

## Guidance for Schools

In response to frequently asked questions from advertisers, union representatives and applicants, this document has been produced as a guide for schools advertising posts.

### Extra curricular activities

Extra curricular activities should not be mentioned as part of an advert or job description as extra curricular activities are not part of a teacher's contract under the School Teachers Pay & Conditions document 2006.

### Recruitment/retention payments or SEN allowances

Any recruitment/retention payments or SEN allowances should be specified in the advertisement.

### Leadership, Advanced Skills Teacher and Excellent Teacher posts

Leadership, Advanced Skills Teacher and Excellent Teacher posts should state the salary ranges or salary for those posts.

### Newly Qualified Teachers (NQTs)

Unless there is a clear and objectively justifiable reason, advertisements should not be placed specifically requesting NQT's, as it could potentially be considered discriminatory under the Employment Equality (Age) Regulations 2006. This is because NQT's are predominantly younger people and so it could be inferred that the school is looking for a younger candidate.

### Teacher pay scales

Advertisements should state that schools are seeking to recruit a qualified teacher. The current STPCD (School Teachers Pay & Conditions Document 2006) should be used to determine salary ranges. All teacher posts must be advertised on a salary range from M1 to M6 plus UPS1 to UPS3 as staff on MPS scales are generally younger candidates, and so this could be viewed as discrimination under the Employment Equality (Age) Regulations 2006. It is more appropriate to advertise posts under the term of 'Teacher Pay Scale' which would incorporate both MPS and UPS scales. The salary range must be clearly stated so as to avoid any confusion for applicants.

### Part time staff

For part time teaching posts the Model Pay Policy sets out how to calculate part-time hours. When salaries are pro rata it is important to detail the actual amount of salary paid for the post, rather than the full time equivalent. It is also best practice to include details of specific hours required in order to provide clarity for candidates. For support staff, the actual salary paid per month or the number of hours per year and hourly rate would be helpful.

More information is available from the following sources:

### Reference Documents:

- Time for Standards: Guidance accompanying the section 133 Regulations issued under the Education Act 2002 (DfES 2003 ref:DfES/0538/2003)
- Raising Standards and Tackling Workload: a National Agreement (DfES 2003 ref: DfES/0172/2003)
- Working with Teaching Assistants – a good practice guide (ref:DfES0148/2000)
- Guidance for Schools on Cover Supervision WAMG (December 2003)
- School Support Staff – The Way Forward – National Joint Council for Local Government Services
- School Teachers' Pay and Conditions – September 2006

### Useful websites:

[www.teachernet.gov.uk/management/remodelling/](http://www.teachernet.gov.uk/management/remodelling/)

[www.teachernet.gov.uk/remodelling](http://www.teachernet.gov.uk/remodelling)

[www.remodelling.org](http://www.remodelling.org)

**ADVERTISEMENT OF VACANCY**

To: **THE FIRST STOP DESK**, Recruitment Services, HR ONE, Great Moor House, Bittern Road, Sowton, Exeter, Devon EX2 7NL Tel: 01392 383000

E-Mail this completed form and any other additional information to [fristop@devon.gov.uk](mailto:fristop@devon.gov.uk)

**Deadlines:**

- [www.devonjobs.gov.uk](http://www.devonjobs.gov.uk) and Choice 1pm Monday for the following Wednesday online and the following Monday's Choice Bulletin.
- Printed media - Friday 10am for the following Wednesday to Friday issues (some deadlines may vary)
- For Bank Holiday Deadlines: Please contact the First Stop Desk

**IMPORTANT:** Please ensure that the grades and salary ranges of all posts are advertised in line with current pay and grading structures. Please contact HR Direct with any queries (HR Direct - Mailbox).

For additional guidance please see the last page of this form.

**Advertiser Details**

Contact Name(s):	Sarah Bedford
Tel:	01803 864120
E-Mail:	sbedford@bidwellbrook.devon.sch.uk
Authority	Devon LA
Charge to: Full cost code must be completed	G150 G7044 1811

**Advert Layout**

**Please arrange for this vacancy to be advertised in the publications below and the Choice Magazine at the earliest opportunity:**

<b>Publication</b> <i>(Newspaper advertising can be costly, please contact us for an approximate costing)</i>	<b>To Appear Week Commencing</b> - <i>If received after the deadline, we will place the advert at the next available date, closing dates allowing</i>	<b>Style</b>
Choice ONLY	01/04/2019	Select Style
Select		Select Style
Select		Select Style
Select		Select Style

**Vacancy Details**

School name:	Bidwell Brook School
Full Address:	Shinner's Bridge, Dartington, TQ9 6JU
Number of pupils on roll:	120
Job Title:	Teacher
Salary Non-teaching posts should state the actual amount paid: Teaching should state 'TPS':	0
If teaching post, state any allowances: <i>- Any posts offering TLR allowances should state the detail in the format of 'TLR 1 or 2 and specify actual monetary value.' There should be no reference to A, B or C classifications, this is in order that standard approach is depicted or displayed, so as to avoid any confusion for candidates.</i>	SEN1 allowance £2106.00
Job Term:	Permanent
Appointment Type:	Full Time

If the post is temporary please state reason: - Any advertisements for temporary posts should clearly state the reason why the post is temporary. This will provide clarity for applicants and may encourage additional candidates to apply for the post	
Hours per week:	
Weeks per annum:	
Closing Date:	29 April 2019
Interview Date (optional):	

### Advert Text

**TEXT:**

Bidwell Brook is a Special School for children and young people aged 3 - 19 with a complex range of learning and physical disabilities.

We are looking for an enthusiastic teacher to join our successful and committed key stage 2 team from September 2019.

You must have QTS, combined with an active interest in SEN, and be inspirational, creative and solution focused with the ability to lead on good practice.

You must have the ability to plan personalised, purposeful and reflective learning programmes that are linked to students EHCP outcomes and are responsive to individual needs.

You will evaluate and assess the individual programmes, promote the progress and wellbeing of students, safeguard the welfare of children and young people, adhere to H&S requirements and focus on continuous improvement for yourself, your team and your students.

We can offer you a comprehensive induction programme, skilled supportive staff, CPD, career progression, the opportunity to work across the Learn to Live Federation and with our Teaching School Alliance.

We welcome applications from those who are new to the profession.

Visit [www.devonjobs.gov.uk](http://www.devonjobs.gov.uk) for a full application pack or the school website [www.bidwellbrook.devon.sch.uk](http://www.bidwellbrook.devon.sch.uk). We do not accept CV's.

For further information contact Sarah Bedford, HR Manager, [sbedford@bidwellbrook.devon.sch.uk](mailto:sbedford@bidwellbrook.devon.sch.uk) or telephone 01803 864120.

Closing date for applications: Monday 29<sup>th</sup> April 2019

We are committed to safeguarding and promoting the welfare of children and vulnerable adults, and expect all staff to share this commitment.

This role requires an enhanced DBS disclosure.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

**Method of Response: (Please indicate requirement)**

- Application form and further details (large A4 size SAE) from the Headteacher/Principal
- Please apply by letter enclosing CV and details of 2 referees to the Headteacher/Principal
- Please visit [www.devonjobs.gov.uk](http://www.devonjobs.gov.uk) to download the application pack. Your completed application form should be returned to **please insert email address** (Please be aware that there is a charge of £10 for this service and includes any application pack attachments which will need to be forwarded electronically with the advert)
- Other wording (insert below)

Special Instructions (NB – These will not appear in your advertisement):

## **Submission of Advert request form**

**Please note:** by submitting this form, you are accepting responsibility for ensuring that all of the information contained is correct. The information will be directly replicated in the advertisement, and as the advertisement can form part of the employment contract it is essential that it is an accurate representation of the vacancy.

**Email this completed form and any other additional information to [firstop@devon.gov.uk](mailto:firstop@devon.gov.uk). Tel: 01392 383000**