JOB ADVERT REQUEST FORM

The deadline for receiving advert requests is 12.00 noon each Monday to appear in the following week’s vacancy bulletin. Whenever possible provide the job advert request form as soon as available as this allows more time for the draft advert to be provided and for you to review your advert.

|  |  |  |
| --- | --- | --- |
| POST DETAILS | | |
| Post Title: | **Specialist Teaching and Learning Assistant (Maths)** | |
| School/Establishment | NEW MILLS SCHOOL | |
| Postcode (required for the map on the advert) | SK22 4NR | |
| Salary and Grade | **G8 PP12-15 (£28,797-£30,708pa, pro rata)** | |
| Appointment Type | Established | |
| If fixed term, what is the reason | Choose an item. | |
| If fixed term, state end date |  | |
| Hours | **30 Hours & 50 mins, Term Time ONLY** | |
| Weeks per year (if less than 52) | 39 | |
| External media required (please state if you wish us to also place your advert in any external newspaper/media/online job site) | N/a | |
| Contact name | Amy Musgrove | |
| Contact phone number | 01663 743284 | |
| Contact email | amusgrove@newmillsschool.co.uk | |
| Provisional Interview date | TBC | |
| Advert closing date (must be a Sunday or Wednesday unless applications are to be returned directly to school/organisation. | Tuesday 05/11/2024 23:59 | |
| Teacher posts only:- | | |
| SEN Allowance |  | |
| TLR Account |  | |
| Advert Text:  You should aim for a short narrative containing any essential criteria taken from the person specification (ideally no more than 120 words) | New Mills School is a small 11-16 secondary school based in the High Peak close to the Peak District National Park, yet within easy reach of the centres of Stockport and Manchester.  You will find New Mills School a warm and welcoming place, where we pride ourselves in our inclusive educational provision, excellent student welfare and core belief in the power of education to transform lives. The personal qualities of the successful candidate and the ability to enhance and promote our values and ethos will be important criteria for appointment.  This is an exciting opportunity for a talented and dedicated Teaching and Learning Assistant to join our committed team and support students with their learning. The successful applicant will also be expected to make a significant contribution to supporting and complementing the work of the teaching staff.  If you feel you share our values, have the vision and drive for excellence and want to be part of an enthusiastic, dedicated and well-resourced team, committed to ensuring that students fulfil their potential, then we would like to hear from you.  Application packs may be obtained from, and should be returned to Pete Eckersley, Office Manager, New Mills School, Church Lane, New Mills High Peak, SK22 4NR, or via email to [jobs@newmillsschool.co.uk](mailto:jobs@newmillsschool.co.uk) or from the school website [www.newmillsschool.co.uk](http://www.newmillsschool.co.uk/).  Informal visits to the School are welcomed; to make arrangements or for further details about this vacancy please contact Pete Eckersley, on 01663 423125, or via email [jobs@newmillsschool.co.uk.](mailto:jobs@newmillsschool.co.uk.)  New Mills School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  New Mills School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.  The successful applicant's appointment will be subject to satisfactory pre-employment clearances including references and a Disclosure and Barring check. | |
| Attachments – Please attach when returning your advert request form to us | | |
| Job Description | x | |
| Person Specification | x | |
| Other attachments | X | |
| AUTHORISATION | | |
| Name: | | Amy Musgrove |
| Post Title: | | School Business Manager |
| Date: | | 16/10/2024 |

**Please send all advertising request forms along with the relevant attachments to** [**recruitment@derbyshire.gov.uk**](mailto:recruitment@derbyshire.gov.uk)**.** All requests should be sent from an official email address.

When the job details have been added, you will be emailed to ask you to review and approve the job advert. The job will be advertised until the closing date that you have requested.

**A login to the Recruitment system is provided for each School/Academy/Organisation. This will enable you to view online applications for the job as they are submitted. If this is the first time you have advertised a posts since the beginning of August 2018 please complete name and e-mail address below of your preferred contact**

|  |  |
| --- | --- |
| [Recruit system Login](https://derbyshire.recruitsaas.com/Dashboard.aspx) details | |
| Name |  |
| Email address |  |

**Jobs in the Recruit system will be marked as ‘Closed’ six months after the closing date of the advert and will no longer be able to be accessed.**

**All vacancies will appear on the Derbyshire County Council Website and Derbyshire Vacancy Bulletin dependant on the closing date, unless otherwise specified.**

Should you require any further information, please do not hesitate to contact a member of the Recruitment Team on 01629 535118 and Select Option 1

**To register your NQT for their statutory induction period you may wish to use the Derbyshire Appropriate Body service. This can be done by registering here:** [**https://derbyshire.nqtmanager.com/Login.aspx**](https://derbyshire.nqtmanager.com/Login.aspx)**.**

**For further information please contact** [**NQT.Mailbox@derbyshire.gov.uk**](mailto:NQT.Mailbox@derbyshire.gov.uk)