

TUDOR COURT PRIMARY SCHOOL



Bark Burr Road, Chafford Hundred, Grays, Essex RM16 6PL

Head Teacher: Philip Kyriacou

Telephone: 01375 480662

E-Mail: finance@tudorcourtprimary.com

September 2021

Thank you for your interest in our Teacher vacancy.

We are pleased to enclose documents for your information along with our Application Form and information about the application process.

Recruitment Application Pack

Tudor Court is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment in working with children

We take the safeguarding of our children very seriously in the appointment of staff within our school. Our recruitment process includes the following process:

- Successful completion of our Application Form
- Two satisfactory references which are requested by us (no testimonials or open references are accepted). One of these must be from your current or last employer. The school will follow up any queries by telephone communication
- Face to face interview process including a lesson observation
- Thorough matching of candidates skills and experience against the Job Description and Personal Specification
- Evidence of relevant qualifications
- Appropriate checks to ensure the candidate has the right to work in the U.K.
- Prior to appointment – clear Disclosure Barring Service (DBS) and Prohibition checks undertaken
- The successful candidates will have a Contract of Employment issued upon commencement of employment.

We seek to employ staff who will offer our children the very best learning experiences.

- Tudor Court is an Equal Opportunities School
- We operate a Non Smoking Policy throughout the School site
- As an Academy, staff are employed directly by Tudor Court Primary Academy Trust - not the local authority (Thurrock).

Pack Information

Enclosed in this pack is: Information about our School
Job Description
Personal Specification

KS1/KS2 Class Teacher ~ September 2021

Salary Range

The **salary offered will be negotiated in line with the schools Pay Policy and the candidate's previous experience and qualifications.** This could include a recruitment and retention point for the right applicant. Proof of current salary will be requested from your last teaching employer as applicable.

Register Your Interest

Please email finance@tudorcourtprimary.com to register your interest in our vacancies. During the COVID19 situation visits to view our school although normally encouraged, will not be possible.

Application Information

Please complete and return the following documentation **directly to school** via email:

- A covering **letter** of application (this can be typed or hand written)
- **Copies of all relevant** Certificates for qualifications held relating to this post
- A copy of your existing DBS Certificate
- The closing date for receipt of all applications in School is **Friday 24th September 2021 at 4 p.m.**
- All documentation (including certificates etc.) should be emailed to Samantha Ratcliff via finance@tudorcourtprimary.com
- Applications received after the deadline or that have not provided all of the requested information (forms and Certificates) **will not** be considered for short-listing.

Interviews

Short-listed candidates will be contacted by email as soon as possible to confirm attendance at interview, day and times TBC.

Please ensure the telephone number you provide on your documentation is one that we can contact you on during the day should we need to or one that we can leave a message on.

If you have any other queries or wish to have an informal discussion about the post with Phil Kyriacou – Head Teacher please contact Samantha Ratcliff – School Business Manager as per the above email details.

We look forward to hearing from you.