****

Head Teacher Miss Janette Allen

Kegworth Road

Gotham

Nottinghamshire

NG11 0JS

Telephone Nottingham (0115) 9149751

September 2024

Dear Applicant

**Appointment of Temporary Year 3 Class Teacher – Maternity Cover**

**Gotham Primary School**

Thank you for your interest in the above post which arises due to the maternity leave of a member of our team. This post will commence from 11th November 2024 and continue until the teacher’s return which could be up to 1 year.

The governors of Gotham Primary School are seeking to appoint an experienced professional who will help us deliver our vision of:

* Maintaining a strong community ethos.
* Being a nurturing school, inclusive for all.
* Committed to raising standards.
* Being the best we can be together.

**Attachments**

Please find attached:

* Application form; teachers standards, person specification, staff code of conduct, guidance notes on how to complete the application

I hope you will find this pack helpful and informative and that it will encourage you to apply for the post.

If you wish to visit the school before deciding whether to apply for the post, please contact the school office on 01159149751 or email office@gotham.notts.sch.uk

**Requirements of the post**

Applicants should hold qualified teacher status.

Gotham Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Please note that in line with the safeguarding due diligence requirements, if you are shortlisted,

* references will be requested prior to interview from your current or last employer. Where there has been a break in teaching, references will also be sought from your previous school/employer. Referees may also be contacted by telephone.
* you will need to bring with you to the interview original documentation to prove your identity and that you have a right to work in the UK
* you will need to bring with you to the interview original qualification certificates essential to the post.
* In accordance with KCSIE an online search of publicly available information will be undertaken on all shortlisted candidates to help identify any incidents or issues, which the school may wish to explore with an applicant at interview.

Further details will be given if you are invited to an interview. Please also note that if you are successful for teaching post in a school you will also be subject to the full range of pre-employment checks which will include a prohibition from teaching check and for certain posts in schools a disqualification under the childcare act 2006 check will also be required if you work in certain settings.

Gotham Primary School, together with the recognised trade unions, is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity or trade union membership status. This commitment will apply to recruitment and selection practices, training and development, promotion and in the application of national and local agreements in respect of pay and conditions of service. Disabled candidates who meet the essential requirements of the post will be guaranteed an interview.

**How to apply for this post**

Please complete the attached application form as fully as possible, **apart from section 5**, and write or type a separate letter of application **of no more than 1,000 words.**  This letter is in place of section 5 on the application form **which you should not complete**.

Please note that only fully completed application forms will be accepted and the school will not accept CVs in lieu of the application form.

Please also note the following when completing your **application form**:

* Any gaps in paid employment should be accounted for in the section of the application form which asks you to detail periods of unremunerated activity.

Completed applications should be posted to the school address above or emailed to office@gotham.notts.sch.uk , to arrive no later than **Thursday 3rd October at 12 noon**.

**Shortlisting and interview arrangements**

interviews will be held on Thursday 10th October.

Candidates called for interview will be contacted as soon as possible after shortlisting.

If you have not heard from this office by the date of interviews, please assume that your application has been unsuccessful. The successful candidate, if not already employed by Nottinghamshire County Council, will be required to satisfy the Authority of his/her fitness for appointment.

On behalf of the Gotham school community, may I thank you for your interest in this post.

Yours sincerely



**Miss Janette Allen**

**Head Teacher**

**Gotham Primary School**