



## St Charles' RC Primary School

Regent Farm Road, Gosforth  
Newcastle upon Tyne, NE3 3HE

Telephone: +44 (0)191 285 2553

Fax: +44 (0)191 284 0690

Email: [admin@stcharles.newcastle.sch.uk](mailto:admin@stcharles.newcastle.sch.uk)

Website: [www.stcharles.newcastle.sch.uk](http://www.stcharles.newcastle.sch.uk)

1 March 2016

Dear Applicant

### **Class Teacher – 2 posts available – full time, one year first term**

Please find attached the application pack you requested for the class teacher position at St Charles' RC Primary School.

The pack contains:

1. CES teacher application form
2. Application form notes to applicants
3. Class teacher advert
4. Job description
5. Person specification
6. Rehabilitation of Offenders Act 1974 – Disclosure form
7. Recruitment monitoring
8. Safe recruitment form

Applicants are welcome to visit school on Thursday 10 March at 3.30pm. If you are interested in joining us please contact the school office on 285 2553.

St Charles' RC Primary School is a happy and successful school in Gosforth. We are looking for committed, dynamic teachers to join our team and support the ethos of our school.

The post is for someone who can embrace the role fully - caring for children and demonstrating excellence in all they do. The start date will be 1 September 2016.

If you wish to apply, you should return two documents:

### **CES Application Form**

Please complete all parts of the application form and safe recruitment form as fully as possible. These should be returned to Mrs L Nealings, Headteacher, St Charles' RC Primary, Regent Farm Road, Gosforth, Newcastle upon Tyne NE3 3HE by noon on the closing date of 16 March 2016. Please do not email applications to school.

### **Safe Recruitment Form**

The safe recruitment form explains that a satisfactory Enhanced Certificate of Disclosure of Criminal Convictions is an essential requirement for this post. You must disclose all previous convictions, cautions or bindovers; none of these may be considered "spent".





## St Charles' RC Primary School

Regent Farm Road, Gosforth  
Newcastle upon Tyne, NE3 3HE

Telephone: +44 (0)191 285 2553

Fax: +44 (0)191 284 0690

Email: [admin@stcharles.newcastle.sch.uk](mailto:admin@stcharles.newcastle.sch.uk)

Website: [www.stcharles.newcastle.sch.uk](http://www.stcharles.newcastle.sch.uk)

It is important that the school has information about whether or not you have any convictions so that this can be discussed with you at interview. Failure to return the safe recruitment form before interview (and, in the case of the successful candidate, failure to subsequently obtain a satisfactory Certificate of Disclosure from the Disclosure and Barring Service) will unfortunately disqualify you from further consideration for this post.

Please note that disclosing criminal convictions will not necessarily prevent you being appointed. This information will be considered in light of its relevance to the post, as set out in the 'Code of Practice on the Disclosure of Criminal Convictions in Schools'.

### Shortlisting and Interviews

If you are selected for interview references will be requested. Please ensure you advise your referees. If you are shortlisted the references will need to be returned to St Charles' prior to interview.

I look forward to receiving your application.

Yours faithfully

Mrs L Nealings  
Headteacher

