

# Recruit Advert Proforma

Please complete this proforma in order to place your advert on Dorset For You.

If you wish to place an advert on Dorset for You before the weekend, please could you ensure all adverts are with your contact by 12pm on Friday.

You can access the recruit site by using the following URL address: <http://dorset.recruitsaas.com>.

There is a learning portal module which provides guidance for managers please use the following link to access the module. <http://www.dorsetlearningonline.org.uk/course/view.php?id=154>

If you would like your School's logo attached to your adverts, please send a JPEG file of your logo to your usual contact in the schools team.

School Name	Beaucroft School		
School Postcode	BH21 2SS		
Job Title of Position	Teaching Assistant		
XS Reference Number (If applicable for position)	XS10.5		
Attachments Included	X <input type="checkbox"/> Yes	<input type="checkbox"/> No	
Would you like applicants to apply online?	X <input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is this position suitable for an apprentice? (not applicable to customers who only purchase our recruitment SLA) No For more information and advice please contact <a href="mailto:apprenticeships@dorsetcc.gov.uk">apprenticeships@dorsetcc.gov.uk</a> before submitting this proforma to the HR/Pay team			
For school support staff adverts the generic job description from the Job Evaluation Portfolio will be used, this can be found on Nexus using the following link; <a href="https://secure2.sla-online.co.uk">https://secure2.sla-online.co.uk</a> All attachments should be emailed along with this proforma.			
Occupational Group	<input type="checkbox"/> Teaching	X <input type="checkbox"/> School Support Staff	
Appointment Type	<input type="checkbox"/> Permanent	X <input type="checkbox"/> Fixed Term	
Job Term	Fixed Term End date: 31.8.2021 Possible permanenet		
	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	X <input type="checkbox"/> Term Time Only
	<input type="checkbox"/> Casual	<input type="checkbox"/> Zero Hours	
Salary Description (i.e Grade or Teacher's Pay Range)	Dorset Job Evaluation Grade 4, spinal column point 3 £9.36 ph		
Support Staff hours per week	32.5		
Support Staff working weeks per year	39		
Contact Name for Advert	Tracy Drew		
Contact Email for Advert	office@beaucroft.dorset.sch.uk		
Contact Telephone for Advert	01202 886083		

Closing Date	18.06.2020
Interview Date if Known	TBC due to current Covid 19

### Advert Wording

Beaucroft is a Foundation Special School that caters for children between the ages of 4 and 19 who are experiencing learning difficulties, including complex needs and those with an Autistic Spectrum Disorder.

It has 'SEN Specialist School Status' for 'Communication and Interaction' one of only 31 such schools in the country and has been judged as 'Outstanding' by Ofsted. (June 2018)

Beaucroft prides itself in meeting a child's primary learning need, by engaging them in learning and ensuring the child progresses. In addition to the National Curriculum, it has an innovative curriculum to meet those particular leaning needs, focused on practical, community based learning.

Like any written information, this does not adequately convey what Beaucroft is all about, to get the full picture, please arrange a visit and see first hand the work that goes on to ensure that children with complex learning needs don't just survive in an education setting, but positively thrive.

We are looking for a Teaching Assistant to join the team.

If you do not hear from Beaucroft School by 1<sup>st</sup> July 2020 you have been unsuccessful this time.

Please apply online.

Please note we will use the following wording below if this is not included in your advert text above;

*..... School values the diversity of our workforce and welcomes applications from all sectors of the community.*

*.....School is committed to safeguarding and promoting the welfare of children and young people; this is a commitment which we expect all staff and volunteers to share. The successful candidate will be required to have a Disclosure and Barring Service check in line with the Governments safer recruitment guidelines.*

*The pro rata salary shown is based on the number of hours and weeks worked and paid annual leave entitlement for an employee under 5 years' service.*