

Staff Recruitment Checklist form: Teacher

Academy Name: Nar Valley Federation – Sporle C of E Academy

1. Was this post in your submitted budget: **YES**
2. If **'YES'**, details of person leaving:
 - a. Name: Beth Cole
 - b. Leaving Date: 11.01.2024
 - c. Pay scale: MPR – 3- 4
 - d. FTE/hours/weeks worked: FT
 - e. Please confirm that the pay scale and FTE/hours offered in your advertisement **do not** exceed the current pay scale and FTE/hours for that post/employee on the payroll being replaced: **YES/NO**
3. If **'NO'**, a brief business case for this **new post** must be provided **in the space below** answering the following questions:
 - a. Pay scale –
 - b. FTE/hours and weeks –
 - c. Justification for the new post –
 - d. How will this unbudgeted cost be funded -
- 4.

Business Case (If new unbudgeted post) – N/A

NB - We are currently covering this role with a teacher who was employed for a maternity cover post at Castle Acre until the end of December. As Beth left without giving the notice (as she had been off sick) we have extended the teachers employment until we are able to appoint a permanent position.