



## **WEST HILL PRIMARY SCHOOL**

### **Details for submission of applications for Class Teacher**

#### **Application Form**

The whole of your application form and any additional information will need to be photocopied for the short-listing panel and your forms should therefore be typed.

#### **Letter of Application**

CVs alone will not be considered. Please include a letter of application which addresses the criteria raised in the person specification and job description. This will be used to assess applications for short-listing and appointment. Please give examples where possible to demonstrate how you meet the criteria.

#### **References**

References for all short-listed candidates will be taken up prior to interview.

#### **On-Line Checks**

On-Line checks will be carried out for all shortlisted candidates as per KCSiE 2024.

#### **Closing Date for Application**

Friday 16/05/2025 4pm

#### **Short-listing**

Following short-listing, candidates will be advised of interview date and procedures in writing.

#### **Interview Date**

Thursday 22<sup>nd</sup> May 2025

References will be taken up prior to your interview, therefore please ensure that the details are provided in full and your references are aware of the urgency to reply.

If your DBS is currently registered with the update service a mandate will be provided to the successful applicant to allow school to undertake an update service check. If you are not on the update service, the necessary ID required to carry out a new check will be requested for the successful candidate.

Proof of 'Right to Work in the UK' will be required for the successful candidate prior to appointment.

All interviewees will be informed of the outcome by telephone.