

Thank you for completing the form.

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Summary

Introduction

Advertising

You must complete the following form in order to place a job advert on the West Sussex Grid for Learning and in other printed and on-line media.

Please ensure that all mandatory fields are completed and that you have read the useful information next to each field.

If you have any queries relating to this process, please contact the School's Recruitment Service by emailing h.schooladverts@westsussex.gov.uk

Please click 'Next' to continue.

Contact Details

School Information for Advert

School

Establishment Name **ONLY** if it doesn't appear in the above list

Please note: One of the two above fields must be filled in.

Address

School Website

Contact Telephone Number

E-Mail Address

Vacancy Details

Position Information

Vacancy Setting *

Vacancy Type *

Vacancy category

*

Vacant Post Title *

Salary - If advertising a classroom teacher vacancy please enter the salary as TMS/UPS (Teachers Mainscale/Upper Pay Spine). *

Number of Hours per week (e.g. "37")

OR

FTE
 (e.g. "0.5" or "1")

Working Pattern - please select part-time for Casual Staff
 (you may select more than one option if applicable - such as full-time and term-time) *

- Full-time
- Part-time
- Term time only

Contract Type *

- Permanent
- Temporary
- Casual e.g. casual MMS, supply staff

If you selected Temporary, please give additional details.

Please note that the reason for issuing a temporary contract must be valid and comply with current employment law. If you are unsure about this, please contact the HR Customer Services Team.

Length of Contract
 (if temporary, e.g. 6 months)

Advertising

Advert Details

Advert Ref No (if applicable)

If the publication that you require is not in the dropdown list, please enter the details in the 'Other' line below this.

Publication	No of Weeks	Week Commencing	Advert Type	Package 
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

Other

Publication	No. of Weeks	Week Commencing	Advert Type	Package
<input type="text"/>				

The Resourcing Centre can help you choose publications and types of advert where required.

Advert

Advert Copy

Text for Internet/WSGfL (full version).

To comply with employment law and to remove the possibility of challenge from potential applicants, please do not include personal attributes in your advert. E.g. do not use the wording 'Good sense of humour' as this is not a measurable criteria. You should also avoid words such as 'energetic' or 'energy' and avoid 'must have x years experience'.

If you need some advice regarding the wording of your advert please refer to section 2 of the Human Resources Guide or contact the School Recruitment Service.

We are seeking to appoint a Head of Religious Education with PSHE at key stage 3 and 4 with effect from 22 April 2025.

This is an exceptional opportunity for an experienced and outstanding teacher to enhance the leadership of a strong and successful curriculum area. The person appointed will be expected to lead the continuous improvement of standards in RE and PSHE.

Oathall is an ambitious, forward thinking and growing 11-16 community college with over 1300 students. The school is characterised by our high expectations and an absolute commitment to raising standards and achievement for all. We are committed to Continuing Professional Learning through a strong training programme and work closely with our local federation schools.

Religious Education and PSHE operate within the Humanities Faculty along with History and Geography. RE and PSHE are taught in all year groups and GCSE RE is a popular option at Oathall. PSHE is taught as part of our Life Learning lessons in KS3 & KS4.

Oathall Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS disclosure.

Applications should be completed using a teacher application form along with our recruitment monitoring form (available on our website) and letter of application (no more than one side of A4).

Please email the documents to jobs@oathall.org or post to Mrs Sara Atkin no later than 9am on Monday 20 January 2025.

Suitable candidates may be invited to interview prior to the closing date, and we reserve the right to close the vacancy early should sufficient applications be received.

Short Text for Press Advert (if using media and text differs from above)

If you are requesting that this advert is placed in an external publication you may wish to consider shortening your advert text to keep costs to a minimum.

Closing Date *	<input type="text" value="20/01/2025"/>
Interview date(s) (please use format e.g. 27 March 2008)	<input type="text"/>
Position Start Date (if known)	<input type="text" value="22 April 2025"/>
Earliest Requested Electronic Advert Live Date (Adverts will only go live after they have been approved by the Resourcing Centre) *	<input type="text" value="20/12/2024"/>

Optional / Additional Information

You may attach additional documents to this form if you would like these to be available to the applicants:

- Job Description
- Person Specification
- Application Form
- Safer Recruiting Form
- Letter from the School
- Additional Information e.g. information about the School
- Logo (must be in tiff or jpeg format)

If you are not asking applicants to contact the school for an application pack, we would suggest that the following forms are attached to this Advert Order Form:

Application Form, Safer Recruiting Form, Job Description and Person Specification.

Additional Advert Instructions

Special Instructions for Advertising Agency / Schools Recruitment Service

Please include any other relevant information.

Advert Query Contact Details:

Name of Contact for Queries *

Telephone Number *

Email Address *

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