

Vacancy advertisement pro-forma (effective from 01/01/2020)

Advertisement requests need to be emailed to schoolbulletin@wiltshire.gov.uk by 5pm 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 checked="" type="checkbox"/>	Standard <input type="checkbox"/>	Premium <input type="checkbox"/>	Executive <input type="checkbox"/>
Name of School/Academy	Westwood with Iford School			
DfE number	865 2137			
Full Job vacancy title	SEND Teaching Assistant (11 hrs 35mins/wk) and Mid Day Supervisory Assistant (5hrs 40mins/week)			
Please select a category	Schools - Teaching <input type="checkbox"/>	Non-Teaching <input checked="" type="checkbox"/>	Headteacher <input type="checkbox"/>	
Salary range	Classrom Teaching Assistant Grade D £18,933 - £19,698 FTE Pro Rata for 11hrs 35mins/wk term time £4,944.48 Mid Day Supervisory Assistant Grade B £17,842 - £18,198 FTE Pro Rata for 5hrs 40mins/wk term time £2,281.50			
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 Westwood with Iford School for further information. Please see vacancy tab on our website at <http://www.westwoodwithiford.org> or contact the school on 01225 862408.

Job advert:

Westwood with Iford is a thriving village school and we are seeking to appoint a Teaching Assistant and Mid Day Supervisory Assistant to join our supportive and hardworking team. At Westwood with Iford we pride ourselves on our enthusiasm and commitment providing our pupils with the best education and school experience possible, taking advantage of our fantastic outdoor learning space.

You will be working with a small group of children, but primarily in a 1:1 situation, supporting one of our Year 3 children with their learning needs. You will require empathy, patience, flexibility and resilience, with an ability to personalise learning and understand the needs of individuals. You will need to demonstrate the ability to adapt plans quickly and to employ positive behaviour management strategies as well as bring a sense of humour.

Ideally you will have experience of supporting children with special educational needs, although this is not essential.

Hours of work: Monday to Thursday 12:00pm – 3:15pm
Friday 8:55am – 1:10pm

Contract type: Specific Purpose Contract to support the needs of specific children

Closing date (and time): Monday 1st November 2021 at 9:00am

Interview date: Monday 8th November 2021

Commencement date: Monday 6th December 2021, or as soon as possible

Additional information:

This 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.

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.