

Entering a vacancy on the Teach Lambeth 'Post A Job' page

When creating a vacancy for the Teach Lambeth website, you will see the following fields on the vacancy creation page:

Job Details

- Job Title
- School Address
- Remote Position
- Select Job Sector
- Select Job Type
- Job Tags
- *A blank field – this is for Teach Lambeth use only*
- Salary
- Hours
- Year Round?
- Permanent?
- To Start
- For Further Details or to Arrange a Visit
- Applications close
- Shortlisting
- Interviews
- Job Details
- External Link
- *Closing date – this is for Teach Lambeth use only*
- Application Documents
- Application Email

Company Details

- School Name
- Website
- Logo

The following information will explain how the vacancy information should be completed to make processing as straightforward as possible.

Job Title

Please don't include phrases such as 'part-time', 'temporary' – these are covered in later fields

School Address

Please enter as:

Street name, London Postcode – e.g. School Lane, London SW9 1AA

Remote Position

This is a field that has to be there, but it's highly unlikely it will be used

Select Job Sector

Admin and Support – for any non-class-based non-QTS position

Primary and Early Years – for any Primary/EY class-based position or non-class-based QTS position

Secondary and HE – for any Secondary/HE class-based position or non-class-based QTS position

Select Job Type and Job Tags

Hopefully, self-explanatory

Blank field

Please leave this blank – this allows us to create the very first line in the advert

Salary:

PLEASE ENTER FULL-TIME POSITION SALARY, NOT ACTUAL SALARY

If a teaching position

- Inner London Unqualified Pay Scale
- Inner London Pay Scales – **if open to both Main and Upper Pay Scales**
- Inner London Main Pay Scale
- Inner London Upper Pay Scale
- Inner London Lead Practitioner Scale – points *x* to *y*
- Inner London Leadership Scale – points *Lx* to *Ly*
- Inner London Headteacher Scale – points *Lx* to *Ly*

If the position attracts a TLR payment, please add ' – plus TLRx payment (£x per annum)'

If a non-teaching position

- NJC Scale *x* – points *x* to *y* (£x to £y per annum)

If the position is offered on a part-time basis, please add ' – pro rata for part-time hours'

If the position is offered on a term-time only basis (or similar), please add ' – pro rata for part-year working'

If the position is offered on both a part-time and term-time only basis (or similar), please add ' – pro rata for both part-time hours and part-year working'

If the position could be offered on a part-time or term-time only basis (or similar), please also add ', if appointed to on a part-time or part-year working basis'

Hours

Please enter as either:

Full-time – if position is 1.0 fte teaching position **or** 35 hours non-teaching position

0.x fte – if position is a part-time teaching position

x hours per week – if position is a part-time non-teaching position

By negotiation – if open to full-time or part-time appointment

Year round?

Please enter as either:

Yes

No – x weeks per year – where 39 weeks is term-time only

By negotiation – if open to year round or part-year working appointment

Permanent?

Please enter as either:

Yes

Fixed-term – duration or end date – reason for fixed-term contract

To start

Hopefully, self-explanatory

For Further Details or to Arrange a Visit

Please enter as either:

Please contact *name* by telephone on *telephone number* or by email at *email address*

Please contact *name* by telephone on *telephone number*

Please contact *name* by email at *email address*

Name

Please use either a contact name or 'the school'

Telephone number

If using, please enter in the format 000 0000 0000 if a landline or 00000000000 if a mobile

Applications Close

Please enter as either:

Time if needed, (full day of week) (ordinal date) (full month) (four digit year) – e.g. 9am, Monday 1st January 2023

This vacancy will remain open until appointed to

- **An advert must be live on the Teach Lambeth system for at least a week from the date it goes live** – please bear this in mind, plus the fact that adverts are processed on the working day after their submission, when setting closing dates
- **Vacancy adverts for teaching positions, where the school does not do so themselves, will also be placed on the gov.uk Teaching Vacancies website** – please bear in mind that this website only allows closing times of 8am, 9am, noon, 3pm or 11:59pm – **if you do not indicate a time, it will be entered as 11:59pm** – the gov.uk advert will drive applicants to the Teach Lambeth advert to apply.
- Irrespective of whether a closing time is given, **the Teach Lambeth system closes applications at 11:59pm of the closing date**
- whilst closing dates for vacancy adverts can be set as far in advance as appropriate, **an advert only remains live on the Teach Lambeth site for one calendar month from the date they go live** – it is the responsibility of the school to ask for adverts requiring 'live time' extension to be extended
- If a school wishes for an advert to remain open until the position is appointed to, it is the responsibility of the school to mark the position as filled through the Teach Lambeth dashboard as appropriate

Shortlisting

Please enter as either:

(Full day of week) (ordinal date) (full month) (four digit year) – e.g. Monday 1st January 2023

(Full day of week) (ordinal date) (full month) (four digit year) and (full day of week) (ordinal date) (full month) (four digit year) – e.g. Monday 1st January 2023 and Tuesday 2nd January 2023

or please leave blank

Interviews

Please enter as either:

(Full day of week) (ordinal date) (full month) (four digit year) – e.g. Monday 1st January 2023

(Full day of week) (ordinal date) (full month) (four digit year) and (full day of week) (ordinal date) (full month) (four digit year) – e.g. Monday 1st January 2023 and Tuesday 2nd January 2023

Week beginning Monday (ordinal date) (full month) (four digit year) – e.g. Week beginning Monday 1st January 2023

To be confirmed

Arranged as suitable applications received

Job Details

You should give brief details about the school, the position, what you need from an applicant and what you can offer the appointee, e.g.

We are a school with 249 children on roll which includes a busy Nursery.

All classrooms are equipped with the newest whiteboards and ICT equipment as we look forward to preparing the children for the technological age they live in; to support this, we have several whole class sets of Ipads and laptops to enhance their learning.

This is an 'Outstanding' church school and we are passionate about teaching and guiding young people in this complex world to be good, Christian children who can make a positive contribution to their community is an aim we strive to achieve.

We seek to appoint an Office Administrator to support the Office Manager with the smooth running of the school office and administration systems. Experience of working in a school office would be desirable, as would a working knowledge of ScholarPack.

You should have excellent communication skills with an ability to work in a busy environment; a team player who has a good sense of humour. Our children felt you should be 'calm, sensible, patient and always ready'.

We can offer you wonderful pupils in a diverse and inclusive school with a real commitment to the community, an enthusiastic and highly skilled staff team, active and engaged parents and carers and a friendly supportive community within the school.

External Link

This should **only** be used if the application process is being managed through something other than the Teach Lambeth system – e.g. ETeach, TES, Jobs Go Public or through a central Academy Trust website.

Please give the URL of the vacancy advert on the website that you are managing the process through – this will then be used to create a link to this advert from the Teach Lambeth advert.

Closing Date

Please leave this blank – this will be completed when we process your advert.

Application Documents

ALL adverts must have a Job Description and Person Specification attached to them before they can be processed

ALL adverts using the Teach Lambeth system to manage their application process must also have the relevant application form attached to them

You can also attach any other relevant documents to your advert

Copies of adverts should not be attached, as the information contained in them should have been entered into the fields of the 'Post A Job' page

To attach multiple documents to an advert, please ensure that all relevant documents are saved in the same folder of your device or network, click the 'Choose Files' button, navigate to the required folder, click on the first file to be added, hold down the 'Ctrl' key, select the remaining documents and then click 'Open' – all selected documents should then attach

Application Email

ALL adverts using the Teach Lambeth system to manage their application process must give an email address to which the system will automatically send all applications received for the position.

This field must be left blank if the application process is being managed elsewhere – please do not enter an email or application URL.

Company Details fields

Should populate automatically after the first use of the page – **please do not add your school logo; that will be done as part of processing the advert.**

Please contact Dave Coram at dcoram@lambeth.gov.uk with any questions you may have about the entry process.