**Key Information Sheet for a SENCO/Class Teacher at Trinity St Mary’s C of E Primary School**

This sheet sets out the key information for any candidates applying for the post of SENCO/class teacher. Please read this information carefully and retain this sheet for reference during the application process.

**Application process:**

Applicants must complete the application form and submit it to the school via Essex School Jobs by no later than the closing date 17th April 2021. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

**Selection process:**

Applications will be ranked against the person specification for the role.

All shortlisted applicants will be subject to:

1. A face to face interview with the selection panel.
2. Tasks to be determined

**Shortlisted candidates:**

Applicants who have been shortlisted for the post will be notified by 20th April 2021.

The school will only contact shortlisted applicants and therefore if you have not received any communication from the school by this date your application has not been successful on this occasion.

Prior to the interview date referees will be contacted to request references on all shortlisted candidates. Please ensure that you have given consent for your referees to provide a reference to avoid delays

**Interview date:**

Interviews will be held remotely on 27th April 2021. Please note the school does not reimburse candidates for interview expenses.

**Further information and school visits:**

Applicants who require further information or would like to visit the school should contact the school office on 01245 321711.

**Key Information for candidates regarding terms and conditions**

**Hours per week**

Full Time

**Pay**

This post is paid on Mainscale/UPS. The full time pay range for this scale is £25,714 to £41,604 per year with a SEN allowance of £2270.

Employees are paid monthly in twelve equal months per year.

**Probation**

All individuals new to employment with the school will be required to satisfactorily complete a six month probationary period.