**Northern Education Trust**

**Norton Primary Academy**

**Recruitment & Selection of Vice-Principal**

**Application Pack**

**Ref: RPAAPPVP**

**Application Pack**

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**Introduction by the Chair of Northern Education Trust**

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**Building Successful Learning Communities**

Thank you for showing an interest in the exciting and challenging post of Vice-Principal at Norton Primary Academy which became an Academy sponsored by Northern Education Trust in January 2014.  We believe that this is an exciting opportunity to make a real difference to the lives of the young people in this area of Stockton and to the community itself. With talented and committed leadership and the support of the sponsors, who themselves have outstanding experience in supporting school improvement; we believe this will be possible.

We have tried to give you a clear picture of our aspirations but please don’t hesitate to contact us to explore ideas or ask for further information. If your own experience, energy and personal qualities and values support our aspirations then we look forward to receiving your application.

The challenge is to provide education of the highest quality and raising achievement so that the Academy becomes the local school of choice. The Academy will be developed for 21st century education; in a modern learning environment.

There is positive support for the Academy from Stockton Borough Council, from the local community, from the staff of the academy and from parents and pupils. We work hard to include our stakeholders and will continue to do so.

We believe we have a lot to offer to other schools and providers as we develop. We have high ambitions but we know we need an exceptional Vice-Principal if we are to achieve our aims of maintaining an outstanding Academy with excellent standards of learning and teaching, rising standards and higher expectations from the local community, we will need to work together. Local people will see that nothing about the Academy is second best and that it really can make a difference.

I am very proud to be Chair of the Northern Education Trust and I know my colleagues welcome the challenge. We are 100% committed to this work and Vice-Principal for Norton Primary Academy could be a career defining opportunity for the right person.

Yours sincerely,



Les Walton CBE

Chair of Northern Education Trust

**Knowing More About Us**

**The Sponsor - Northern Education Trust**

**Northern Education Trust** is a not - for - profit education charity who sponsor Norton Primary Academy. They are a nationally recognised and trusted academy sponsor with an excellent reputation. They have vast experience of school improvement and have in addition a wide range of expertise and specialised experience to call upon, having access to the FE, University, private and voluntary sectors as well as schools and local authorities. Northern Education Trust provides direct expertise and support on curriculum development, teaching and learning, leadership and organisational effectiveness and performance management.

All the Academies share one rule:

“*All students and adults are expected to behave in a responsible manner, both to themselves and others, showing consideration, courtesy and respect at all times.”*

The aim is to raise achievement through a relentless drive to improve the quality of teaching and learning, employing outstanding teachers and leaders to model and coach good practice and to coach our people in best practice in planning, assessment, the use of data in classrooms, and collaborative and exploratory learning. The systems in the Academies will ensure consistency, and the climate will be one of high expectation and aspiration for both staff and pupils.

**The Local Authority Support**

Stockton Borough Council supported the conversion to Academy status and has already established a close working relationship with Northern Education Trust. We will continue to work together to ensure that the lessons learned regarding school improvement are shared with and applied across, all Stockton schools and academies. This will continue the close working relationship already in place between Northern Education Trust and the Council’s School Improvement Team. The Council and the Academy will continue to work collaboratively.

**Stockton Area**



The Academy is situated in Norton, which is a village within the authority of Stockton-On-Tees. Norton stands on rising ground west of Billingham Beck, which flows south-east to join the River Tees.

Further information is available from the Stockton’s visitors guide at [www.visitstockton.co.uk](http://www.visitstockton.co.uk).

**Norton Primary Academy**

Norton Primary Academy was rated as ‘requires improvement’, with good judgements for both leadership and management and behaviour and safety of pupils, when it was inspected as a primary school by Ofsted in May 2013. We believe that the academy has enormous potential with the right leadership. This could be your opportunity to make a significant and measurable difference in developing the educational attainment of children and young people in this part of Stockton on Tees.

The sponsor, Northern Education Trust, is now looking for a dynamic Vice-Principal who will support the Principal and other senior leaders in providing strategic direction to meet ambitious targets for attainment and achievement. With the involvement of multiple stakeholders and high expectations in the local community, there’s a need for real vision, commitment and a clear focus on delivery. The potential rewards are enormous. It will be a reinvigorated and innovative learning environment, where children and young people are encouraged to develop skills that will truly equip them for life. The Academy has a key role to play in the regeneration of the local community and the sponsors are keen to support this role.

**What We Can Offer You**

**The Sponsors and the Academy**

We are looking for an inspirational and outstanding Vice-Principal who as a senior leader will:

* Demonstrate the drive and skills to raise standards of pupil’s attainment and achievement
* Have excellent management and leadership skills
* Be committed to the education and social well-being of every child in the Academy
* Continue to build and maintain effective relationships with the Academy and its’ community and partners
* Be confident and enthusiastic about teaching and learning, children and young people
* Have a firm understanding of quality assurance issues and the management, analysis and use of performance data.

We can offer you:

* A family of Academies within the Trust and a set of values we all share
* Support for your professional development and the opportunity to continue to develop your leadership skills in a well-resourced Academy environment
* A real opportunity to work in partnership with the Trust to maintain the Academy’s status as outstanding.
* Good relationships and loyalty with pupils, parents, carers and the wider community.

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**Northern Education Trust – Building Successful Communities**

**Vice Principal – Norton Primary – Stockton on Tees**

**Salary:** L12 £50,620 to L16 £55,951

**Required for September 2016**

**NOR:** 368 + 39 FTE Nursery

**Closing date:** 12.00pm noon on Friday 22nd April 2016

**Interviews:** Datesto be confirmed

Norton Primary Academy converted to an Academy in January 2014 and is sponsored by Northern Education Trust, a nationally recognised and trusted academy sponsor with an excellent reputation. This could be your opportunity to make a significant and measurable difference in developing the educational attainment of our children and young people.

We are looking to recruit a talented, ambitious and experienced practitioner to work closely with and to support the Academy principal and to contribute successfully to the leadership team. We need a strong team player with excellent organisational, analytical and communication skills, who is able to inspire and motivate colleagues and pupils alike. You will be given opportunities and support for further career development. You will be working in an innovative learning climate, where children and young people are encouraged to develop skills that will truly equip them for life. You will also be part of the Trust family of Academies with a set of values we all share.

This is an excellent opportunity for someone with a strong leadership background in primary education to deliver tangible results and to demonstrate evidence of developing achievement.

For further information please download an application pack from [www.northerneducationtrust.org](http://www.northerneducationtrust.org). Alternatively, you can contact Amy Marshall, Office Manager, at npamy.marshall@sbcschools.org.uk or on 01642 356091. Please note completed applications must be returned to Susan Dawson.

Visits to the Academy and informal discussions are encouraged; please contact Susan Dawson, Principal on 01642 356091 or by email to susan.dawson@sbcschools.org.uk. Alternatively, you can contact Helen Clegg, Director of Primaries at Helen.Clegg@northerneducationtrust.org

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. All posts are subject to enhanced disclosure and barring service checks. We expect all adults to share our commitment to safeguarding and the health and wellbeing of our students.

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**Northern Education Trust**

**Job Description – Vice Principal**

**Job Title: Vice Principal**

**Accountable to: Principal**

**Main Purpose of the Job**

The Vice-Principal will support the Principal in the organisation, management and conduct of the Academy providing professional leadership and strategic direction to ensure the achievement of the highest possible standards in all areas of the Academy’s work. The Vice-Principal will deputise for the Principal.

**Key Priorities**

* To work with the Principal, the Governing Body and Northern Education Trust, to ensure successful operation of the Academy and creation of a constructive and supportive achievement driven climate.
* To work with the Principal to build strong relationships with the local community and maintain a high profile for the Academy in the area.
* To support the Principal to ensure financial probity and regularity.

**Duties**

The duties outlined in this job description are in addition to those covered by the latest School Teachers’ Pay and Conditions Document, which should be read in conjunction with this document. This job description is based on National Standards

All staff of Northern Education Trust will abide by the one academy rule:

***‘All students and adults are expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people at all times’.***

**Qualities and Knowledge**

1. Hold and articulate clear values and moral purpose, focused on providing a world- class education for the pupils you serve.
2. Demonstrate professional conduct and practice, optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors and members of the local community.
3. Support the Principal and lead by example - with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills, and that of those around you.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. Work with political and financial astuteness, within a clear set of principles centred on the Academy’s vision, ably translating local and national policy into the Academy’s context.
6. Support the Principal to communicate compellingly the Academy’s vision and contribute to driving the strategic leadership, empowering all pupils and staff to excel.

**Pupils and Staff**

1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils’ outcomes.
2. Support the Principal to secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils’ well-being.
3. Support the Principal to establish an educational culture of ‘open classrooms’ as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Support the Principal to create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice.

**Systems and Process**

To support the Principal to**;**

1. Ensure that the Academy’s systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
2. Exercise strategic, curriculum-led financial planning and effective regular monitoring of budgets to ensure the equitable deployment of budgets and resources, in the best interests of pupils’ achievements and the Academy’s sustainability.
3. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in the Academy and in the wider society.
4. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
5. Welcome strong governance and where appropriate actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set Academy strategy and to account for pupil, staff and financial performance.
6. Ensure an enriching curriculum which enables children and young people at all levels to excel, achieve recognised success and enjoy their learning experiences both within and beyond the Academy day.
7. Positively promote sport, the arts, outdoor education and out of hours activity.
8. Distributing leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

**The Self-Improving School System**

To support the Principal to;

1. Create an outward-facing Academy, through the teaching school designation, which works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self- improving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people’s lives and to promote the value of education.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Norton Primary Academy Person Specification**

 **Vice Principal**

**Part A: Application Stage**

The following criteria will be used to short-list at the application stage:

**Essential**

|  |  |
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| A | ESSENTIAL  |
| 1 | Qualified Teacher Status |
| 2 | Degree (or equivalent) |
| 3 | Evidence of recent further professional development; e.g. leading from the middle |
| 4 | Sustained experience and/or in depth knowledge of teaching and learning across the primary phases |
| 5 | Successful experience working with the senior management team in a school covering the primary age range |
| 6 | Experience of monitoring and evaluating teaching/learning and target setting including the ability to accurately analyse data |
| 7 | Experience of effective working with students, employers, governors, parents, multiagency partners and wider community |
| 8 | Successful experience of curriculum coordination and the management of curriculum change |
| 9 | Successful sustained experience of teaching in foundation/KS1 and/or KS2 which is at least good or better |
| 10 | Evidence of knowledge and understanding of risk management |
| 11 | Evidence of knowledge and understanding of safeguarding issues |
| A | DESIRABLE  |
| 12 | Higher degree or post graduate curriculum or leadership and management qualification |
| 13 | Experience of budget management or monitoring |
| 14 | Successful experience of working with the school community in raising the school profile |
| 15 | Experience of education in an environment that can be challenging |

**Part B: Assessment Stage**

All items of the application stage criteria and the criteria below will be further explored at the assessment stage:

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| A | ESSENTIAL |
| 1 | Good knowledge of the school self-evaluation and planning framework and ability to contribute to implementation |
| 2 | Good knowledge of leadership and management styles and when to use them |
| 3 | Able to plan personal workload and set priorities |
| 4 | Good written and oral communication skills to a range of audiences |
| 5 | Able to work with parents/carers to understand and meet the needs of individual children |
| 6 | Team leader who can ensure the involvement and commitments of all team members |
| 7 | Persuasive and confident in a range of different environments |
| 8 | Has a sound knowledge of strategies to enhance teaching and learning opportunities within the academy |
| 9 | Understanding and experience of Performance Management and accountability in a school |
| 10 | A profound commitment to the vision and ethos of the Academy and the maintenance of excellent standards |
| 11 | A commitment to equality and diversity |
| 12 | High standards of integrity and a positive role model for pupils, staff, parents and the wider community |
| 13 | Appropriate behaviour, attitude and commitment towards safeguarding and promoting the welfare of children and young people including:* Motivation to work with children and young people
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people
* Emotional resilience in working with challenging behaviours
* Constructive attitude to use of authority and maintaining discipline
 |
| 14 | No disclosure about criminal convictions or safeguarding concern that make applicant unsuitable for this post |
| 15 | Stamina, resilience reliability and integrity |
| 16 | An understanding of the value of a successful work life balance for self and others |
| 17 | A high level of interpersonal skills with the ability to empathise with different points of view and win respect |
| 18 | Ability to motivate and inspire others |
| 19 | Persuasive and confident in a range of different environments |
| B | DESIRABLE |
| 1 | Effective financial and resource management skills |
| 2 | Aware of opportunities for teaching and learning presented by new technologies |

The following methods of assessment will be used:

**The following methods of assessment will be used:**

* Interview
* Structured discussions with Principal, Northern Education Trust, Governors and stakeholders
* Technical Assessment of application against criteria
* Presentation
* Activities designed to provide evidence to assess against Person Specification

**Part C: Additional Requirements**

The following criteria must be judged as satisfactory when pre-employment checks are completed:

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| 1 | Enhanced DBS Certificate |
| 2 | Additional criminal record checks if applicant has lived outside the UK |
| 3 | Medical clearance |
| 4 | Qualifications essential to the post |
| 5 | Two references from current and previous employers (or education establishment if applicant not in employment) |

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| **Job Application Form**For Office use only:**Northern Education Trust** |  |

**Applicants are required to complete all parts of this application form.**

**Before completion please read the guidance notes at the back of this document.**

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| Job Applied for:  | Post Ref:  |

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| Surname: | Initials: |
| Address: | National Insurance Number: |
| DFE Teachers’ Reference Number: (if applicable) |
| Home Telephone:Mobile:Work: (optional)Email: |
| Address for Correspondence: (if different) |
| When could you commence duties if appointed? |

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| **References:** Please give the name, address, telephone number & email address of **TWO** independent referees from whom NET will seek information regarding your suitability for this job. **ONE** of the referees must be your current or most recent employer.  |
| Name:Occupation:Address:Postcode:Telephone Number:Email Address:Relationship to Applicant:Can we contact prior to interview?Yes [ ]  No [ ]  | Name:Occupation:Address:Postcode:Telephone Number:Email Address:Relationship to Applicant:Can we contact prior to interview?Yes [ ]  No [ ]  |

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| **Job/Career History** |
| Current or Last Job:(please indicate full or part time)Name & Address of Employer:Telephone Number:Email Address: | Job Title: Date Appointed:Date Left (if applicable):Current Earnings:Scale or Grade:Notice Required: |

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| Brief details of current or last job: |

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| **Previous Jobs** (list all employment including unpaid & voluntary work, most recent first) |
| Dates | Employer Name & Address | Job or jobs held with Employer |
| From | To |
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| **Previous Jobs** (If there are any gaps on your employment please explain below) |
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| **Qualifications & Training** |
| Qualifications Obtained | Type & Level (GCSE, A Level, Degree etc) | Date Obtained |
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| **Non Qualification Courses & Further Training** |
| Details | Date  |
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| **Personal Statement** |
| (Please provide a detailed statement of the skills, knowledge & experience that makes you suitable for this job) |

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| **Data Protection** |
| The personal information supplied by you on this application form will be used only to consider your application for employment with the Trust.If you are shortlisted, contact will be made with the references you supply on the application form & a confidential reference will be sought from them. The information you supply on the Equal Opportunities Monitoring Information Form will be used for those purposes stated & will only be retained in an anonymised form so that it cannot be linked to individual applicants. The information you supply will be retained only as long as necessary for the purposes of recruitment & monitoring. |

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| **Criminal Convictions** |
| This appointment is excluded from the non-disclosure provisions under the Rehabilitation of Offenders Act 1974. Applicants must declare any convictions which for other purposes are “spent” & in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by the Trust. Any information will be treated confidentially.Have you ever been convicted of a criminal offence by a Court of Law? Yes [ ]  No [ ]          If yes, please attach details including the offence & the date. |

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| **Are you a member of any Professional Body?** (please give details) |
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| **Driving & Mobility** |
| Do you hold a current Driving Licence? Yes [ ]  No [ ] Do you hold a current HGV/PSV or other specialist Driving Licence? Yes [ ]  No [ ] Please specify: |

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| **Are you related to any employee, trustee or Governor of NET?** Please state below his/her name(s) & the relationship. |
| Yes [ ]  No [ ]  Unsure [ ] Details: |

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| **Declaration**  |
| I declare that the information on this application form is full, accurate & complete. I understand that if I provide false information or fail to provide full, accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of offer of appointment, or by my dismissal, without notice, if I have been appointed. I also understand that canvassing a NET employee whether directly or indirectly, will result in this application being disqualified. |
| Signed: | Date: |

**Please return completed forms to:**

**Susan Dawson**

**Principal**

**Norton Primary Academy**

**Berkshire Road**

**Stockton on Tees**

**TS20 2RD**

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| **Recruitment Monitoring Form**For Office use only: |  |

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| **Personal Details** |
| Full Name:Date of Birth: | Title: | Gender: |
| Age: | Marital Status: |
| **(Optional)**Is your gender identity the same as the gender you were assigned at birth? Yes [ ]  No [ ] Please state where you saw this job advertised: |
| **Ethnic Origin** |
| Asian or Asian British[ ]  Indian[ ]  Pakistani[ ]  Bangladeshi[ ]  Chinese[ ]  Any other Asian background, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_White[ ]  English[ ]  Other British[ ]  Irish[ ]  Any other white background, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Mixed background[ ]  White & Black Caribbean[ ]  White & Black African[ ]  White & Asian[ ]  Any other mixed background please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Black or Black British[ ]  Caribbean[ ]  African[ ]  Any other Black background, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Other Ethnic Groups[ ]  Arab[ ]  Gypsy/Romany/Irish Traveller[ ]  Any other background, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Religion (Optional)**Buddhist [ ]  Christian [ ]  Hindu [ ]  Jewish [ ]  Muslim [ ]  Sikh [ ]  None [ ]  Other [ ]  Prefer not to say [ ] **Sexual Orientation (Optional)**Bisexual [ ]  Gay/Lesbian [ ]  Heterosexual/Straight [ ]  Other [ ]  Prefer not to say [ ] **Disability**Northern Education Trust is positive about disability & welcomes applications from disabled people. Please answer the section on disability, which we include to establish whether we need to make adjustments to enable you to take part in the selection process; take positive action in supporting employment for disabled people; establish whether you will be able to carry out a function that is intrinsic to the work concerned &/or establish that you have a disability where this is an occupational requirement (section 60 of the Equality Act 2010 refers). The Academy undertakes to interview any applicant who declares a disability detailed on the Application for Employment & who meets the minimum essential criteria for the job. Do you have any of the following long-standing conditions?**[ ]** Deafness or severe hearing impairment? **[ ]** Blindness or severe visual impairment?**[ ]** A condition that limits one or more basic physical activities such as walking, climbing stairs, lifting/carrying**[ ]** A learning difficulty[ ]  A long standing psychological or mental health illness[ ]  Other, including long standing illness[ ]  No, I do not have a long standing conditionDo you have any specific requirements for interview or testing that you wish us to know about? Please give details: |

**Please ensure you return this form with your completed application form.**

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| **General Issues** |
| Your application will be assessed against the criteria listed on the person specification.* CV’s alone will not be accepted. You must complete the application form.
* Make sure all sections are completed clearly & as fully as possible.
* Make sure your application relates to the person specification.
* If you run out of space you may use additional pages.
* Make sure your application form is returned by the closing date.
* Keep a copy of your application; it will be useful to refer to for preparation if you are called for an interview.

If you have a disability that prevents you from completing the application form please contact Jess Worthington, HR Advisor at jess.worthington@northerneducationtrust.org or by mobile 07714245673Current legislation means that you will be required to provide documentary evidence (for example National Insurance Number) showing that you are entitled to work in the United Kingdom. If you are shortlisted you will be asked to provide this at your interview. |

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| **Personal Details & References** |
| Please complete this section fully & clearly. This is important contact information.We need to know if you are related to an employee of the Trust. This is to ensure that you are neither disadvantaged nor favoured in your application. You must not canvass the employee to gain employment. This will disqualify your application. Referees must be able to produce information about your suitability for the post. References provided by relatives, friends or people with whom you live with are not acceptable. You will need to provide the names of two referees. One reference must be your current or most recent employer. The second reference should be a previous employer or someone that can give information about you that is relevant to the job. If you are a school or college leaver please give the name of your head teacher or tutor. Alternatively if you have had a Saturday or other part time job the person you worked for may be prepared to act as a referee.It is advisable to contact your referees at an early stage to let them know that you wish to give their names & ensure that they are willing to act as a referee.If you are shortlisted, contact will be made with the referees you supply on the application form. If, however, we should not contact a referee prior to interview, please say so on the application form.No offer of employment will be made until references, that are satisfactory to the Trust, are received. |

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| **Job/Career History** |
| Please state your current or last employer’s name, address, telephone number, email address in full. Do not go into too much detail but list the main activities of the job.In the previous jobs section please account for all the time since you left school, college or university. List your jobs, with the most recent first, stating month & year & mentioning any gaps in employment. Include voluntary work particularly if you have not been in paid work. |

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| **Qualifications & Training** |
| List the qualifications you possess indicating grades.List any formal, informal or on the job training you have received which you consider relevant to the post.Some posts require the post holder to be able to travel between locations. This does not necessarily mean use of car; the actual mode of transport can vary depending on the distance to be travelled. Other posts may specify that driving is essential. For this reason you are asked to state whether or not you hold a current valid driving licence. Please complete this section fully. |

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| **Personal Statement** |
| This is your opportunity to tell us why you are suitable for the job. Read the job description & person specification carefully to see what skills & experience you have that relate to those required by the job. Think about examples you can give to provide evidence of this.Consider what you have done in the past; at home; at school; at college; in paid work; unpaid work; or in a hobby. These may be useful to show how you meet the items on the person specification. For example running a home can show skills such as organising or budgeting, being active in a club or other groups can show teamwork, communication or organising skills.Your completed application form will be used to decide whether or not you progress to the next stage of the selection process. No assumptions will be made about your experience. It is vital that you have told us how you meet the selection criteria.Please do not forget to sign your application. |

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| **Equal Opportunities & Monitoring** |
| NET values the diversity of the communities we serve. We therefore strive to ensure that our services reflect the needs of all the people within the community. All individuals can expect to receive equal access to employment, promotion & training.This policy is based on the recognition that we live & work in a diverse society in which everyone has individual abilities & needs.We are working towards an environment where all employees, residents & service users receive equal treatment regardless of gender, marital status, family circumstances, sexual orientation, age, disability, race, colour, religion, ethnic, national or social origin. We ask you to assist us in monitoring our policies & practises by completing the recruitment monitoring form. |

**How to Apply**

**Closing date:** 12 noon Friday 22nd April 2016

**Interviews:** Dates to be confirmed

**Job Description**

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

**Person Specification**

This specification sets out which criteria will be used to shortlist candidates for interview.

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| **Applying** |
| If you decide to apply for this post please complete the accompanying application form. Your formal letter of application (supporting statement) should be no longer than 3 sides of A4 and should address the selection criteria detailed in the Person Specification. Please return your completed application to Susan Dawson, Norton Primary Academy, Berkshire Road, Stockton on Tees TS20 2RD. |

**Additional Information**

If you would like any additional information about this post or would like an informal discussion, please contact Susan Dawson, Principal on 01642 356091 or by email to susan.dawson@sbcschools.org.uk

**Where to Find Us**

The full postal code address of Norton Primary Academy is:

Norton Primary Academy

Berkshire Road

Norton

Stockton on Tees

TS20 2RD

Tel 01642 356091

<http://nortonacademy.org/>