

Appendix 1

ADVERTISING PROFORMA (SUPPORT STAFF)

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 ADDRESS TEL/FAX EMAIL	Tinsley Meadows Primary Academy (Part of Five Rivers Multi Academy Trust) Norborough Road SHEFFIELD S9 1SG
POST TITLE	Curriculum Specialist
IS THIS A NEW POST? Y/N HAS THIS BEEN TO ALLOCATION PANEL Y/N	No
IF THE POST IS TEMPORARY PLEASE GIVE THE REASON	N/A
GRADE & SALARY	Grade 5 £21,074 - £24,657 Pro rata (hourly rate £10.92 - £12.78)
JOB FAMILY	Learning and Development
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	37 hours per week
WEEKS PER YEAR: E.G. 52/38/39	39
CLOSING DATE	Monday 29 th April 2019
INTERVIEW DATE	TBC
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 and is a leading Sheffield School for pupils aged 2-11 years. 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. We also have national Teaching school status and advise others nationally on practice.</p> <p>Tinsley Meadows Primary Academy are now seeking to appoint a Curriculum Specialist in a permanent position to work across school to provide PPA cover to support pupils and teaching in the classroom.</p> <p>The essential aspects of this post is the ability to motivate children along with a commitment to raise achievement and standards. A relevant qualifications in Maths and English are essential and as you will be providing PPA cover across school a good understanding of the wider curriculum is also required.</p> <p>You should be an excellent practitioner who can demonstrate successful teaching assistant or teaching experience across all key stages. You should be a team player with a strong work ethic and willing to be flexible to meet the needs of our children. An ability to teach music is desirable but not essential – please note even if you have music you will not be teaching it all the time.</p> <p>The successful candidate should have confidence in all aspects of teaching and be able to plan and prepare work. The successful candidate will have a warm and caring personality with a good sense of humour and the ability to work cheerfully and productively across a demanding school environment.</p> <p>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:</p> <p>Allison Brunt Business Support Manager Tinsley Meadows Primary School Norborough Road SHEFFIELD S9 1SG</p>

	<p>Telephone: 0114 244 1842 Email: applications@tinsleymeadows.sheffield.sch.uk</p> <p>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.</p>

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