



JOHN EMMERSON BATTY PRIMARY SCHOOL

Walnut Grove, Redcar, TS10 3PG



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Head Teacher: Mr. Martin Kitchen

*Achieve...Believe...Challenge*

Dear **Prospective Applicant**,

**IMPORTANT INFORMATION FOR PROSPECTIVE APPLICANTS**  
**Part Time Teacher (0.5FTE) – January 2020 onwards – (1 Year Fixed Term)**

Please find enclosed/attached the documentation you will require for making your application. Your application must be **returned to** the school by 12.00 noon on 25<sup>th</sup> November 2019 if it is to be considered at short listing.

**Maintaining the safety of the children in our care is the most important aspect of our work in school. As such we are completely committed to the safeguarding of individuals and apply rigorous checks of applicants' suitability and qualifications for working with children. For example all new members of staff will be subject to Disclosure and Barring Service (DBS) checks. These procedures require that we have criteria for the recruitment process as outlined below. We hope you can appreciate the need for these.**

Please note that we will only be able to accept fully completed application forms that provide a full chronological history of your education and voluntary/paid, full/part time employment. Please also include information outlining why you consider yourself suitable for the post and any curriculum strengths you may have.

Your referees should ideally be your most recent two employers. If short listed for interview we will send a form to your referees to ask for the specific information required. There is every possibility that we will contact your referees to verify they have completed the reference for you. Any omissions or issues raised by the references may be explored with the referee prior to interview and with you during any interview.

Please also note that certificates of any qualifications declared in the application form will need to be produced for inspection at interview along with photographic proof of your identity.

Short listing is expected to take place on the **25<sup>th</sup> November 2019** with interviews planned for the **4<sup>th</sup> December 2019**. If you have not been invited to an interview during the week following the closing date you should assume your application has been unsuccessful. **Unsuccessful applicants will not be informed of the outcome of short listing.**

Finally may we thank you for taking the time to read this information. We wish you every success with your application.

Yours sincerely,

Mr. M. J. Kitchen  
Head Teacher

*Aim High...Reach for Your Goal!*