

Greater.Jobs Advert Request form

This document should be completed with reference to the Management Guidance document on Advert Content

Item	Details
School name	Kingsway Park High School
Post Title	Teaching Assistant Level 2
Unique job reference number (if unsure, leave blank and we will populate)	S/GJ/5402/
Number of Posts available	1
Working weeks (Support Staff Only)	Term Time Only <input type="checkbox"/> Term Time Only plus 1 week <input checked="" type="checkbox"/> All Year Round <input type="checkbox"/>
Working Hours (e.g. 37 hours per week) Actual hours must be stated. For support staff, anything less than 37 hours is part-time. For part-time teachers, please specify % FTE.	30 hours per week
Contract Type	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/> If Temporary – state reason and end date: _____ _____ _____
Grade (Support Staff) - see appendix 1	Support staff Grade: <input type="text" value="3"/> Points: <input type="text" value="5"/> To <input type="text" value="6"/>
Actual Salary (Support Staff) – see appendix 1 (for part-time and/or term time only posts, please calculate actual salary) <i>Working hrs ÷ full time hrs x working wks ÷ full time wks x lower scale point (and repeat for higher scale point)</i>	Support staff - actual salary Lower scale point value <input type="text" value="13,609"/> Higher scale point value <input type="text" value="13,881"/>
Teachers Salary – see appendix 2 (The pay range should reflect your school's pay policy and staffing structure).	Teaching staff Main Pay Range <input type="checkbox"/> Points <input type="text"/> to <input type="text"/> Upper Pay Range <input type="checkbox"/> Points <input type="text"/> to <input type="text"/> Leadership <input type="checkbox"/> Points <input type="text"/> to <input type="text"/>
Actual Salary (Teachers) – see appendix 2 (Please calculate actual salary for part-time posts)	Teaching staff Lower scale point value <input type="text" value="£"/> Higher scale point value <input type="text" value="£"/>

Allowances (Teachers) - see appendix 2 (Please advise of any allowances & their value in addition to salary to be paid)	Type: (TLR/SEN/R&R) <input type="text"/> Value: <input type="text"/> £
School Type	Community <input type="checkbox"/> Voluntary Controlled <input type="checkbox"/> Voluntary Aided <input type="checkbox"/> Foundation <input type="checkbox"/> Academy <input checked="" type="checkbox"/> External College <input type="checkbox"/>
Application form required	Standard Rochdale Council <input checked="" type="checkbox"/> CES <input type="checkbox"/> Other application form (please attach) <input type="checkbox"/>
Email address where applicants should return completed applications to	ksmith@kingswaypark.org
Interview Date	w/b 2 nd May 2022
Requested Advert Live Date <i>If you would like this to be advertised as soon as possible please state ASAP, but please note the advert may take up to 2 working days to process</i>	ASAP
Closing Date / Time	Monday 25 th April 2022

Main Advert

(If there is a specific start date for this position, please include this below)

Job Reference Number:	<i>Office Use Only</i>
Grade / Teacher Scale (office - select one):	<i>Office Use Only</i>
Contract Type:	<i>Office Use Only</i>
Hours:	<i>Office Use Only</i>
Working Pattern:	<i>Office Use Only</i>
Actual Salary:	<i>Office Use Only</i>
Interview Date:	<i>Office Use Only</i>

[Click here for the Job Description](#)
[Click here for the Person Specification](#)
[Click here for the Application form](#)
[Click here for the Policy on the Recruitment of Ex-Offenders](#)
[Click here for the HR Privacy Notice](#)

(Schools - Please type/paste advert below)

In September 2021 we opened a new Inclusion department, Kingsway Avenue. This provides a bespoke curriculum for some of SEND students, including those with C&I, C&L, Sensory/physical and some SEMH. Kingsway Avenue students will attend foundation lessons with their foundation tutor, in "Kingsway Avenue" itself which is a purpose and go to specialist lessons within Kingsway Park High School. They will have a strong pastoral support network through our Foundation Co-ordinator, their nominated TAs and our Inclusion Team and a range of tailored options for work experience, social development and personal progress

The successful candidate will join a developing and forward thinking SEND dept led by a passionate and enthusiastic SENDCo.

To apply for this position please download the application form and supporting documentation and send completed applications to ksmith@kingswaypark.org by 12 noon on Monday 25th April 2022. Interviews to be held w/b 2nd May 2022

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

Appointment to this post is subject to an enhanced Disclosure and Barring and background check

The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post.

Applicants are advised that by applying for this position they are declaring that they are not subject to any immigration controls or restrictions that prohibit them undertaking work in the UK, and that they are able to provide proof of their Right to Work in the UK if they are invited to attend an interview.

Please email your completed form, along with the attachments, to
schools.adverts@rochdale.gov.uk

Don't forget to attach the **job description** and **person specification** to your email.
Please note that adverts **will not** be processed without both of these documents.