



Throston Primary School

Head Teacher: Mark Atkinson

Deputy Head Teacher: Jane Kashouris

A Flying Start to Success

Throston Primary School, Flint Walk, Throston Grange Estate, Hartlepool, TS26 0TJ

Tel: (01429) 288291

Website: www.throston.school.org.uk

Email: admin@throston.school.org.uk

Media: www.throston.school.org.uk/topic/media

Twitter: @throstonprimary

Teaching Assistant Required

PERMANENT CONTRACT

Band 6, 30 Hours per Week (Term Time Only, 195 Days)

8.30am to 12.00pm and 1.00pm to 3.30pm

£17,641.16 per annum (salary shown for a candidate with less than 5 years service)

"Pupils speak highly of this friendly school. They enjoy their learning and appreciate the many opportunities offered to them. Leaders are highly ambitious for all pupils. Staff work together as an effective team". Ofsted - February 2022.

The governing body of Throston Primary School are seeking to appoint a highly motivated and caring teaching assistant to initially support in Key Stage 1. The successful candidate will join our friendly school to help ensure our children all have a 'flying start to success'.

At Throston Primary School, our priority is to develop a love of learning through quality teaching. We work tirelessly to ensure that our children enjoy a stimulating and diverse education where learning is irresistible and children are happy, feel safe and are valued. Everything we do as a school is to ensure that our children achieve their very best and we are deeply aware that children only get one chance at their primary education.

We can offer:

- Friendly, happy and enthusiastic children;
- Supportive and committed parents and governors;
- Hard-working, welcoming and caring staff;
- A well-resourced working environment with a forest school, computing suite, food technology room and extensive learning spaces indoors and outdoors (including a multi-use games area);
- Continuous professional development;
- Strong networks with local primary and secondary schools.

If you can imagine working alongside us to further develop the children's love of learning:

- Please contact the school office on 01429 288291 to arrange a visit;
- Application packs can be downloaded from: <https://www.throston.school.org.uk/teaching-assistant-vacancies/>
- **Closing date: Monday 31st March 2025 (9.00am prompt for applications)**
- **Interview date: Thursday 3rd April 2025**

Throston Primary School is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an enhanced criminal records check via the Disclosure and Barring Service.





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Twitter: [@throstonprimary](https://twitter.com/@throstonprimary)

Dear Applicant,

Thank you so much for your interest in the post of **Teaching Assistant** at Throston Primary School.

Throston Primary School has an excellent reputation in the town; we are always described as welcoming, friendly and caring. A visit to the school will confirm this.

To arrange a visit simply contact the school via phone or e-mail. For those further afield a Microsoft Teams call can be arranged, in order that any questions/queries you may have can be answered.

We are looking for a passionate and caring practitioner who will support with the learning and pastoral care of the children at Throston Primary School.

To find out all about us please visit our informative website:

<https://www.throston.school.org.uk/>. Below we have included some key web links to provide a flavour of our school.

Read our latest news and newsletters:

<https://www.throston.school.org.uk/stream/newsletters/full/1/-//>

View our media library of shows and movies: <https://throston-primary-school.primarysite.media/>

Please do not hesitate to contact the school for additional information; we look forward to receiving your application.

Yours Faithfully,

Mr. Mark Atkinson, Head Teacher.





Job Description



Title and Grade

Teaching Assistant - Band 6

Purpose of the Role

To work with teachers to support teaching and learning by working with individuals and/or small groups of pupils, adjusting activities within set parameters under the direction, guidance and supervision of teaching staff. Responsibility to provide short-term emergency cover by supervising classes.

Responsibilities

Working under the direct supervision and guidance of a teacher:

- **Work with individual pupils and/or groups of pupils on targets and assist pupils to meet learning objectives.**
- **Promote high standards of behaviour, employ effective de-escalation strategies and where necessary, exercise appropriate physical intervention. Training will be provided.**
- Participate in the evaluation of learning activities with teaching staff providing verbal and written feedback on pupils' progress, development and attainment, including providing written and verbal feedback on observations undertaken.
- Provide feedback to pupils in relation to attainment and progress under the guidance of a teacher.
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
- Support pupils in emotional and social well-being, reporting problems to the teacher as appropriate.
- Within defined parameters and guidelines, share information concerning pupils with staff, parents/carers/guardians, internal and external agencies as appropriate.
- Support independent learning and the inclusion of all pupils including assisting pupils with eating, dressing and hygiene as required.
- Assist in the creation of Individual Education Plans as required by teaching staff.
- Participate in training and other learning activities as required.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
- Be aware of requirements in respect of confidentiality, child protection procedures, health and safety, behaviour management, equal opportunities, special educational needs and other policies of the governing body and/or local education authority.
- Be an effective role model for pupils by demonstrating and promoting the positive school values, attitudes and behaviour expected.
- It is an expectation of the role that jobholders will engage with all pupils as directed by the school in line with the overall goals of the school and the needs of all pupils.

ADD NAME

Signature: _____ Date: _____

The work of the school changes and develops continuously which in turn requires staff to adapt and adjust. Whilst the main duties and responsibilities of the post are set out above, the job description is not an exhaustive list of tasks and each individual task to be undertaken has not been identified. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with national prescription on support staff terms and conditions of employment and/or any relevant school improvement priorities set from time to time. Any major changes will involve discussion and consultation with you.

THROSTON PRIMARY SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE. THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES AND A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.



Person Specification



Throston Primary School - Teaching Assistant

Throston Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This post is subject to safer recruitment measures and a Disclosure and Barring Service (DBS) check is required.

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualification	<ul style="list-style-type: none"> ➤ NVQ Level 3 (or equivalent) teaching assistant qualification ➤ GCSE or equivalent in English and maths at grade 4/C or above 	<ul style="list-style-type: none"> ➤ Emergency First Aid or Paediatric First Aid ➤ Team Teach Training 	<ul style="list-style-type: none"> ➤ Application
Application	<ul style="list-style-type: none"> ➤ Fully supported in references ➤ Well-structured supporting letter which outlines: <ul style="list-style-type: none"> understanding of special educational needs within a school environment understanding of inclusion within a school environment 		<ul style="list-style-type: none"> ➤ Application ➤ Reference
Experience	<ul style="list-style-type: none"> ➤ Experience of working as a teaching assistant in a primary school environment supporting children with special educational needs ➤ Working as part of a team ➤ Evidence of effective behaviour management 	<ul style="list-style-type: none"> ➤ Understanding of the impact of Social, Emotional and Mental Health needs on children's learning 	<ul style="list-style-type: none"> ➤ Application ➤ Interview

Skills and Knowledge	<ul style="list-style-type: none"> ➤ Awareness of legislation relating to Child Protection and Health and Safety ➤ Ability to communicate effectively ➤ An understanding of inclusion within a mainstream setting ➤ Ability to develop effective working relationships with staff, parents and the wider community ➤ Ability to understand the additional needs that primary age pupils may have ➤ Understanding of child development and learning 	<ul style="list-style-type: none"> ➤ General understanding of EYFS and the National Curriculum for primary age children 	<ul style="list-style-type: none"> ➤ Application ➤ Interview ➤ Reference
Personal Attributes	<ul style="list-style-type: none"> ➤ Excellent interpersonal skills ➤ Ability to be reflective and self-critical ➤ Ability to organise work, and manage time effectively ➤ Flexibility and adaptability ➤ Positive approach to all work ➤ Integrity, honesty and openness ➤ Value the emotional wellbeing and work-life balance of yourself and of others 		<ul style="list-style-type: none"> ➤ Application ➤ Interview ➤ Reference
Professional Development	<ul style="list-style-type: none"> ➤ Recent, up-to-date evidence of relevant CPD 		

Please note all appointments within Throston Primary School are subject to a declaration of medical fitness by the Council's Occupational Health Service, having made reasonable adjustments in line with the Equality Act (2010) where necessary.



APPLICATION FORM

Hartlepool Borough Council aims to have a workforce that is representative of the community we serve, and will assess all applicants fairly.

THE SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS.

All sections must be completed in full, in black ink or type. Incomplete applications will not be considered. Please do not submit curriculum vitae (CV), it will not be considered. All information will be treated confidentially.

Part A

Information requested in Parts A and B (pages 1 to 5) will be used for monitoring and administration purposes. Parts A & B are detached from the rest of this application form and not seen by the recruitment panel at the shortlisting stage of the recruitment process. If you are invited for interview Part A will be disclosed to the interview panel. The panel may wish to explore any declaration with you at your interview.

Position Applied For			
Post Reference		Application I.D.	(for admin use only)

Personal Details

Title		Surname	
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All previous Surnames	
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First Name(s)	
---------------	--

Home Address		Home Tel. Number	
		Work Tel. Number	
		Mobile Tel. Number	

National Insurance Number		Date of Birth	
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Email Address:	Home:	
	Work:	

Declaration I declare that;

- I am eligible to work in the UK and that if I am appointed, the appointment will be made on the basis that the information you provided was correct.
- To the best of my knowledge and belief, all statements contained in the application are correct.
- I understand that providing false information is an offence and could result in the application being rejected, or summary dismissal if appointed to the post, and possible referral to the Police.
- I have not and will not canvass anyone in respect of my application for appointment.
- I have read the GDPR Privacy Statement and understand how my data will be used.
- I am not disqualified under the Childcare (Disqualification) Regulations 2018.
- I understand that it is an offence to apply for a post which is classified as Regulated Activity if I am barred from applying for such a post by the Disclosure and Barring Service.
- I am not subject to sanctions imposed by a regulatory body for the post for which I am applying.
- If am applying for a safer recruitment post (the post requires a DBS check) and I have no convictions, cautions or bind-overs or if I do have convictions, cautions or bind-overs I will provide additional details at the interview stage to the chair of the interview panel.

Signature

Date

References

Please provide below the details of two people we can contact to obtain a reference. References from relatives or friends will not be accepted. At least one person must be your current or most recent employer.

If you are applying for a 'Safer Recruitment' post one of your referee's must be your most recent employer. If studying give details of your course tutor.

In the interest of Safeguarding, we reserve the right to request a reference from your current or most recent employer and any previous employer/education establishment, regardless of whether or not you have indicated such employers below. Questions we ask include, but are not limited to discipline, suitability to work with children/vulnerable adults and details of any allegations or concerns. If shortlisted we will contact referees. Private email addresses are NOT acceptable.

Referee Name:	Post Held:
Address:	
Postcode:	
Email:	Telephone:
Your Relationship to Referee:	
Are you happy for this referee to be contacted if shortlisted? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Referee Name:	Post Held:
Address:	
Postcode:	
Email:	Telephone:
Your Relationship to Referee:	
Are you happy for this referee to be contacted if shortlisted? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Should you object to any referee being contacted you will be asked to provide an explanation.

Rehabilitation of Offenders Act 1974 (as amended)

If the position for which you are applying is exempt from the above Act you must declare all convictions, cautions and bind-overs, including those regarded as 'spent'. This information is not used for shortlisting but if you are shortlisted the sealed envelope you have provided will be opened and the panel may wish to ask you questions regarding this information.

A Criminal Record Check / Barring List Check will be made only in the event of you being offered the post. An offer of employment made in this way is called a 'conditional offer'. A criminal record will not necessarily be a bar to obtaining a post and applicants will not be unfairly discriminated against on the basis of information received through the disclosure process.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Disability

The definition of a disability under the Equality Act 2010 is "a person has a disability for the purpose of this Act if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities".

Do you consider yourself to be a person with a disability, under the Act?

Do you have any particular needs if selected for interview?

If Yes, please give details:

Work Permits

Do you have / or require a work permit to take up employment in the UK?

Part B Recruitment Monitoring Information

Name			
Position Applied for			
Post Reference		Application ID	(for admin use only)

I have considered the questions set out below but do not wish to complete them

Gender			
Male		Female	
Other		Prefer not to say	
Marital Status			
Civil Partnership		Divorced	
Married		Partner	
Separated		Single	
Prefer not to say			
Ethnic Origin			
White		Mixed/multiple ethnic groups	
English/Welsh/Scottish/Northern Irish/British		White and Black Caribbean	
Irish		White and Black African	
Gypsy or Irish Traveller		White and Asian	
Any other white background		Any other mixed/multiple ethnic background	
Asian/Asian British		Black/African/Caribbean/Black British	
Indian		African	
Pakistani		Caribbean	
Bangladeshi		Any other Black/African/Caribbean background	
Chinese			
Any other Asian background			
Other Ethnic Group			
Arab		Any other ethnic group	
Prefer not to say			
Disability			
Do you consider yourself to have a disability under the terms of the Equality Act 2010 i.e. do you have a physical or mental impairment which has a substantial long-term affect on your ability to carry out normal day to day duties?			
Yes		No	
Prefer not to say			
Do you have any long-term illness, health problem or disability which limits your daily activities or work you can do? (includes problems which are due to old age)			
Yes, limits severely		Yes, limits but not severely	
No		Prefer not to say	
Age			
16 - 24		25 – 34	
35 - 44		45 – 54	
55 - 64		65+	
Prefer not to say			
Sexual Orientation			
Heterosexual		Gay Woman/Lesbian	
Gay Man		Bisexual	
Other		Prefer not to say	
Religion or Belief			
No Religion		Buddhist	
Christian		Hindu	
Jewish		Muslim	
Sikh		Any other religion	
Prefer not to say			

The personal data / information you provide on the application will be used to assess your suitability for the post and will be viewed only by those involved in the recruitment process. Please read the GDPR Applicant Privacy statement, further information in relation to Data Protection is available on the school website. Once the recruitment process is completed, your form will be stored for a maximum of 6 months and then destroyed. Equal opportunity monitoring data is kept for 5 years to help us monitor our recruitment process. If you are appointed, relevant information will then be taken from this application form and used as part of your personnel record. Completion of this form is taken as acceptance of these conditions.

Part B Recruitment Monitoring Information for Candidates

Further information about the definition of a disability

The definition of 'disability' under the Equality Act 2010 is shown on page 2, below you will find some further information and examples.

Impairment

The Equality Act definition covers physical and mental impairment. These include physical impairments affecting the senses, such as sight and hearing, mental impairments such as learning disabilities and mental illness (if recognised by a respected body of medical opinion).

Substantial

The following are examples that are likely to be considered substantial:

- Inability to see moving traffic clearly enough to cross the road
- Inability to turn on taps or knobs
- Inability to remember or relay simple messages correctly.

You also need to consider what would be your condition or circumstances if you did not take your medication or use any adaption such as hearing aids. (This does not apply to sight impairments that are corrected by spectacles or contact lenses).

Long term

These are effects that:

- Have lasted at least 12 months
- Are likely to last at least 12 months, or
- Are likely to last for the rest of the life of the person affected

Long-term effects include those likely to recur. This includes for example, epilepsy and arthritis

Day to day activities

Day-to-day activities are normal activities carried out by most people on a regular basis and must involve one of the following broad categories:

- Mobility – moving from place to place
- Manual dexterity – for example use of the hands
- Physical co-ordination
- Continence
- The ability to lift, carry or move ordinary objects
- Speech, hearing or eyesight
- Memory or ability to concentrate, learn or understand
- Being able to recognise physical danger

Examples of types of impairments include:

- Musculoskeletal conditions
- Mental illness
- Chest or breathing conditions such as Asthma
- Heart, blood pressure, circulation
- Severe disfigurement
- Stomach, liver, kidney, digestion
- Epilepsy
- Diabetes
- Progressive illness such as cancer, multiple sclerosis, muscular dystrophy, HIV infection

PART C APPLICATION FORM

Information requested in Part C (pages 5 to 8) will be used for shortlisting, interview and assessments by the interview panel. **You must fully complete Part C.**

Position Applied For
Post Reference: Application I.D. (for admin use only)

Relevant Educational, Vocational, or Professional Qualifications
(most recent first)

Qualification	School/College/University attended	Date Qualification Obtained and Grade Achieved (For a Degree, state whether pass or honours and give Class, Division & Subject, making clear which are main and which are subsidiary)

Relevant CPD/Training

Course Information (most relevant first) Please attach a separate sheet if needed.	Date Completed

<p>Current Studies: Please indicate if you are currently studying, what you are studying, with which institution, method of study, e.g., day release and when you hope to complete your studies and what qualification will be awarded on successful completion.</p>	
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Present Post (including voluntary/unpaid work or if not currently employed, most recent or last employer)

<p>Employer's Name and Address</p>	<p>Job Title</p>	
	<p>Current Salary/Wage</p>	<p>Allowances</p>
	<p>Date Commenced</p>	
	<p>Period of notice required</p>	
	<p>Reason for leaving</p>	

Previous Posts (Please list in chronological order and account for any gaps in Employment, including voluntary/unpaid work)

Employers name and address and post(s) held.	Dates of Employment		Reason for Leaving
	From	To	

Current Membership of Professional/Technical Body	Registration number if applicable

How you meet the essential requirements

Please state clearly how you meet the essential requirements listed on the person specification. Please see attached information to candidate for advice on how to complete this section. **The information you provide on this section is a key part of the shortlisting process. This information will contribute to the decision as to whether you will be shortlisted for interview.** What skills, abilities, knowledge, competencies and experience do you have which are relevant to the job for which you are applying? **Do not attach a CV, as it will not be considered.**

If you need more space, or would prefer to submit this information separately then please attach separate sheets ensuring that you include on this form how many additional sheets you have attached clearly stating on each additional sheet the Post Reference Number and your NI Number.

Declaration of Relationships

If you have any relationship with the Leader, any Councillor, Headteacher, Governor or any senior employees of the Council or School, please state their name(s) and nature of relationship(s).

Canvassing

If you canvass any Councillor, Committee or Senior Officers of the Council, Head Teacher, Governors or employees of the School directly or indirectly for this appointment, or if you fail to declare a relationship, you will be disqualified from appointment, and if already appointed, you will be subject to disciplinary proceedings and liable to dismissal without further notice.

Driving Licence

If applying for a driving job, please state type of licence held, date obtained, and whether it is still current. If you are invited to interview you will be required to present your licence at interview.

Interests and hobbies outside of work

Personal Statement

Is there anything else you want to say in support of your application?

Return your completed application form as instructed in the advertisement. Please note you will not receive acknowledgement of receipt of your application form.

Please ensure that you have signed and dated the form on the second page.

Information to Candidates

Thank you for applying for a job with the school. This information is to help you to understand how our recruitment process works and how to best fill in your application form.

Safer Recruitment

The post for which you are applying is subject to safer recruitment measures. This is because it involves working with children or providing a service to adults classed as vulnerable.

Safer recruitment measures include rigorous checking of information you supply about yourself in your application e.g. verifying employment history, qualifications, references, enhanced Criminal Record / Barring List Check and assessment of your suitability in light of safeguarding and promoting the welfare of children, young people and adults.

It is important that in support of your application you comply in full with our requirements by completing the application form in full and promptly answering any queries we may have on your application. Failure to assist with enquiries will lead to your application not being considered.

Application Form and Supporting Documentation Explained

- A Job Description: Outlines the purpose of the job and the main duties involved.
- A Person Specification: Lists the essential and desirable criteria that an applicant needs to meet. This is a key document against which applicants are measured.
- An Application Form: A standard form on which we collect information about you. We use this, instead of a CV, to be more consistent and to receive information we need in the format that we require. If you submit a CV instead of the application form or you do not fully complete the application form but instead simply insert 'refer to CV' on the form your application will not be considered.
- Other information: You may have received other specific information about the job and the stages of your recruitment process.

How The Recruitment Process Works

A selection panel is formed, made up of not less than two people, usually including the manager of the job. They agree the content of the Job Description and the essential criteria for the Person Specification. A job advert is then written.

Information requested in Parts A and B (pages 1 to 5) will be used for monitoring and administration purposes. Parts A & B are detached from the rest of this application form and not seen by the recruitment panel at the short listing stage of the recruitment process. This is designed to reduce the chances of inadvertent unfair discrimination. If you are invited for interview Part A will be disclosed to the interview panel. The panel may wish to explore any declaration with you at your interview.

To shortlist each panel member then compares the information on Part C of your Application Form against the essential criteria on the Person Specification. Should it be necessary to reduce the number of candidates for interview a further review against desirable criteria will be carried out. References are then requested. If you specify on the Application Form that you do not wish a referee to be contacted prior to interview you may be contacted and asked to explain why. Providing the reason you give is acceptable to school we may delay taking up the reference. Should the reason given be unacceptable to school or the decision to delay taking up the reference be likely to cause an unacceptable delay in filling the vacant post, you will be contacted to be advised as to whether we intend to request references prior to interview or that your application will not be progressed any further.

If you have not received a response within 4 weeks of the closing date your application has been unsuccessful.

What Do We Value On An Application Form?

We are only measuring the criteria listed on the Person Specification.

We believe that there are extremely talented people in the jobs market. People who, for one reason or another, have not developed their skills and abilities through a traditional academic route and gained a qualification. In addition to qualifications we also value other things such as previous job experience, research projects or personal study, voluntary work, social experience or personal life experience.

You will be asked to provide original certificates to verify your qualification(s). It is your responsibility to obtain and produce these documents.

How To Complete Your Application Form

Post Reference

You will find a box marked post reference on Part A, Part B and Part C. Complete the boxes with the details supplied in your recruitment pack. **It is essential that you fill the boxes in as the application is split into separate sections and this allows us to track the application.**

Application I.D.

Application I.D. is an internal administration box. You are not required to complete this box.

General notes

The selection panel are looking for those candidates who can give real examples of when they have displayed the essential criteria on the person specification. It is quality, not quantity that is important.

Do not enclose a CV; we only want information on the application form. CV's will not be considered.

Use a spare sheet of paper to make notes first.

Prepare answers to all questions but leave the 'How you meet the essential requirements' until last. Most candidates find this the hardest part to complete

Put a line through any boxes where you do not wish to answer or mark 'not applicable' if it's not relevant to your personal circumstances.

Give details of your full employment history and details of all gaps in employment, e.g. to have a family, because of illness, career breaks etc.

Give details of any referees whom we can ask for information about you. If you are employed, include details of your current employer. If you are unemployed, give details of your last employer. If you have never been employed, please give details of a school, college or university tutor.

Focus on the 'How you meet the essential requirements'. Take each of the criteria on the Person Specification in turn. Take time to think about all of your previous experience and knowledge, and give examples of where you have best displayed the things that are asked for. Simply stating that you have each requirement will not be considered as suitable evidence. Remember, you can use examples from your work life, study, personal life, voluntary work, social experience, vocational training etc.

Answer the points in the same order as on the Person Specification. You can present this as a list and use numbering if you wish.

How We Acknowledge Receipt of Your Application Form

Return your completed application form as instructed in the advertisement.

After Recruitment Takes Place

If you have not received a response within 4 weeks of the closing date you have been unsuccessful.

Giving You A Fair And Equal Opportunity To Work For the School

We are fully committed to providing a fair recruitment process for all. To do this, we need to know if you feel anything may prevent you from demonstrating your full potential. (We will make any reasonable adjustment or arrangement to any part of the recruitment process.)

Access to Employment for Disabled People

We are committed to equal opportunity in employment for disabled people. This means that we will not unfairly discriminate against a candidate with a disability, or an employee that becomes disabled whilst working for us.

Any disabled person who meets the essential criteria on the person specification will be guaranteed an interview.

Complaints About The Recruitment Process

If you feel you have been treated unfairly, or are unhappy with any part of the recruitment process, we want to know about it. You can make a complaint by contacting the school and explain that you wish to make a complaint.

Data Protection

The information you provide on the Application Form will be used to assess your suitability for the post and will be viewed only by those involved in the recruitment process. If you are appointed, the information will be used to create your employment record. If you are not appointed, it will be destroyed after 6 months, except in the event of a dispute.

By submitting this form, you are consenting to the recording and use of the information for the purposes mentioned above. Please refer to the GDPR statement.