

Appendix 1

ADVERTISING PROFORMA

Deadline for receipt of adverts cypdsc: **MONDAY – 4pm**

For the following weeks publications

Vacancies automatically appear in the job opportunities circular; libraries; job centres and on the Sheffield City Council website

Date for advert to appear	W/C	ASAP
External media to be used	NONE	

SCHOOL NAME	Tinsley Meadows Primary Academy
ADDRESS	Five Rivers Multi Academy Trust
TEL/FAX	Norborough Road
EMAIL	SHEFFIELD S9 1SG
	Tel; 0114 2441842
POST TITLE	Class Teacher
IS THIS A NEW POST?	No
Y/N	
HAS THIS BEEN TO ALLOCATION PANEL	
Y/N	
IF THE POST IS TEMPORARY PLEASE GIVE THE REASON	Permanent
GRADE & SALARY	Main Teacher Scale £22,917 - £33,824
JOB FAMILY	
ROLE PROFILE	
JOB DESCRIPTION IDENTIFICATION NO.	
IF THIS ADVERT IS THE RESULT OF AN EMPLOYEE LEAVING THE POST - PLEASE PROVIDE THEIR NAME HERE	
HOURS PER WEEK	32.5
WEEKS PER YEAR:	52

E.G. 52/38/39	
CLOSING DATE	Monday 21 st May 2018
INTERVIEW DATE	Thursday 24 th May 2018
POST DETAILS FULL ADVERT AS IT IS TO APPEAR INCLUDE SALARY, HOURS CONTACT DETAILS, TEMPORARY REASONS, CLOSING DATE ETC	<p>Tinsley Meadows Primary Academy is part of Five Rivers Multi Academy Trust which has outcomes for children at the forefront of its vision. We have a vast amount of experience in raising attainment which, in turn, helps us to raise children's aspirations for a happier, safer and more positive future.</p> <p>We are a leading Sheffield school for children aged 2-11 and have recently been designated as a Teaching School in recognition of our outstanding provision and the school to school support we provide locally and regionally. Our Teaching School offers our staff the opportunity to access outstanding CPD and ensures that our practice is always based on current research.</p> <p>We are a school that invests heavily in staff to ensure they are equipped with the tools and techniques to excel in this significantly rewarding environment. We know great talent when we see it and we do not underestimate the power of professional and personal development. We provide high quality CPD, coaching opportunities, networking and team teaching so as to create strong, effective and inspirational leaders of the future. We also support trainee teachers through Teach First and School Direct routes and have a successful record of contributing towards quality training packages to develop outstanding practice. We invest in our staff and understand the importance of creating a strong work/life balance.</p> <p>We are looking for a highly motivated and enthusiastic individual to join our team at Tinsley Meadows Primary School from September 2018. In the first instance, you will most likely be placed in key stage 1 and for this reason candidates should have a strong understanding of the key stage 1 curriculum. Applications from NQTs are welcome.</p> <p>We are looking for someone who will:</p> <ul style="list-style-type: none"> • Have high expectations for every child. • Be enthusiastic about learning. • Be innovative and creative. • Have a record of good to outstanding teaching or a strong commitment to developing your practice to become outstanding. • Be an effective team player and contribute to the whole school community.

- Have a strong understanding of the national curriculum.
- Have excellent knowledge of how best to teach phonics.

In return we offer:

- A happy, friendly and lively school where staff and children are all committed to success
- The opportunity to develop both professionally and personally with fantastic CPD opportunities through our Teaching School and the MAT.
- An inclusive, creative and supportive environment
- A strong leadership team with a clear vision for the future

Visits to the school are strongly recommended and can be arranged by contacting the school. Visits will be offered on the following dates at 4pm: Thursday 10th May, Friday 11th May and Friday 18th May. Alternative visits during the school day can be arranged by contacting Allison Brunt.

If you think you have the skills, knowledge and passion to work in a school where you can really make a difference please contact the school for an application pack:

Allison Brunt
Business Support Manager
Tinsley Meadows Primary Academy
Norborough Road
SHEFFIELD
S9 1SG

Telephone: 0114 244 1842

Email: applications@tinsleymeadows.sheffield.sch.uk

The school is committed to safeguarding and promoting the welfare and safety of children and expect all staff to share this commitment. The successful candidate will be required to complete a Criminal Records Disclosure Form in line with Section 115 of the Police Act 1997.

Please complete this form for any support post you wish to advertise. HR will attach a copy of the job description for the post.

PLEASE NOTE THERE WILL BE A DELAY IN ADVERTISING YOUR POST UNTIL THE PROFORMA IS FULLY COMPLETED.

Please send completed form to sue.sneddon@sheffield.gov.uk or sue.daly@sheffield.gov.uk . If you have any queries feel free to contact Sue on 0114 2930901