

Whale Hill Primary School

**Year 3 Classroom Teacher – Fixed Term Maternity Leave 1st January 2025 – 31st December 2025**

Recruitment Pack

October 2024

Part of the Steel River Academy Trust



**WELCOME MESSAGE**

Dear Applicant,

May I take this opportunity to thank you for expressing an interest in applying for a position at Whale Hill Primary School which is part of the Steel River Academy Trust.

You will be joining an outstanding team, who are driven to ensure that our pupils achieve the highest possible standards.

As a school, we all work together. The ability to collaborate and be open to development is essential.

The school is committed to safeguarding and promoting the welfare of children and young people. Safer recruitment practices will be undertaken before any appointment is confirmed, please refer to the enclosed information on Safer Recruitment.

During the application/selection process if you require special arrangements at any of the recruitment stages, please do not hesitate to contact the school.

Please ensure that your read all of the instructions for applying very carefully and complete the application form in full. Please do not attach any supplementary documents, as the application form is the only document we consider.

If this fantastic opportunity excites you, I look forward to your application.

Regards,

![A close up of a signature

Description automatically generated]()

Mrs S Marsden (Head Teacher)

**ADVERT**

**Position:** Classroom Teacher (Year 3)

**Contract:** Fixed Term 1.1.2025 – 31.12.2025

**Required:** January 2025

**Salary:** MPS1 – MPS6

**Hours:** 32.5 hours (Full Time)

The governors of Whale Hill Primary School are seeking to appoint an excellent Teacher for January 2025.

**32.5 hours per week**

**MPS1 – MPS6**

**Salary £31,650 - £43,607 (includes the pending pay award)**

* Has the skills and confidence to work independently and as part of our supportive team;
* Is creative and innovative in his/her approach to teaching and learning;
* Has a proven track record as a KS2 teacher
* Has highly effective behaviour management skills and can support our children in their social, moral and emotional development.

 We can offer:

* A friendly, caring and supportive ethos.
* Polite and well-motivated pupils.
* A dedicated and enthusiastic staff team.
* A well-resourced quality learning environment.
* Supportive parents and governors.
* Quality professional development opportunities in collaboration with other schools in the Trust
* Supportive parents and governors.
* Coaching opportunities

Applications are invited from prospective candidates who are able to demonstrate that they meet the essential criteria set out in the person specification.

Clos**ing date: Tuesday 22nd October 2024 (noon)**

**Shortlisting: Tuesday 22nd October 2024**

**Interviews: Thursday 24th October 2024**

**Visits to the school are strongly encouraged. If you would like to visit the school then please call the school on (01642) 454339 to arrange a time.**

Whale Hill Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check and completion of the childcare disqualification declaration form (Childcare Disqualifications Regulations 2018).

Please return all applications to –

By post: Whale Hill Primary School, Sandsend Road, Eston, Middlesbrough TS6 8AD

Email: [headteacher@whalehill.steelriver.org.uk](mailto:headteacher@whalehill.steelriver.org.uk) (receipt will be acknowledged so please contact school if you don’t receive this within 24 hours)

**SAFER RECRUITMENT**

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education

This school recognises the value of and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

All successful applicants will be required to declare spent and unspent convictions, cautions and bind- overs, excluding those defines as protected and will be subject to an Enhanced Disclosure and Barring Service check with barred list information.

**Applications**

The school requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.

Applicants should be aware that by submitting an application they are agreeing that the information given is true and correct and that any offer of employment will be made on this basis. Where it is found that false information has been provided this could result in the application being withdrawn or summary dismissal if the applicant has been selected and employment has commenced. This may also result in possible referral to other professional regulatory bodies where appropriate.

**References**

* A minimum of two references will be sought, one of which must be from current or most recent employer.
* References for shortlisted candidates will be sent for immediately after shortlisting.
* The school has a standard template which is used for all references.
* The school does not accept open references, testimonials or references from relatives, a partner or people writing solely in the capacity as a friend.

**A standard template will be used for both requesting and providing references. This has been checked and verified by Human Resources.**

Only references from a trusted authoritative source will be acceptable. References will always be sought and obtained directly from the referee.

Reference requests will specifically ask:

* About the referee’s relationship with the candidate.
* Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

Referees will also be asked to confirm details of:

* The applicant’s current post, salary and attendance record.
* Performance history and conduct.
* Any disciplinary procedures in which the sanction is current
* Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns.

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case.

**SHORTLISTING**

Before the closing date, a panel will be created that will include at least one governor. After the closing date, the panel will match your skills/experience against the person specification.

**Selection for interview will be decided entirely on the contents of your application form. Please read the job description and person specification carefully before completing your form.**

**INTERVIEW**

The shortlisting panel will then conduct the arranged interviews. This will always be a face-to-face professional interview.

The panel will agree the questions to be asked of each candidate and the assessment criteria to be used. In addition to exploring the candidate’s suitability for the post, the panel should explore:

* the interviewees attitude towards children and young people
* the interviewees willingness and ability to support the School’s commitment to safeguarding and promoting the safety and welfare of children and young people
* any unexplained gaps in the candidates employment history
* any other concerns or discrepancies arising directly from the interview

The panel will then score the applicants on the interview activities. A decision will then be made with regard to the appointment(s).

If you are selected for interview, you **must** bring along one form of photographic ID to verify your identity.

**SAFEGUARDING**

Keeping children safe is our number one priority. We ensure that the safety and wellbeing of every child is at the centre of every decision we make.

*'Whilst local authorities play a lead role, safeguarding children and protecting them from harm is everyone’s responsibility. Everyone who comes into contact with children and families has a role to play.'*

Working Together to Safeguard Children DfE 2023

Whale Hill Primary School pays full regard to the DfE guidance 'Working Together to Safeguard Children, 2023' and 'Keeping Children Safe in Education, September 2024'.

**The school's Child Protection Policy applies to all adults, including volunteers.**

Our Child Protection Policy has been written to ensure that all staff are fully informed about their responsibilities in relation to Child Protection, are aware of signs and symptoms which may suggest that a child is coming to harm, the various types of safeguarding issues that we may face as educators of children and who to speak to if they have a concern about a child or member of staff.