

Vacancy Bulletin

3 May 2012



We value equality because quality services need the best people - from the whole community.



The bulletin now includes Education and LBC vacancies

The Council is committed to an Equal Opportunities Policy in Employment and welcomes applications from all sections of the community including ethnic minority groups and disabled persons.

It is the aim of the Council to recruit the most suitable candidate for a post solely on the basis of their skills, experience and knowledge in relation to the requirements of the post. As long as an individual meets the required criteria for the post, no person seeking employment with the Council will be treated less favourably than any other person or group because of their:

- Ethnic origin
- Religion
- Gender
- Sexual orientation
- Marital status
- Disability
- Age

To apply online visit www.luton.gov.uk/jobs

Benefits: We offer excellent holiday entitlement, Local Government final salary pension scheme, discounts on a huge range of goods and services and flexible working arrangements that includes a flexi leave scheme, homeworking and maternity and paternity benefits.

Some full time posts are available for job share. Our employees are our greatest asset and we are committed to their training and development.

How to apply: So if you would like to join a great organisation where you can make a difference to the town of Luton please visit our website www.luton.gov.uk/jobs or e-mail: jobs@luton.gov.uk or phone (01582) 546621.

Please refer to individual school adverts for details on how to apply for school-based roles.

We operate a guaranteed interview scheme for Council roles. Candidates with a disability, who are judged to meet the essential criteria, will be guaranteed an interview. This does not apply for roles based in schools.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

CVs will not be accepted for any posts based in schools.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.

Teaching Vacancies

Dallow Primary School Dallow Road, Luton LU1 1LZ



Dallow Primary School is a welcoming place where both pupils and staff enjoy being. As a school we believe that learning should be exciting and enjoyable.

We are a school in Special Measures but we are making rapid changes that are having a positive impact. We need to appoint inspirational staff who can play a role in transforming our school and making a difference to the lives of our children.

This is an exciting opportunity and we are looking for exceptional candidates to fill the following posts from September 2012:

Class Teacher x 2

MPS/UPS

Two excellent and highly motivated Class Teachers (posts available across the whole primary age range).

Ref: 40/0418

Year Leader

MPS/UPS plus TLR2a

An inspiring Year Leader who can raise attainment across a Year Group. This post attracts a TLR2a allowance.

Ref: 40/0427

Learning and Achievement Leader

MPS/UPS plus TLR2c

A motivational Learning & Achievement Leader who is committed to raising achievement in literacy and numeracy across the whole school. This post will be part of the Senior Leadership Team and attracts a TLR2c allowance.

Ref: 40/0428

If you wish to discuss any of the above posts please contact Linda Nouch, Head Teacher on 01582 616601.

Visits to the school are warmly welcomed.

If you have the drive, enthusiasm and commitment to help develop our school further please contact Mandy Huggins on 01582 616601 or email: dallow.primary.admin@luton.gov.uk for further information and an application pack.

Closing date for all Dallow roles: 18 May 2012 by 3.00pm.

Interview date for all Dallow roles: 24, 25, 28 and 29 May 2012.

Luton Children's Centres Various locations

Children's Centre Teachers

£37,461 - £41,343 per annum (L1 - L5)

Luton Borough Council are seeking to recruit experienced Early Years teachers to promote early learning and development and improve outcomes for children, families and settings in our newly reorganised Children's Centre hubs and spokes. There are three full time and one part-time (0.5) posts available to deliver through hubs centred at Redgrave Children and Young Peoples' Centre, Community Link, Pastures Way Nursery School (0.5) and Hart Hill Nursery School. You would be expected to work across one hub and its spoke settings.

This is an exciting opportunity for suitable candidates with passion and enthusiasm for leading early years learning and teaching in Luton. You will be expected to have a full working knowledge of the EYFS including some knowledge of 0 - 3's. You will need to be able to build up relationships with other professionals working in the Centres as well as with a wide range of children and families. As this post is on the Leadership Spine there is also an expectation of some working during school holiday periods. You are more than welcome to visit the Centres and gain further information. It will be possible to apply for more than one of the positions on offer as the line managers are working together to recruit for these key posts.

For further information and an application pack please contact Valerie Thompson at Grasmere Nursery School, Icknield Way, Luton, call 01582 593426 or email: grasmere.nursery.head@luton.gov.uk

Closing date: 21 May 2012.

Ref: 40/0400

Interview date: w/c 28 May 2012.

Rothesay Nursery School and Children's Centre 59 Rothesay Road, Luton LU1 1RB

Early Years Foundation Stage Teachers

MPS/UPS

Required for September 2012

We are looking to appoint two full-time Early Years Teachers to join our hard working team.

Do you believe in quality Early Years education? Would you like to work in an inclusive, multicultural nursery where:

- Play is a learning experience
- Children's interest leads the curriculum
- Each child is valued as an individual
- Staff work enthusiastically as a team
- Parents are valued as partners.

If you are passionate about children's learning, this could be the job for you.

Applications are invited from enthusiastic, successful and dedicated NQT's or experienced teachers who would like to join us on our learning journey.

Visits to the school are warmly welcomed.

For further information please contact Mrs J Brownjon at the school address, call 01582 726966 or email rothesay.nursery.admin@luton.gov.uk

To apply for this role, visit www.luton.gov.uk/jobs and click on the link to the Teaching and Schools Vacancies.

Closing date: 18 May 2012 at 1.00pm.

Ref: 40/0412

Interview date: 28 May 2012.

Someris Junior School Wigmore Lane, Luton LU2 8AH

Class Teacher - KS2

MPS/UPS plus TLR1

Someris Junior School requires an experienced teacher with a proven record of good/outstanding teaching for September 2012. This is a permanent position and you may have the opportunity to lead a Year Group (with temporary TLR allowance). This is an ideal opportunity for an excellent teacher to step into a management role.

You must:

- Be committed to raising the achievement and attainment of our children
- Have the drive, enthusiasm and commitment to develop our school further
- Be experienced in KS2
- Work well as part of a team
- Be friendly, caring and hardworking.

For an application form and further details, please send a large SAE to Mrs D. Dudley, at the school address or pop into the School Office to collect an application pack.

Closing date: 16 May 2012.

Ref: 40/0407

Interview date: w/c 21 May 2012.

St Margaret of Scotland Catholic Primary School Rotheram Avenue, Luton LU1 5PP

Learning with Jesus in Faith, Hope and Love

Early Years Leader

MPS/UPS plus TLR2

Required for September 2012

This is an exciting opportunity to join a friendly and welcoming school as we seek an Early Years Teacher to lead our Foundation Stage team. You will need experience, motivation and vision to lead our drive to improve standards within the EYFS Curriculum.

You must have an excellent knowledge of the Foundation Stage curriculum and ICT skills to support children's learning, as well as inter-personal skills and a commitment to professional development.

In return, we can offer you happy children with excellent attitudes to learning, a modern, well resourced teaching environment and the support of dedicated governors and colleagues.

All staff are expected to support our Catholic ethos.

For further details or an application form please contact the Business Manager on 01582 723430 or email: st.margaret.of.scotland.primary.admin@luton.gov.uk

Closing date: 14 May 2012 at 9.00am.

Ref: 40/0406

Interview date: w/c 21 May 2012.

Warden Hill Junior School
Birdsfoot Lane, Luton LU3 2DN

Class Teacher - KS2

MPS/UPS

Required for September 2012

We are looking to appoint a Class Teacher KS2 - MPS/UPS + possibility of management allowance for a suitable candidate. 'Happy and secure pupils thrive in this good and improving school' OFSTED May 2011.

Applications are invited from enthusiastic NQT's and experienced teachers who wish to join our successful and improving school.

We can offer you:

- Happy, well behaved and hard working children
- Supportive colleagues, parents and governors
- The opportunity to develop through good quality CPD
- The chance to help improve our school as we expand in numbers.

Visits to the school are warmly welcomed, please telephone 01582 591386 to arrange a convenient time.

To apply for this role, visit www.luton.gov.uk/jobs and click on the link to the Teaching and Schools Vacancies

Closing date: 9 May 2012.

Ref: 40/0425

Interview date: 25 May 2012.

William Austin Junior School
Austin Road, Luton LU3 1UA

SEN Teacher

MPS/UPS SEN1

18.5 hours per week, Monday to Friday (until 12.30pm)

William Austin Junior School is looking for an outstanding classroom teacher, who enjoys finding creative ways to deliver the curriculum to children with moderate to severe complex needs.

You will be an excellent practitioner who is able to plan and deliver a variety of working programmes for statemented and special needs pupils. Using your passion for teaching and your knowledge and/or experience of working with pupils with special needs you will deliver engaging, lively and interesting teaching that will inspire and motivate pupils, staff and parents.

In return we can offer you excellent CPD opportunities, a welcoming, vibrant and inclusive school community with committed and motivated colleagues, Governors and parents.

If you would like to arrange a visit to the school, please contact the Head Teacher, Mr D P Hughes on 01582 572100 or email: William.Austin.Juniors.Admin@luton.gov.uk

To apply for this role, visit www.luton.gov.uk/jobs and click on the link to the Teaching and Schools Vacancies.

Closing date: 15 May 2012.

Ref: 40/0408

Interview date: w/c 21 May 2012.

Teacher Training

School Direct: Hillborough Junior School

Interested in Primary Teaching?

School Direct is an innovative new training route which allows you to choose the school in which you train, with an expectation of employment once you have finished.

What is School Direct?

Participating schools recruit and select their own high quality trainees, with the expectation that they will then go on to work within the school which they were trained (although there is no absolute guarantee of employment).

You apply directly to the school you want to be trained in, which will work in partnership with an accredited teacher training institution. You will be expected to pay any tuition fees which could be offset by a tax-free training Bursary.

Benefits of school Direct:

- You will be able to train in schools with a great deal of experience of initial teacher training.
- You can expect to spend the majority of your time training in the classroom
- You could receive a £9000 tax-free training bursary
- If you train in a school where more than a quarter of pupils are eligible for free school meals you may, if eligible, also receive an additional 25 percent training bursary top-up
- All places will lead to qualified teacher status.

Hillborough Junior School, working in collaboration with The Shire Foundation, have been allocated 5 School Direct training places for 2012-13.

For further information on School Direct please contact Jane Morrissey on jane.morrissey@luton.gov.uk

Ref: 40/0419

School Support Vacancies

Cardinal Newman Catholic School
and Specialist Science College
Warden Hill Road, Luton LU2 7AE

Roman Catholic School in the Diocese of Northampton.

"Together towards our Lord through learning, love and faith"

Cover Assistant

£15,578 - £17,051 per annum

37 hours per week, term-time only plus 5 days

Required as soon as possible, a Cover Assistant who will take the classes of absent teachers, escort students on trips and visits, carry out invigilation duties and assist with administrative tasks.

Training in classroom management skills and the management of behaviour will be provided.

You will need GCSE, or equivalent, English Language and Maths, and experience of working with youngsters of high school age.

For further information and an application pack please contact Mrs A Brandham, PA to the Head Teacher, at the school address, call 01582 597125 or email: cardinal.newman.admin@luton.gov.uk

Closing date: 14 May 2012.

Ref: 40/0414

Interview date: w/c 21 May 2012.

Gill Blowers Nursery School
1 Mossdale Court, Leventdale, Luton LU4 9JL

Family Support Assistant

£16,440 - £17,802 per annum

37 hours per week, 52 weeks per year

Following the re-organisation of Children's Centres in the west area of Luton, Gill Blowers Nursery School, as the lead agency for the Community Link Hub, is looking to recruit new staff to participate in taking this exciting and challenging new venture forward.

We are wishing to recruit two Children's Centre Family Support Assistants who will work flexibly across the hub and spoke cluster. You will have some experience of working with young children and families. You will have a minimum of a Level 3 qualification in Child Care. You will be able to work as part of the family support team in the delivery of appropriate support services and activities that will be tailored to meet the diverse needs of families and children in the reach area. You will be able to liaise discreetly with parents, families and other agencies.

For further information and an application pack, please send a large SAE to Deborah Harmon, Head Teacher at the school address.

Closing date: 18 May 2012.

Ref: 40/0402

**Dallow Children's Centre Hub
Dallow Road, Luton LU1 1LZ**

An exciting opportunity has arisen within Luton's new Dallow Children's Centre Hub, the Children's Centre Hub consists of Dallow, Rothesay and Foxdell Children's Centre delivery sites. The partnership aims to offer information, advice and support to parents as well integrated childcare, early learning, health services family support and employment advice for all families in our reach area.

The services on offer will focus on meeting the needs of our local community. These will be developed with the active involvement of parents and the local community to ensure we develop and enhance social cohesion.

In order to achieve our goals we are currently recruiting the following full-time posts:

Support Worker x2

£16,440 - £17,802 per annum

Work with the Children's Centre core staff to support the delivery of high quality services to improve outcomes for young children and families and have a positive impact on their lives. Work in partnership with schools, pre-schools, voluntary and independent settings and other agencies to meet the needs of the children and families within the reach area.

Ref: 40/0410

Administration Officer

£18,453 - £20,198 per annum

To establish and maintain effective administration procedures including finance monitoring, inputting data, note taking and diary management.

Ref: 40/0411

Outreach Worker

£23,708 - £26,276 per annum

Work with Children's Centre core staff and other partner agencies on the co-ordination and delivery of outreach support services from the Children Centre targeted towards identifying and engaging with, the families of young children who are most at need, hard to reach, isolated or under-represented as service users.

Ref: 40/0409

Deputy Manager

£28,636 - £30,851 per annum

Work with the Hub Manager as part of the Senior Leadership Team to ensure the delivery of Luton's Children's Centre strategy and deputise for the Children's Centre Hub Manager as required ensuring the smooth operation of services across the reach area. Lead and manage the work of the Children's Centre core staff including reception/admin staff and partners to provide integrated services for families in line with the core purpose.

Support and empower families with children under 5, in order to achieve better health, education and social outcomes.

Ref: 40/0416

To apply for this role, visit www.luton.gov.uk/jobs and click on the link to the Teaching and Schools Vacancies.

Closing date for all Dallow roles: 14 May 2012.

Interview date for all Dallow roles: w/c 28 May 2012.

**Pastures Way Nursery School and Children's Centre
Pastures Way, Luton LU4 0PE**

Due to the re-organisation of Children's Centres in Luton, Pastures Way Nursery School and Children's Centre is now the Hub for the Lewsey area. We are looking to appoint to several roles to support the delivery of activities for families within the centre and in the local community. These posts are a great opportunity to be part of the redesigned Hub and merged model for Children's Centres in Luton.

Children's Centre Support Assistant

£11,484 - £12,435 per annum

30 hours per week, term-time only plus 5 days

The Support Assistant will be part of a team working together to improve the health, education, safety and well being of children, by building the capacity of parents to support their children. You will have experience of working with young children and families. You will have a minimum Level 3 qualification in Childcare or equivalent.

Closing date: 18 May 2012.

Ref: 40/0403

**Children's Centre
Administrative Assistant**

£7,776 - £8,420 per annum

17.5 hours per week, 52 weeks per year

We are looking to appoint a part time Children's Centre Administrative Assistant to provide general administration support including the inputting of data on to a computer software information system. Hours required will be 1.30pm-5pm, Monday-Friday. You will have experience of administrative and office work and be IT literate. You will have minimum qualifications of English and Maths GCSE Grade C or above. You will be able to work independently and as part of a team.

Closing date: 18 May 2012.

Ref: 40/0404

Children's Centre Outreach Worker

£18,854 - £13,138 per annum

18.5 hours per week, 52 weeks per year

We are looking to appoint a Children's Centre Outreach Worker to support our engagement with the local community. The Outreach Worker will be part of a team working together to improve the health, education, safety and well being of children, by building the capacity of parents to support their children. You will be working to identify families not accessing children's centre services and developing strategies for engagement. You will have substantial experience of working with young children and families. You will have a minimum Level 3 qualification in Childcare and English and Maths GCSE Grade C or above. You will be able to work independently to develop effective partnerships with parents, families and other agencies in order to deliver effective outcomes for families.

Closing date: 18 May 2012.

Ref: 40/0405

Clerical Assistant

£2,996 - £3,346 per annum

10 hours per week, term-time only

We require a clerical assistant to work Monday-Friday, 9-11am, term time only. Responsibilities will include general office support e.g. photocopying, collating, distribution, data input, word processing, online shopping, putting away of orders, answering the telephone and reception duties etc. You will have experience in a general office environment and experience of using word-processing and excel spreadsheets. They will be able to work independently and in a team.

Closing date: 10 May 2012

Ref: 40/0413

To apply for these roles, visit www.luton.gov.uk/jobs and click on the link to the Teaching and Schools Vacancies

