

SCHOOL ADVERT TEMPLATE

PLEASE ENSURE TEXT / BODY COPY IS FILLED IN BELOW AS DIRECTED. ALL FIELDS ARE MANDATORY – FORMS WILL BE RETURNED IF INCOMPLETE INFORMATION IS RECEIVED.

IF YOU WOULD LIKE TO USE BOTH THE ONLINE FUNCTIONALITY TOGETHER WITH THE OPTION OF A MANUAL APPLICATION PLEASE STATE BELOW AND PROVIDE THE APPLICATION FORM.

**Application forms will can be viewed in TribePad
<https://jobs.coventry.gov.uk/app/user/dashboard> if you wish us to upload a manual application form in addition to the online form, please supply this.**

*****Please note Job Description & Personal Specification and any additional information should be sent in a PDF format*****

*****Manual Application form and Advert Template must be sent as a Word*****

Please note you can only view applications on TribePad, shortlisting/interviews/starter information cannot be processed via TribePad.

	YES	NO
Online Form	Yes	
Manual Form	NO	

School Name:	Manor Park Primary School
Full School Address postcode:	Ulverscroft Road Cheylesmore Coventry CV3 5EZ
Contact Email Address:	a_coyle@manorpark.coventry.sch.uk

Job Title:	KS2 Teacher
Number of positions:	1
Number of Hours (numerical):	Full time/part time or job share
Please insert TTO weeks (if applicable):	
Salary range – if pro rata Please include actual salary:	TMS - UPS

Grade of role:	QTS/PGCE
Permanent or Fixed Term inc end date:	Fixed term - 12 months
Grade of post:	
Advert text <u>This wording will appear exactly as requested so please proof read before submitting to be advertised.</u>	
<u>Please complete your advert text using the following headings</u>	
What is the Job role?	We are incredibly proud of our school and the children who come here to learn and achieve their best. Our school, built in 1950, is a well-established part of the community and has a heritage which sees ex pupils returning as parents and even grandparents. Our core mission is to offer our wonderful children outstanding teaching and learning experiences and the very best opportunities, in and beyond the classroom. Learning at Manor Park is innovative, fun and exciting, capturing pupils' interests and extending their knowledge and skills. We aim to raise aspirations, inspire a life-long love of learning and create memories to last a lifetime. As you explore the website, you will see the range of opportunities that our children have, and the local, national and global links we have forged. We are particularly proud of our Manor Park University which extends and enriches our curriculum offer. In addition, our excellent pastoral care ensures that all children are nurtured and thrive in a supportive and caring environment. Manor Park Primary School is a happy, supportive and ambitious school that strives to give the best learning opportunities possible to all the children that attend. At Manor Park we believe that every child can achieve their best. We aim to raise aspirations, inspire a life-long love of learning and create memories to last a lifetime. We celebrate our diversity, promote equality and strive to make a positive contribution to our community. In March 2023 OFSTED continued to judge us as GOOD overall. Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS.
Who are we looking for?	What is the job role? Governors wish to appoint at KS2 teacher fixed term to cover maternity leave. Start date as soon as possible, fixed term end date 31st December 2027. Job share or part-time working will be considered. Plan and deliver exciting and engaging lessons at KS2 • Provide an inclusive and stimulating classroom environment. • Provide effective assessment and feedback to ensure good progress. • Work as part of a team to develop the curriculum and contribute to whole school policies and practices. • Promote the safety and well-being of pupils. See the job description for full details.

	Who are we looking for? The post requires an enthusiastic teacher with excellent classroom skills. • Qualified Teacher Status (QTS) or equivalent. • Successful primary teaching experience. • Strong knowledge of the national curriculum and effective teaching and learning strategies. • Excellent communication and the ability to work as part of a team. • A passion for inspiring children and making a positive difference. The school has a well-established induction programme and support is provided for newly appointed staff. To apply please complete the online application form demonstrating how you meet the specific requirements in the job description and person specification. Please also provide a formal supporting letter explaining why you want this role and why you would be the best candidate. Visits to the school are strongly encouraged. Please contact Mrs. Rebekah Swindell to arrange a suitable date and time. For an informal discussion about this role, please also contact Mrs. Rebekah Swindell. Please email admin@manorpark.coventry.sch.uk for further information or to arrange a visit to the school. Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
Closing date: Note, adverts shut off at midnight on your closing date	Sunday October 5th @ midnight
Interview date:	W/b 6th October 2026
DBS/Safeguarding Statement	Our school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS.
Please apply using the online application form ensuring you outline your skills, abilities, and experience in line with the key areas on the advert and Job Description and Person Specification Or you can download the application pack and return completed direct to the school	

Additional Media / Publications

Please identify if you require any additional media or publications to be used to advertise your vacancy. The team will provide costs for you to agree – please note, this can take up to 5 days from collating costs to publishing.

Note when promoting your published advert.

- **Once your job has been made live – please use the link the team send you to promote your vacancy.**
- Once these posts are published – if you promote these jobs on your own website – dependant if you load it manually or if you have an automatic RSS feed to your school jobs – you may wish to revisit the feed link.
- In addition, the main jobs board is accessible for anyone to access via this link <https://careers.coventry.gov.uk/> - this is the public address which will take them to the list of all jobs on our jobs boards.
- If the public just look at schools jobs – they can then sift the all jobs via the links on the careers page <https://www.coventry.gov.uk/careers>
- Our jobs board is on the **internet** and not on the council intranet so accessing it shouldn't be a problem as it is in the public domain.
- We have also set up the system so that people can sign up for **free job alerts** - they can do that via this https://public.govdelivery.com/accounts/UKCOVENTRY/subscriber/new?topic_id=UKCOVENTRY_352 - you can encourage people to use this so they can see when new jobs are made live.