June 2022

Dear Applicant,

I am very pleased to forward the application pack and hope, that after consideration, you apply to the post of KS2 class teacher at our school. The position is a temporary post with effect from September 2022 – 31st August 2023 with the possibility to become a permanent role.

The following information will enable you to make a positive choice about applying to be a teacher at our school. Please read the information carefully.

Brookburn Primary School is located in Chorlton, Manchester and is part of Link Learning Trust. We currently have 446 children on roll. Approximately a third of our school population come from ethnic minority backgrounds with about 7% of our children have English as an additional language. Approximately 10% of our children are identified as vulnerable learners. 9% of children are eligible for pupil premium funding.

To join our team you will need to have a strong commitment to pupil’s learning as well as caring and supportive qualities. Our children’s achievements are very important and the adults at Brookburn work with great dedication and enthusiasm to make sure that each child achieves the very best they can.

You will need to understand the unique context of our school. It can be a challenging and also a very rewarding place to work. We can offer the successful candidate an enjoyable work place with highly trained and supportive staff as well as a commitment to your own learning journey and continuing professional development.

You will work under the direction of the existing team and Deputy Headteacher and will be supported by our experienced staff.

Yours sincerely,

Schelene Ferris  
Headteacher

Information about children with SEND to help you make a positive choice about applying for this position

Pupils may have:

* difficulties with communication, social understanding and flexible thinking/imagination
* challenging behaviour
* sensory issues e.g. hyper-sensitivity to sounds, tastes, smells
* limited awareness of safety
* toileting, self-care and/or eating issues
* associated conditions including anxiety, epilepsy, ADHD

Pupils need staff to provide:

* consistent, calm support
* a flexible approach, responding positively to changing needs
* high levels of visual support
* activities that are enjoyable and fun
* individual teaching and small group activities
* support in mainstream classes, the dinner hall, the playground and during educational visits
* active encouragement to promote independence
* reflective practice and effective team work

**Important safeguarding information for all applicants**

At Brookburn Primary we take safeguarding very seriously.  As part of our commitment to promoting the welfare of our children the following procedures will be followed for all new applications.

On receipt of your application any anomalies or discrepancies such as gaps in your employment history will be scrutinised and may affect the shortlisting of your application. Please, therefore, complete your application carefully giving full details.

References will be followed up and any appointment will be subject to satisfactory written references being received. Any information on your reference which causes concern will be raised with you at interview.

If you are invited to interview you must bring with you the following:

* Two forms of photo identification such as a driving licence or passport.
* Proof of required qualifications as listed in the application pack.
* Proof of National Insurance (i.e NI Card or letter from HMRC)
* Proof of address (i.e. Council Tax Statement, Utility bill less than 3 months old)

These documents must be the original certificates, photocopies are not acceptable.

Copies will be taken of the documents you bring with you and placed on file until the successful candidate is appointed. After this point the documents of unsuccessful candidates will be shredded.

Any offer of employment is conditional upon the satisfactory completion of the pre-appointment checks and after appointment will be subject to a successful Disclosure and Barring Service (DBS) and medical health check.

These pre and post recruitment are statutory as laid down in ‘Safeguarding Children & Safer Recruitment in Education, 2007.

Please note that appointment to all non-teaching posts will be subject to the successful completion of a probationary period.

**Please could you complete & return the following DBS information**

There is nothing I would like to make you aware of before interview

 regarding my DBS check  **□**

There is an issue I will need to discuss prior to interview

regarding my DBS check **□**