10 November 2016

Dear Applicant

**Application pack for post of Class Teacher**

Thank you for your interest in the above vacancy.

Please find enclosed:

* the job description
* an application form
* guidance notes for applicants
* Criminal Records Declaration Form
* The Blyth Quays Trust’s Equality in Employment Policy

Thank you for taking an interest in applying for a post at Morpeth Road Primary Academy. Please read the information included in the job description, person specification and on our school website: [www.morpethroad.northumberland.sch.uk](http://www.morpethroad.northumberland.sch.uk)

Morpeth Road is a two form entry primary school, situated in Blyth in South East Northumberland. We are fortunate to have moved into a brand new purpose built school in 2011. We aim to continue to raise aspirations in a locality which has suffered high unemployment and deprivation over many years.

We are committed to ensuring that every child in our school has access to the highest possible standards of education. In order to achieve this, we need teachers who can ‘go the extra mile’, who have fantastic subject knowledge and enthusiasm and really thrive on a challenge. Above all, you will need to be an exceptional classroom practitioner who can inspire our children to be the best they can be.

Morpeth Road Primary Academy is part of the Blyth Quays Trust which is a multi-academy trust with Malvin’s Close Primary Academy and Croftway Primary Academy. Please note however that this post will be to work at Morpeth Road Primary Academy only. We welcome applications from professionals who are keen to develop their own career and will be supported in this with a comprehensive CPD package.

It is expected that the candidate will take up the role from January 2017

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If you wish to apply for the post, you should return two documents:

**Application Form**

Please complete all parts of the application form as fully as possible.

**Criminal Records Declaration Form**

This form explains that a satisfactory Enhanced Certificate of Disclosure of Criminal Convictions is an essential requirement for this post. You must complete either Box A or Box B. If you need to complete Box B you must disclose all unspent convictions, cautions, reprimands and warnings. Please note that any convictions, cautions, reprimands or and warnings in relation to sexual offending, violent offending and/or safeguarding cannot be considered to be “spent” and therefore should be disclosed.

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 Criminal Records Declaration Form before interview (and, in the case of the successful candidate, failure to subsequently obtain a satisfactory Enhanced 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 Criminal Records Code of Practice for Staff and Volunteers.

All applicants are required to complete Box C. This information is necessary to facilitate the appointment process if you are successful in your application for this post.

These forms should be returned to the Academy by 4pm 21st November 2016. Applications may be returned via post or by emailing admin@morpethroad.northumberland.sch.uk

I look forward to receiving your application.

Yours faithfully

Mrs S Robson

Head of School

Morpeth Road Primary Academy