>You will need to include the following wording in the advert:</p> <p><i>Applicants must hold a qualification that meets the approved 'full and relevant' criteria for Early Years qualifications and inclusion in staffing ratios.</i></p>	
<p><b>Body of advert</b> Include:</p> <ul style="list-style-type: none"> <li>• When the post is required from;</li> <li>• A general description of the duties of the post taken from the job description;</li> <li>• Key responsibilities of the post;</li> <li>• If overtime/additional hours is applicable.</li> </ul>	<p>Maternity Cover for one term. Required from 15<sup>th</sup> April 2024.</p> <p>The Governors from Bowes Cotherstone Federation wish to appoint a teacher who will be based in a small mixed-age Year 3-4 class at Cotherstone Primary School.</p> <p>We are looking for someone who:</p> <ul style="list-style-type: none"> <li>• Can ensure our school's vision is realised: Believe, Aspire, Thrive, Together</li> <li>• Has a love of learning and is inspirational, enthusiastic and motivated</li> <li>• Is calm, caring and nurturing</li> <li>• Is organised, proactive and flexible</li> <li>• Enjoys working as part of an effective team</li> <li>• Is committed to their own professional development</li> <li>• Ideally has experience in LKS2</li> <li>• Ideally has experience of teaching in a small school to mixed age classes.</li> </ul> <p>We can offer:</p> <ul style="list-style-type: none"> <li>• Inspiring, enthusiastic and motivated children</li> <li>• A hard-working, dedicated and supportive staff team</li> <li>• A happy, caring and friendly school, federation and community</li> <li>• An exciting opportunity to join our school and federation with a newly formed energetic and forward-thinking leadership team</li> <li>• Full access to professional development – both within the Federation and through the Education Durham offer.</li> <li>• A fully committed Governing Board</li> </ul> <p>Visits to the school are warmly encouraged and can be made by contacting the school office on 01833 650491.</p> <p>Completed applications must be emailed to <a href="mailto:j.gibson@bcfederation.uk">j.gibson@bcfederation.uk</a> or returned to the school address by 12 noon on Friday 16<sup>th</sup> February. Interviews will take place on Friday 1<sup>st</sup> March.</p>	
<p><b>Essential Qualifications</b></p>	<p>Qualified Teacher Status</p>	

<p><b>Standard wording to include in all adverts</b></p> <p><b>NOTE: All School Posts are subject to satisfactory Enhanced DBS Disclosure</b></p>	<p><i>We are committed to safeguarding and promoting the welfare of children and young people and, if successful, you will need to apply for an enhanced DBS disclosure.</i></p> <p><i>As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.</i></p>
<p><b>Closing date</b> (should be at least 7 days from date of advert becoming live. Allow an additional 5 days for the advert to appear on the website(s) )</p>	<p><b>Friday 16<sup>th</sup> February</b></p>
<p><b>Interview date</b></p>	<p><b>Friday 1<sup>st</sup> March</b></p>
<p><b>Contact for application packs</b> Include telephone and email address</p>	<p><b>Alison Sabey</b> <b>01833 650491</b> <b>p2185.admin@durhamlearning.net</b></p>
<p><b>Contact for information about the post</b> Include telephone and email address</p>	<p><b>Julie Gibson</b> <b>01833 650491</b> <b>j.gibson@bcfederation.uk</b></p>

## IMPORTANT INFORMATION

In order to capture all relevant information to advertise your post, it is important that this form is fully completed and submitted to School Adverts ([schooladverts@durham.gov.uk](mailto:schooladverts@durham.gov.uk)).

Information in relation to a job description/person specification is available in the School Recruitment and Selection Policy, Procedure and Toolkit.

***Any school who are not part of the Service Level Agreement for Advertising of School Posts will be charged £95 for each advert placed.***