



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

Website: www.stcharles.newcastle.sch.uk

23 February 2016

Dear Applicant

Deputy Headteacher – St Charles' RC Primary – Starting September 2016

Please find attached the application pack you requested. The pack contains:

1. CES application form – please download, complete and return
2. Notes to applicants (in relation to application form)
3. Rehabilitation of Offenders Act 1974 Disclosure Form – please download, complete and return
4. Safe recruitment form – please download, complete and return
5. Job advert
6. Job description
7. Criteria for appointment
8. Briefing note on 'Practicing Catholic'
9. Diocesan statement on Equal Opportunities
10. Safeguarding Policy
11. School Development Plan Summary
12. Section 48 summary report
13. Ofsted summary report
14. Recent newsletter to families
15. Follow this link for further information on Diocese of Hexham and Newcastle
www.rcdhn.org.uk
16. Follow this link for further information on Newcastle City Council www.newcastle.gov.uk

The core of the school is Religious Education, the Catholic Life of the school and our Collective Worship.

St Charles' RC Primary School is one of two popular parish schools serving Gosforth, Newcastle upon Tyne, an area with a low school deprivation indicator, although children are drawn from 14 wards.

I invite you to view our school website www.stcharles.newcastle.sch.uk/website This will allow you to gain an understanding 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.





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

Website: www.stcharles.newcastle.sch.uk

Application packs can be downloaded from the school website www.stcharles.newcastle.sch.uk – vacancy tab, and can be returned to Mrs M A Barber, Chair of Governors, St Charles' RC Primary, Regent Farm Road, Newcastle upon Tyne NE3 3HE or emailed to Tracey.Ambrose@stcharles.newcastle.sch.uk. All paperwork submitted by email must be signed on interview day. The deadline is **Thursday 10 March at 3pm**.

▪ 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".

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 Criminal Records Bureau) 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

References will be requested for all candidates prior to shortlisting. Interviews will take place on 22 April 2016.

I look forward to receiving your application.

Yours faithfully

Mrs M A Barber
Chair of Governors

