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Mrs Wendy Leeming, Headteacher (B.Ed, M.Ed, NPQH)



**Application pack for the post of EYFS Unqualified Teacher**

**Fixed term for 1 Year from 1st September 2019**

Thank you for your interest in the above vacancy.

You should find enclosed:

* The job description
* The person specification
* An application form
* A safe recruitment form
* Privacy Notice

Waverley Primary School is part of the Outer West Learning Trust. We have a family friendly feel, great pupils and supportive staff.

If you wish to apply for the post, you should return two documents:

* **Application Form**

Please complete all parts of the application form and safe recruitment form as fully as possible. These should be returned to Headteacher at the address above by the closing date of **10.00am on Monday 17th June 2019.**

Although the application form states that you may submit a CV, it is the school’s view that completing the application form is the simplest method of ensuring that you provide all the information that we require in order to consider you application. We therefore strongly encourage you to only complete the application form and not submit a CV.

* **Interviews**

Lesson observations: Wednesday 19th June

Interviews: Monday 24th June

* **Safe recruitment Form**

The safe recruitment form explains that a satisfactory Enhanced Certificate of Disclosure of Criminal Convictions is essential requirement for this post. You must disclose all previous convictions, cautions or bindovers; none of these may be considered “spent”.

It is important that the school has information about whether or not you have any convictions so that this is can be discussed with you at interview. Failure to return the safe recruitment form before interview (and, in the case of the successful candidate, failure to subsequently obtain satisfactory Certificate of Disclosure from the Disclosure and Barring Service) will unfortunately disqualify you from further consideration for this post.

Please note that disclosure of criminal convictions will not necessarily prevent you being appointed. This information will be considered in light of its relevance to the post, as set out in the ‘Code of Practice on the Disclosure of Criminal Convictions in Schools’.

I look forward to receiving your application.

Yours faithfully



Mrs W Leeming

Headteacher