

## Guidance for Schools

In response to frequently asked questions from advertisers, union representatives and applicants, this document has been produced as a guide for schools advertising posts.

### Extra curricular activities

Extra curricular activities should not be mentioned as part of an advert or job description as extra curricular activities are not part of a teacher's contract under the School Teachers Pay & Conditions document 2006.

### Recruitment/retention payments or SEN allowances

Any recruitment/retention payments or SEN allowances should be specified in the advertisement.

### Leadership, Advanced Skills Teacher and Excellent Teacher posts

Leadership, Advanced Skills Teacher and Excellent Teacher posts should state the salary ranges or salary for those posts.

### Newly Qualified Teachers (NQTs)

Unless there is a clear and objectively justifiable reason, advertisements should not be placed specifically requesting NQT's, as it could potentially be considered discriminatory under the Employment Equality (Age) Regulations 2006. This is because NQT's are predominantly younger people and so it could be inferred that the school is looking for a younger candidate.

### Teacher pay scales

Advertisements should state that schools are seeking to recruit a qualified teacher. The current STPCD (School Teachers Pay & Conditions Document 2006) should be used to determine salary ranges. All teacher posts must be advertised on a salary range from M1 to M6 plus UPS1 to UPS3 as staff on MPS scales are generally younger candidates, and so this could be viewed as discrimination under the Employment Equality (Age) Regulations 2006. It is more appropriate to advertise posts under the term of 'Teacher Pay Scale' which would incorporate both MPS and UPS scales. The salary range must be clearly stated so as to avoid any confusion for applicants.

### Part time staff

For part time teaching posts the Model Pay Policy sets out how to calculate part-time hours. When salaries are pro rata it is important to detail the actual amount of salary paid for the post, rather than the full time equivalent. It is also best practice to include details of specific hours required in order to provide clarity for candidates. For support staff, the actual salary paid per month or the number of hours per year and hourly rate would be helpful.

More information is available from the following sources:

### Reference Documents:

- Time for Standards: Guidance accompanying the section 133 Regulations issued under the Education Act 2002 (DfES 2003 ref:DfES/0538/2003)
- Raising Standards and Tackling Workload: a National Agreement (DfES 2003 ref: DfES/0172/2003)
- Working with Teaching Assistants – a good practice guide (ref:DfES0148/2000)
- Guidance for Schools on Cover Supervision WAMG (December 2003)
- School Support Staff – The Way Forward – National Joint Council for Local Government Services
- School Teachers' Pay and Conditions – September 2006

### Useful websites:

[www.teachernet.gov.uk/management/remodelling//](http://www.teachernet.gov.uk/management/remodelling//)

[www.teachernet.gov.uk/remodelling](http://www.teachernet.gov.uk/remodelling)

[www.remodelling.org](http://www.remodelling.org)

**ADVERTISEMENT OF VACANCY**

To: **THE FIRST STOP DESK**, Recruitment Services, HR ONE, Great Moor House, Bittern Road, Sowton, Exeter, Devon  
EX2 7NL Tel: 01392 383000

Email this completed form and any other additional information to [firststop@devon.gov.uk](mailto:firststop@devon.gov.uk)

**Deadlines:**

- [www.devonjobs.gov.uk](http://www.devonjobs.gov.uk) - 1pm Monday for insertion in the following Thursday electronic feed and online within 3 working days.
- Printed media – Friday 10am for the following Wednesday to Friday issues (some deadlines may vary).
- Bank Holiday Deadlines - Please contact the First Stop Desk.

IMPORTANT: Please ensure that the grades and salary ranges of all posts are advertised in line with current pay and grading structures. Please contact HR Direct with any queries ([hrdirect@devon.gov.uk](mailto:hrdirect@devon.gov.uk)).  
For additional guidance please see the page above.

**Advertiser Details**

Contact Name(s):	Vanessa Jarrett
Tel:	01404 42031
Email:	senioradmin@fort.devon.sch.uk
Authority:	Devon LEA
Charge to ( <i>payment taken from this information</i> ): <i>Devon LEA Schools provide relevant full cost code.</i> <i>Others provide name of organisation and full address.</i>	

**Advert Layout**

<b>Please arrange for this vacancy to be advertised in the media below and on <a href="http://www.devonjobs.gov.uk">www.devonjobs.gov.uk</a> at the earliest opportunity:</b>		
<b>Media</b> <i>(Newspaper advertising can be costly - a proof and cost will be sent to the school for approval before proceeding)</i>	<b>Media Format</b>	<b>To Appear Week Commencing</b> <i>If received after the deadline, we will place the advert at the next available date, closing dates allowing</i>
Select	Select	
Select	Select	
Select	Select	
Select	Select	

Special Instructions (NB - These will not appear in your advertisement):

**Vacancy Details**

School name:	Awliscombe C of E Primary School (Pre School)
Full Address:	Awliscombe, Devon, EX14 3PJ
Number of pupils on roll:	88 (approx 16 in Pre School)
Job Title:	Early Years Practitioner
Salary: <i>Non-teaching posts should state the hourly rate or actual amount paid. Teaching posts should state 'TPS'.</i>	
If teaching post, state any allowances: <i>Posts offering TLR allowances should state the detail in the format of 'TLR1' or 'TLR2' and specify actual monetary value. There should be no reference to A, B or C classifications, this is in order that standard approach is depicted or displayed, so as to avoid any confusion for candidates.</i>	
Job Term:	Permanent
Appointment Type:	Term Time Only

If the post is temporary please state reason: <i>Any advertisements for temporary posts should clearly state the reason why the post is temporary. This will provide clarity for applicants and may encourage additional candidates to apply for the post.</i>	
Hours per week:	32.5
Weeks per annum:	39
Closing Date:	13 <sup>th</sup> September 2019
Interview Date (optional):	W/C 16 <sup>th</sup> September 2019

### Advert Text

#### TEXT:

Early Years Practitioner (Level 3 or equivalent)

Required as soon as possible, FORT Federation is looking to appoint a confident and experienced individual with the ability to demonstrate their journey towards outstanding practice. The successful candidate will be joining our Early Years team and be based at Awliscombe C of E Primary School.

The applicant will:

- Have a passion for children's learning and an excellent understanding of the EYFS curriculum
- Demonstrate excellent classroom practice
- Be creative and innovative
- Have the ability to motivate and inspire
- Have the enthusiasm and aptitude to work as part of a successful, dedicated team across the Federation
- Be willing to demonstrate a clear understanding of the ethos of the church schools

In return we can offer:

- Delightful, well behaved and responsive children with a real enthusiasm for learning
- A supportive and experienced team who are committed to achieving the highest standards for all of the children
- High quality development opportunities across the Federation

We have a commitment to the safeguarding of children and, if successful, you will be required to undergo an enhanced DBS check.

Please apply for an application pack from the Federation – [senioradmin@fort.devon.sch.uk](mailto:senioradmin@fort.devon.sch.uk), or telephone 01404 42031, or details can be found on the Federation website [www.fort.devon.sch.uk](http://www.fort.devon.sch.uk)

Method of Response: (Please indicate requirement)

- Application form and further details (large A4 size SAE) from the Headteacher/Principal
- Please apply by letter enclosing CV and details of 2 referees to the Headteacher/Principal
- Please visit [www.devonjobs.gov.uk](http://www.devonjobs.gov.uk) to download the application pack. Your completed application form should be returned to **please insert email address** . (Please be aware that there is a charge of £10 for this service and includes any application pack attachments which will need to be forwarded electronically with the advert)
- Other wording (insert in text box above)

### Submission of Advert request form

**Please note:** by submitting this form, you are accepting responsibility for ensuring that all of the information contained is correct. The information will be directly replicated in the advertisement, and as the advertisement can form part of the employment contract it is essential that it is an accurate representation of the vacancy.

Email this completed form and any other additional information to [firstop@devon.gov.uk](mailto:firstop@devon.gov.uk).

Tel: 01392 383000