

Vacancy advertisement pro-forma (effective from 01/04/2019)

Advertisement requests need to be emailed to schoolbulletin@wiltshire.gov.uk on a Thursday and will appear on the careers website the following Tuesday. **Please do not email individual recruitment team members.** Adverts can be scheduled to go live on a particular date and will continue to run through school holidays.

Type of advert/package	Basic <input type="checkbox"/>	Standard <input checked="" type="checkbox"/>	Premium <input type="checkbox"/>	Executive <input type="checkbox"/>
Name of School/Academy	Larkrise School			
DfE number				
Full Job vacancy title	EYFS Special Teaching Assistant			
Please select a category	Schools - Teaching <input type="checkbox"/>	Non-Teaching <input checked="" type="checkbox"/>	Headteacher <input type="checkbox"/>	
Salary range	Grade F Spinal Point 9-11 £20,344 - £ 21,589 Per annum/pro-rata			
Is a DBS required?	Yes <input checked="" type="checkbox"/>	Please see page 2.		No <input type="checkbox"/>

This is not a Wiltshire Council vacancy therefore please contact the school direct for further information.

Job advert

Larkrise Special School caters for pupils with a wide range of special educational needs including young people who have SLD/ASD/PMLD. The school serves a large community including Trowbridge, Westbury, Warminster, Melksham and Devizes. The age range is from 4-19 years of age.

The school has a friendly and caring ethos. It has a good reputation in the community and is popular with parents and professionals who work alongside the school.

We are seeking to appoint an additional highly motivated, resourceful and enthusiastic Teaching Assistant to join our lovely school, initially within our EYFS class, but you may be asked to work in other classes. NVQ L2 (or equivalent) or proven experience of working alongside children with severe and complex learning difficulties is essential.

We can offer:

- Enthusiastic pupils who enjoy learning.
- A friendly and supportive school community.
- An inclusive and caring ethos.
- Good professional development opportunities.
- The opportunity to be part of our successful journey.

If you think you tick all of the above, we would like to hear from you!

Hours of work: Part time, 12 hours per week (Thursday and Friday)

Contract type: Permanent/Temporary/Maternity cover/Volunteer

Closing date (and time): Friday 26th April 2019 (noon)

Interview date: w/c 6th May 2019

Commencement date: As soon as possible

Additional information

If you are committed to making a difference to young people's lives and want to be part of a dynamic team then why not find out more. Full details and an application form are available from our website at www.larkriseschool.co.uk or contact the school for more details or to make an appointment to visit us (01225 761434).

Larkrise School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants will be subject to a Disclosure and Barring Service check before appointment is confirmed.

Advertising packages (please refer to attached document for more info)

Basic – Advert placed on the careers website. (standard price)

Standard – Careers website, social media coverage and advert placed on Southwest jobs (extra £20 per advert)

Premium – Careers website, social media, Southwest Jobs and an apply button to our application form (**extra £35 per advert**)

Executive – All of the above and full access to the workflow (shortlisting, interview invites etc...) (**extra £75 per advert/ packages also available**)

The cost of a single advert entitles you to up to 4 weeks of continuous advertising. **Closed adverts to be re-advertised are charged as a new advert.** Adverts can not be combined. All adverts automatically close at 12am CET.

Please note that currently logos/pictures are not supported by the careers website but we are looking are ways of incorporating this into the website at a later date. We are able to upload attachments to your advert including application forms please include these in your email and advise clearly they are to be attached.

We recommend you check your advert text clearly on the expected live date and alert us immediately of any amendments. The information you include in the pro-forma will appear on the website how it is written we therefore suggest you limit the use of abbreviations to ensure the candidate can use the website search facilities effectively.

DBS reminder – when appointing staff

Before your new member of staff is given a start date you must ensure that all their clearances are back including where applicable they have a valid DBS certificate.

We are frequently asked if a DBS is completed too soon it will run out by the time the person is due to commence work – this is not the case. There is no time limit for a **new** DBS check. So we would encourage you to complete this check as soon as you reasonably can with the applicant.

An old DBS check cannot be used if the individual has had a break in service for 3 months or more unless they subscribed to the DBS update service and can show you their original certificate.

DBS certificates completed by Wiltshire Council can be moved (ported) across from one school to another if the workforce and job role is the same (without any breaks in service) BUT both schools must agree to the portability function as the cost is only picked up by the school who originally completed the check.

You cannot move a volunteer DBS across to a paid position.

If a DBS is delayed and your new member of staff is due to start it might be possible to complete a risk assessment and a Children's barred list only check (available on the DBS system) this process should not be used as a matter of course and is considered the last resort. All DBS risk assessments need to be signed off by HR before the member of staff can commence work.

Any queries concerning DBS checks can be emailed to recruitment@wiltshire.gov.uk or we are available on (01225) 718040.