



Headteacher: Ms Helen McKenna

Email: [Helen.Mckenna@broadway.newcastle.sch.uk](mailto:Helen.Mckenna@broadway.newcastle.sch.uk)

Broadway East  
Gosforth  
Newcastle upon Tyne  
NE3 5JQ  
Tel: 0191 285 5141  
Fax: 0191 2849507

Email: [admin@broadway.newcastle.sch.uk](mailto:admin@broadway.newcastle.sch.uk)  
Website: [www.broadway@newcastle.sch.uk](http://www.broadway@newcastle.sch.uk)

November 2018

Dear Applicant,

## **PART TIME TEACHER**

Thank you for your interest in the part time teaching post at Broadway East First School. This vacancy is for two days per week working in a Year 4 class, the deputy headteacher works in the class on the other 3 days of the week. Ideally the successful candidate would work on Thursday and Friday, although this may be open to negotiation. The post is temporary until August 2019.

Broadway East is a first school situated in a residential area in the north of Gosforth. First schools are part of the 3-tier education system where there are nine first schools and two middle schools which form the Gosforth Schools' Trust. The age range of our children is 4-9 years. Most children then transfer to Gosforth East Middle School and then to Gosforth Academy. Our current location is in a vibrant and diverse part of the city and we have excellent opportunities for working together with our partner schools in the Trust. At present we have 225 children on roll and 8 classes. We currently have 7 full time teachers, 2 part time teachers and 7 non teaching members of staff. Our team is extremely effective in providing a first class education for children and the school is very highly regarded by the local community.

To be successful you must be able to demonstrate that you are an excellent teacher with a proven track record of maintaining high standards, or raising the standards of learners in your care, so that they make excellent progress. The ability to work as part of a highly motivated and committed staff team is also essential.

The planned recruitment procedure for this post is as follows (although may be subject to change depending on the number of applicants shortlisted):

- **Visits**

We encourage visiting the school and will be showing candidates around on Friday 16<sup>th</sup> February at 1.15pm or 4.00pm, please contact the office if you would like to attend.

- **Initial Shortlisting**

School will begin shortlisting on Monday 26<sup>th</sup> November and we will contact those on the shortlist on Friday 30<sup>th</sup> November or Monday 3<sup>rd</sup> December.

- **Teaching Observation - Wednesday 5<sup>th</sup> or Thursday 6<sup>th</sup> December**

We will invite those shortlisted at this point to come in to school and meet the Headteacher and the Deputy Headteacher and teach a short lesson in school. We will then invite successful candidates into school for an interview.

- **Interviews - Friday 7<sup>th</sup> December**

The interview will include a short written activity and a formal interview with Headteacher, Deputy Headteacher and a representative from the Governing Body.

I hope that the information above, on our website and on our school Twitter account will encourage you to apply for this post. Please don't hesitate to contact us if you have any questions about the post or the school.

*The school is fully committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to obtain an enhanced DBS and a range of other recruitment checks.*

**Please find enclosed:**

- Application form
- Safer Recruitment Statement
- Job description
- Person specification

For detailed information about our school please visit our website at [www.broadway.newcastle.sch.uk](http://www.broadway.newcastle.sch.uk). Hard copies of documents are available on request from the school. Please send a large letter SAE with large letter postage/stamps.

**The closing date for applications is Thursday 22<sup>nd</sup> November. Please be aware that applications made via email will not be considered. Please ensure that you include the Safer Recruitment form in your application.**

Yours faithfully,

Ms Helen McKenna  
Headteacher