Sheffield City Council

Human Resources Service

Moorfoot Building, Sheffield S1 4PL

Webpage: <https://www.sheffield.gov.uk/home/job-vacancies>

**Job Advertising Request Form**

Please complete all the information below and submit via AskHR or to [hrs-sheffield@capita-services.co.uk](mailto:hrs-sheffield@capita-services.co.uk)

**Please ensure this document is saved as a Word Document only.**

All requests will be processed within 2-3 working days where all the relevant information is provided.

1. **Job Details:**

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| **Job Title** | Class Teacher - 2 full time (1 permanent, 1 temporary) & 1 part time (3 days, permanent) |
| **School Name** | Arbourthorne Community Primary School |
| **Location** | Sheffield |
| **Contract** | Permanent & Temporary |
| **Hours per week** | Full Time & 3 days |
| **Weeks per year** |  |
| **Grade and Salary** | MPS - UPS |
| **Actual Part Time Salary** |  |
| **Closing Date** | Monday 15th April at 6pm |

1. **School Contact Details for Advert:**

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| **Contact Name** | Elizabeth Carter |
| **Position** | School HR |
| **Telephone Number** | 01142 398163 |
| **Email Address** | [elizabethcarter@arbourthorne.sheffield.sch.uk](mailto:elizabethcarter@arbourthorne.sheffield.sch.uk) |
| **Website Address** | [www.arbourthorneprimary.co.uk](http://www.arbourthorneprimary.co.uk) |

1. **Advertisement text:** Please add your wording in the following box.

For Sheffield City Council schools, the standard paragraphs below will be automatically added to the advert and the SCC application form uploaded.

For all other schools please ensure you add the details of how candidates can obtain an application form.

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| The Governors of Arbourthorne Community Primary School are seeking to appoint three highly motivated class teachers from September 2024:   * 1 full time permanent * 1 full time temporary * 1 part time permanent (3 days)   The successful candidates will be expected to provide high quality teaching, which offers the best possible inclusive education for our children. Please state whether you prefer Foundation Stage, Key Stage 1 or Key Stage 2 on the application form.  Arbourthorne Community Primary School was described by Ofsted in 2022 as “A place of joy, inclusivity and learning” with “outstanding Personal Development.”  We are looking for:   * A teacher who demonstrates consistently good or outstanding practice * Commitment to making learning a rich and enjoyable experience for children and parents * A clear philosophy and knowledge of how children learn * A commitment of engaging with our parents and supporting our ‘open door’ policy * A good communicator   We can offer you:   * A very friendly and mutually supportive place to learn and work * A delightful atmosphere * A professional and committed staff and governor team with a positive attitude; passionate about giving Arbourthorne children and families the best education * A new building and resource rich environment * A supportive community who want the best for their children * Enthusiastic learners who deserve only the best! * Regular, high quality professional development opportunities   Applications are welcomed from new and experienced teachers.  Arbourthorne is a two-form entry school with 475 pupils on roll. Our school is friendly and hardworking and staff work with innovation and determination to provide an outstanding learning experience for children. Colleagues are mutually supportive and are widely recognised for best practice. At the last inspection, the school was judged to be good with outstanding features. We celebrate creativity and have an artist in residence. Theme learning is exciting and ambitious. Our life skills house, ‘Red Robin House’, adds an exciting dimension to the curriculum. Please visit our website: <https://www.arbourthorneprimary.co.uk/> to gain a broader view of our school.  If you feel that you have the drive and enthusiasm to be a successful member of the Arbourthorne Community Primary School team, then this might be the ideal opportunity for you.  Please complete the Sheffield City Council Support Staff Application Form in Word, or request one from the school. Your completed application form should be returned to the school by email to, recruitment@arbourthorne.sheffield.sch.uk or by post to Arbourthorne Community Primary School, Eastern Avenue, Sheffield S2 2GQ.  Visits to the school would be welcomed on Monday 18th March from 10:00am – 11:00am and 4.00pm - 5.00pm to meet the Headteacher, Vanessa Langley, and the colleague team. Please call the school if you would like to arrange to attend one of these sessions.  *We are committed to safeguarding and promoting the welfare and safety of children and vulnerable adults and expect all staff to share this commitment. All successful candidates will be required to complete an Enhanced Disclosure and Barring Service Check.*  *We value our diverse workforce and aim to work together to make the most of our differences. We welcome applications from everyone.  Under the Disability Confident Scheme, disabled applicants, who meet the essential criteria of this job, are guaranteed an interview.*  ***In addition, as part of the shortlisting process we will carry out an online search as part of our due diligence on the shortlisted candidates.*** |

1. **Invoicing**

Where adverts are chargeable to the organisation and not part of Capita’s HR Administration package, please complete the following section:

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| **Organisation name of where invoice needs to be issued to if different to recruiting school:** |  |
| **Purchase Order Number:** |  |

1. **Authorisation**

* I understand that Sheffield City Council / Capita People Solutions will check over the content of the form submitted and offer advice and guidance where necessary. However, Sheffield City Council / Capita People Solutions cannot be held liable for any errors in the advertisement as a result of the information that I have submitted.
* I agree that that any work undertaken in respect of this request will be chargeable (when not included in a core service package) and all invoices will be paid in full and in accordance with Capita People Solutions standard payment terms.

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| **Contact Name:** | Sarah Crapper |
| **Position:** | School Business Manager |
| **Telephone Number:** | 01142398163 |
| **Email Address:** | sarahcrapper@arbourthorne.sheffield.sch.uk |
| **Date:** | 08.03.2024 |

***Capita People Solutions Approval:***

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| --- | --- |
| **Contact Name:** |  |
| **Reference Number:** |  |
| **Date submitted to SCC:** |  |