

**THIS FORM SHOULD BE COMPLETED FOR ALL SCHOOL SUPPORT AND
TEACHING ADVERT REQUESTS**

Guidance Notes for completion of this form:

Do not over type or remove any of the text in **bold** in the second column as this will be contained in the job advert

Ensure that post titles are written in full or as shown below:

- Teacher or Teacher of ****
- Midday Supervisory Assistant, Senior Midday Supervisory Assistant
- Teaching Assistant Level *
- Do not include part time, full time, temporary, FTE in title

SECTION A – REQUISITION DETAILS	
Post Title: (Requisition Name)	Early Years Teaching Assistant Level 2, SEND support
Contact details of someone we can contact if we need clarification regarding this advert	Name: Jemma Dunne Tel: 01904 555421 Email: head.stoswaldsprimary@york.gov.uk
Requisition Ref: (to be completed by HR) Save form as 'Job Ref – Job Title'	

SECTION B – JOB INFORMATION / ADVERT TEXT	
<u>School name and full address</u> <u>Telephone number</u> <u>Website address</u> <u>Email address</u> For information only	St Oswald's CE Primary School Heslington Lane Fulford York YO10 4LX 01904 555421 www.stoswalds.york.sch.uk Email address: stoswalds.primary@york.gov.uk
<u>Full advert text</u> Insert school name at the start of text	St Oswald's CE Primary School are seeking to recruit an exceptional teaching assistant to support children with SEND in our Early Years Foundation Stage setting. This position is full time and fixed term until July 2027, with potential to be extended.

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Do not add job title, contract type etc as these details are included in the sections below Only include essential information, job hunters can look at the job description for more detailed information. ● Don't exclude people who might be suitable ● Limit to three or four main points ● Most important information first (eg do they need a degree?) Expand on generic skills and make them specific to the role	We are looking for a teaching assistant who: - has the ability to work as a member of a dedicated, hard-working team - is committed to supporting pupils to reach their potential - is nurturing and inclusive of all pupils - has experience of successful teaching support, preferably with children with additional needs - experience of successful teaching support in the Early Years Foundation Stage, preferably with children with additional needs. We can offer: - an inclusive and happy school with fantastic pupils - a welcoming and supportive staff team who are committed to working collaboratively If you share our school vision of 'learning for all, caring for each other, preparing for the future,' combined with high expectations for all, we would love to hear from you. Please visit our website (www.stoswalds.york.sch.uk) for more details and an application form. Visits to the school are warmly welcomed and can be arranged by contacting the school office on 01904 555421.
<u>Safeguarding statement</u> This will automatically be included in all school adverts <u>Is this post subject to Childcare (Disqualification) Regulations 2009?</u> This applies to posts that are those working with children under the age of 5 (Reception teachers / TA's or Nursery teachers), or people working with under	The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We require the successful applicant to undertake an enhanced Criminal Record check via the Disclosure and Barring Service Yes If yes, the text below will be added to your advert: This post is subject to the Childcare (Disqualification) Regulations 2009 and as such shortlisted candidates will be asked to complete a Disqualification Declaration. Any information supplied will be discussed at interview

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8's for After-school clubs, Breakfast club workers etc.	
<u>Application method</u> Please include details of how applicants should apply for the role e.g via school website, by email etc. as applicants will not be able to apply via the CYC website [Delete as appropriate]	An application form and further details are available to download from the school website www.stoswalds.york.sch.uk or contact the school on 01904 555421. Applications are accepted via post or email
<u>Closing date</u> This should be a minimum of 2 weeks from date of advert going live All adverts will close at 12 midnight on the closing date <u>Interview date (if known)</u> This gives applicants prior notice to arrange attendance if invited for interview	Closing date: Sunday 18 October (12 midnight) Interview date: Thursday 22 October
<u>Salary Details - Support Posts</u> The Living wage supplement will be stated in your advert if the post is at Grade 1 or 2 or Grade 3 Level 1.	Grade 4 Level 1 - 4 (from £23,151 per annum) reduced pro-rata
<u>Salary Details - Teaching Posts</u> See Section D	N/A

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<u>Employment Type</u> <u>Working pattern</u> If post is term time are any additional weeks required to be worked in school holidays please indicate number of weeks <u>Hours per week</u> Add details of any working pattern <u>[HR: enter this information in the package section of iTrent]</u>	Fixed term Term time only 31.25; five days (8.30am to 3.15pm, with a 30-minute lunch break)
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Formatting guidance Notes:

Dates	Should be day, month, year as 2 June 2001. Do not use st, nd, rd or th
Times	Should be in 12 hour clock style eg 5pm. No space between figure and the am or pm Refer to 12 midnight rather than 12am
Hyphens	Do not use between full time, part time etc
And	Do not use &, write out in full
At	Do not use @, write out in full (unless used in email or website address)
Semi Colon	Use to separate items eg Fixed Term; Part Time 10 hours per week; Term Time only
Per annum	Do not use p.a. or pa, write out in full
Plus	Do not use + sign, write out in full
Week Commencing	Do not use w/c, write out in full

SECTION C - SUPPORT STAFF (Complete for any posts not being paid on Teachers Pay and Conditions)	
Is the post new to the school establishment?	No

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Is the post a generic school post (see generic post list on the schools website? Yes
http://www.york.gov.uk/homepage/83/cyc_schools_portal)

Please provide the JE reference number for the post _____
(This is to clarify the new post has been evaluated. Note this is not applicable for Academy schools)

Apprentices: Please contact the HR Business Centre for advice on apprentice rates of pay.

SECTION D - TEACHING POSTS

(Complete for any posts paid on Teachers Pay and Conditions including Leadership Posts)

Please indicate which scale the post is being offered. If the post is not being advertised on a specific scale please indicate Teachers Pay and Conditions. For further info see the Schools Pay Policy.

Main scale Yes / No

Upper payscale Yes / No

Specific mainscale point Yes / No

Please indicate which point (1 – 6) _____

Specific Upper payscale point Yes / No

Please indicate which point (1 -3) _____

Leadership scale Yes / No Please indicate point _____ and

ISR Range From _____ To _____

Teachers Pay and Conditions Yes / No

ADDITIONAL ALLOWANCES:

TLR Yes / No Please indicate level e.g TLR 2 (a) _____

SEN Yes / No

OTHER Yes / No Please state _____

(See teachers Pay & Conditions Document for other allowances that may be offered)

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SECTION E - ADVERT DETAILS

ADVERTISING

All posts will be advertised on the CYC website.

If the advert is to be placed in any other media please specify here:

Please contact the Recruitment Team prior to submitting this form to discuss media deadlines dates etc.

JOB DESCRIPTION

If a job description is to appear with the advert, please forward an electronic version with this form

DEADLINE REMINDER FOR RECEIPT OF ADVERT IN HRBC:

CYC Website:

Monday 5pm. We will upload your advert to go live on Thursday of the same week unless advised otherwise.

TES - Wednesday 5pm of week prior to issue

For other advertising media deadlines please contact the HRBC.

Please send the completed form to schoolsrecruitment@york.gov.uk