newcollaborative
Learning Trust

Part One: Must be completed for all posts to be advertised

1. Job Title	Lead Teacher of Chemistry
2. Department/Faculty/Team (e.g. Study Support, SLT, Maths etc)	Science
3. Is this a Teaching or Support Vacancy?	Teaching ☒ Support ☐
4. Internal/External *(There should be consistency in the way this is applied across vacancies)*	Internal ☐ External ☒
5. For Internal Vacancies, where are they to be advertised? *(This would usually be across whole Trust, unless business reason)*	Site Only ☐ Whole Trust ☒
6. Proposed closing date for advert	**Monday 27th January 2025**
7. Proposed start date of role	**Easter**
8. Proposed interview date/time	**Thursday 30th January 2025**
9. Proposed shortlisting/interview panel	**K Wade, A Davies, H Thornton**
10. **For Teaching Posts Only,** please state the qualifications they will be teaching	**QTS**

11. Reason for Vacancy:

Like for Like Replacement ☐ (eg, same hours, JD and salary. Inc. Maternity/long term absence) (If like for like replacement, there is no need to complete Part 2) **Name of Staff Member Leaving:**	Role Changes ☐ (eg, increased hours, slight change in JD etc) (The Recruitment Officer will seek approval from the relevant HR Manager before actioning recruitment request form)	New Position ☒ (eg, brand-new post, also includes increasing headcount with the same JD) (The Principal/HT must seek approval from the CEO/COO for all new posts before completing this form)

Part Two: Must be completed for Role Changes and New Positions

12. Contract Type **(if part-time please state expected hours)**	Full-time ☒ Part-time ☐ Number of expected hours/days (working pattern): Is there flexibility in the days/hours? Y☐ N☒
13. Term Time Only (38 Weeks) (Y/N) **(Please state number of weeks/INSET days if not standard TTO)**	Yes ☐ No ☐ Please state no. of weeks/INSET days per year:
14. Contract Term **(If temporary/fixed-term contract (FTC) please state expected End Date/Contract Length)**	Permanent ☒ Temporary ☐ (To be used when end date is not known eg, covering long term sickness). **Please provide reason:** FTC ☐ Expected Length of Contract: (To be used when end date is known e.g. Mat leave, special projects) **Please provide reason:**
15. Please include salary scale and proposed salary band (eg, teaching staff main scale, support staff Band F) **For part time roles HR will calculate actual salary based on Q12/13.**	MPS/UPS TLR 2B
16. Please state Notice Period if not standard (eg, Support Staff – 1 Month, Teaching Staff - 2 Months, 3 in Summer Term)	Teacher's notice period
17. Please attach the JD and PS – please indicate anything key to draw to candidates' attention in the advert.	
18. Is the role in the approved staffing structure and budgeted for? (If no the HR & Recruitment Officer will send to Trust Director: Finance)	Yes ☒ No ☐
19. Signature of Principal/HT/COO	*(signature)* Date *21/11/24*
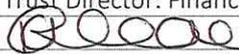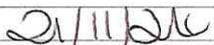
This form should be completed by the HR Rep (including signature/email approval from the Principal/HT/COO) and emailed to the HR & Recruitment Officer (recruitment@nclt.ac.uk) in order for a vacancy to be approved and advertised. Please note, recruitment may be delayed if forms are not completed with all relevant details.