

Notes for schools for using [Teach in Cambs website](https://www.teachincambs.org.uk)

Open the Teach in Cambs website here: <https://www.teachincambs.org.uk>

Click 'Login' (top, right of screen) and log in using the username and password that the CCC Schools Recruitment Team have provided you with:

The screenshot shows the homepage of the Teach in Cambs website. At the top, there is a navigation bar with the 'TEACH IN CAMBS' logo on the left and a menu of links: 'Vacancies', 'Career Development', 'Fenland and East Cambs', 'Train to Teach', 'About Us', and 'Blogs & Events'. To the right of these links are three buttons: 'Contact us', 'Sign up to apply', and 'Login'. Below the navigation bar is a large hero section with a background image of children in a classroom. The text 'Recruiting the best teachers for Cambridgeshire's schools' is centered over the image. Below this text is a search bar with three input fields: 'Search Keywords' (with 'Job title' entered), 'Location' (with 'Location' entered), and 'School Type' (with 'All' selected). A green 'Search vacancies' button is to the right of these fields. Below the search bar is a horizontal menu with four colored buttons: 'Vacancies' (dark blue), 'Train to Teach' (yellow), 'Fenland & East Cambs' (purple), and 'Career Development' (light blue). Below this menu is a section titled 'School Teaching Jobs in Cambridgeshire'. The text in this section reads: 'Teach in Cambs is a cross phase group of headteachers and local authority advisers who aim to recruit and develop high quality teachers. We are not an agency. This website provides you with a comprehensive list of current vacancies for teaching jobs in and around the county, alongside key information about continued professional development opportunities and getting into teaching.' To the right of this text is a green box with the number '25' and the text 'Current vacancies' below it. At the bottom left, there is a small URL bar showing 'https://www.teachincambs.org.uk/login/'.

TEACH IN CAMBS

Vacancies Career Development Fenland and East Cambs Train to Teach About Us Blogs & Events

Contact us Sign up to apply Login

Recruiting the best teachers for Cambridgeshire's schools

Search Keywords Location School Type

Job title Location All Search vacancies

Vacancies Train to Teach Fenland & East Cambs Career Development

School Teaching Jobs in Cambridgeshire

Teach in Cambs is a cross phase group of headteachers and local authority advisers who aim to recruit and develop high quality teachers. We are not an agency. This website provides you with a comprehensive list of current vacancies for teaching jobs in and around the county, alongside key information about continued professional development opportunities and getting into teaching.

25 Current vacancies

<https://www.teachincambs.org.uk/login/>

1. Updating your School Profile

Once you have logged in, click the drop-down arrow next to the person symbol in the top, right corner and select 'My Account':

The screenshot shows the Teach in Cambs website at the URL teachincambs.org.uk/account/login/. The website has a green header with the Teach in Cambs logo and navigation links: Vacancies, Career Development, Fenland and East Cambs, Train to Teach, About Us, and Blogs & Events. A green 'Contact us' button and a user profile icon are also present. The user profile icon has a dropdown menu with the following options: My Account, My Vacancies, Log out, and a breadcrumb trail: Home / My Account / Login. The main content area features a large image of a teacher and students, with a green 'Login' button and a purple 'Login' heading. Below the heading, it says 'You are logged in as testschool' and 'Click to log out'. On the left side, there is a sidebar with a green background and white text, listing navigation links: Home, Recruit with Us, Login, Register, and Forgot Password. The footer is dark blue and contains three sections: 'Latest News' with the headline 'How to maximise your chance of being accepted for a teacher training place', 'Twitter' with the headline 'What is the #cambridgeshire Paid #TEACHERs', and the Teach in Cambs logo.

TEACH IN CAMBS

Vacancies Career Development Fenland and East Cambs Train to Teach About Us Blogs & Events

Contact us

My Account
My Vacancies
Log out
Home / My Account / Login

Login

You are logged in as testschool
[Click to log out](#)

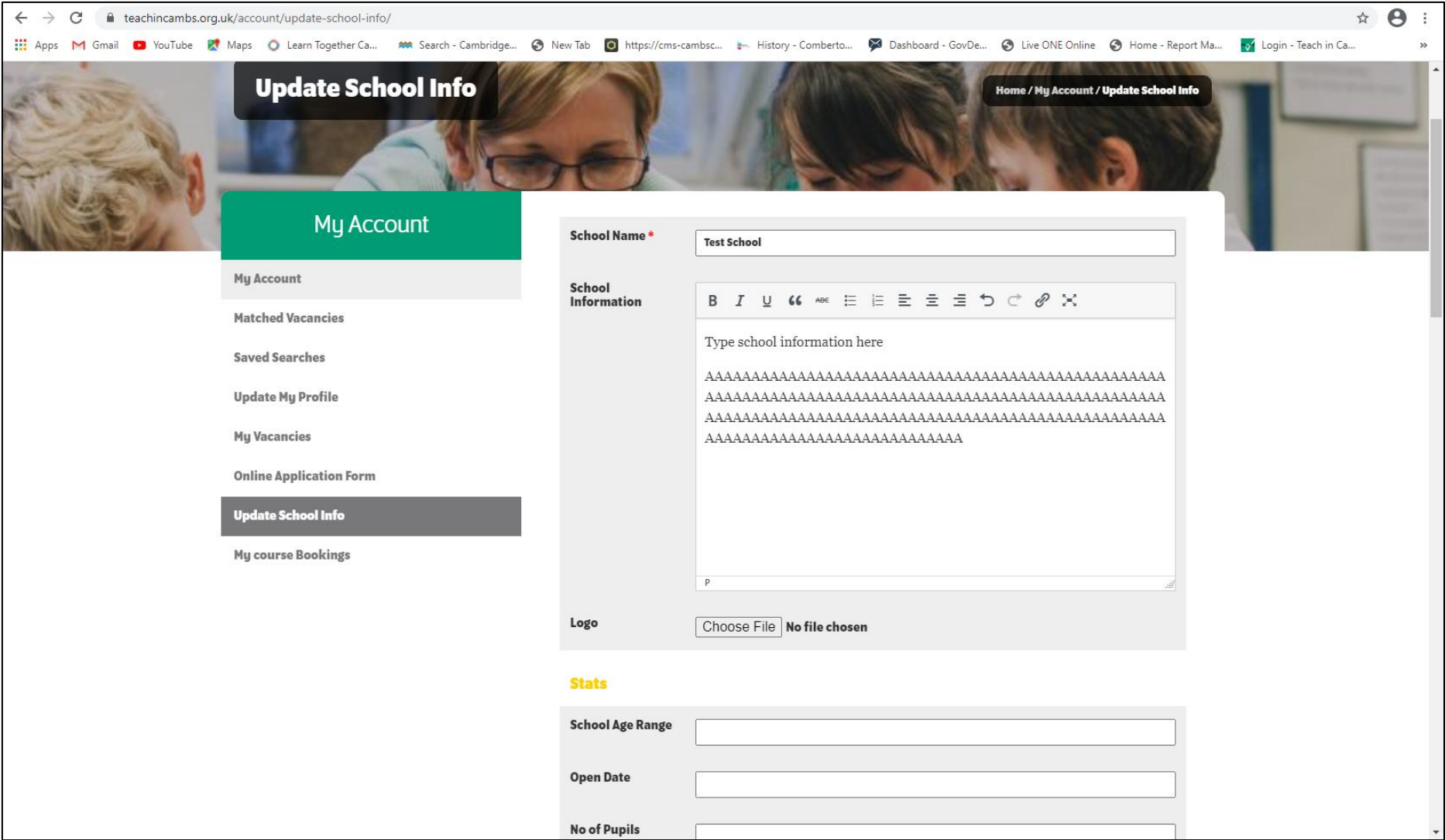
> Home
> Recruit with Us
> Login
> Register
> Forgot Password

Latest News
How to maximise your chance of being accepted for a teacher training place

Twitter
What is the #cambridgeshire Paid #TEACHERs

TEACH IN CAMBS

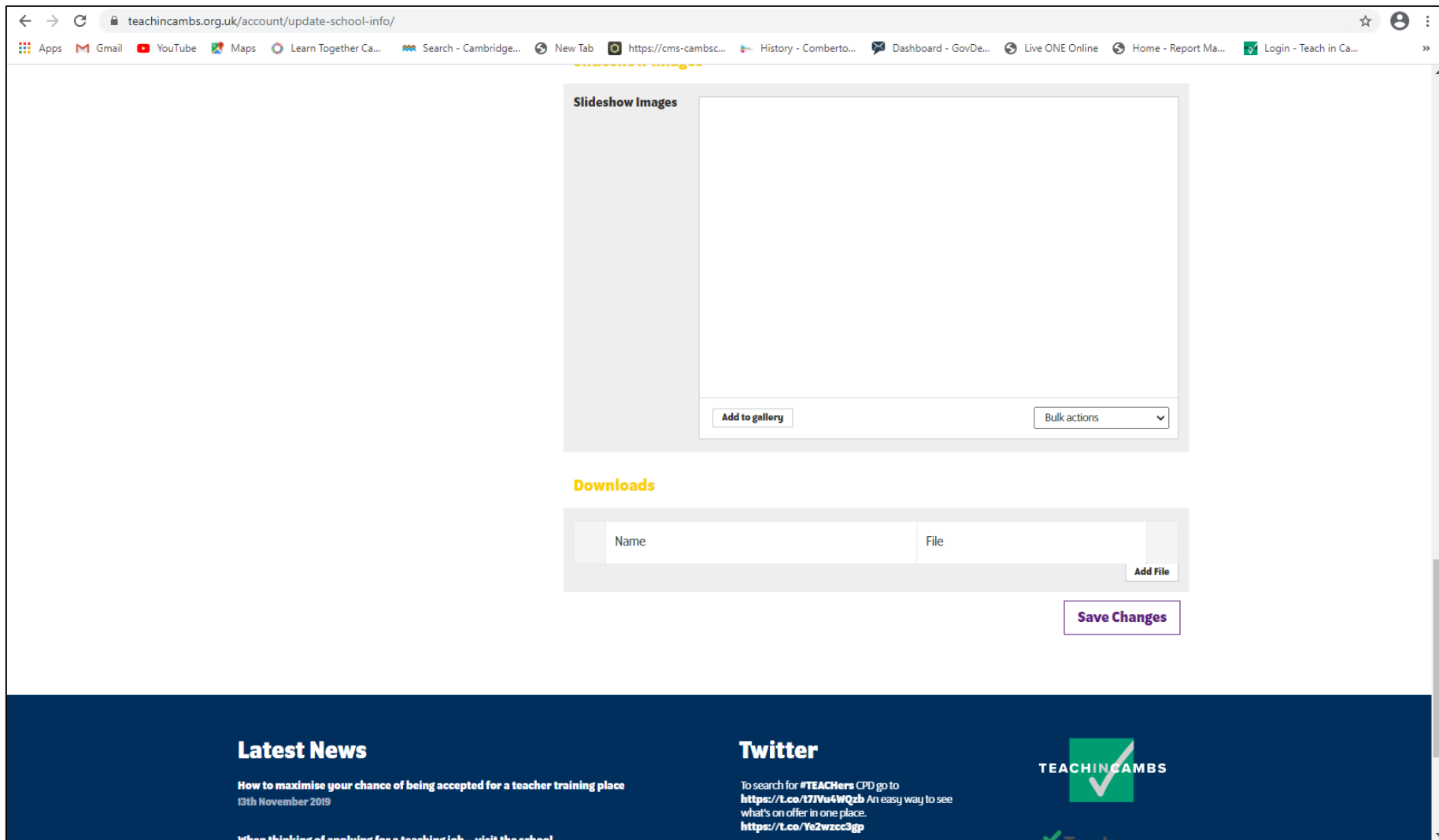
Select 'Update School Info' from the list of options on the left, then you will see the following:



Write your school information in the text box provided, as well as the other details requested on that page:

For the logo: Select 'Choose File', browse to your saved logo, double click it and its title will appear on the page.


Click 'Save Changes':



You also have the option on the 'Update School Info' page to add 'Slideshow Images' which will then display and to add files (although these are not necessary).


Save Changes

When somebody clicks on your school on the live [TeachinCambs site](#), they will now see your school displayed, including the logo and the information you've provided. See below:

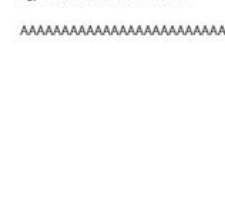


[Vacancies](#)
[Career Development](#)
[Fenland and East Cambs](#)
[Train to Teach](#)
[About Us](#)
[Blogs & Events](#)

Contact us



Information



Stats

Name

Test School

Age

Primary

Opened

1 April 2021

Number of Pupils

200

Ofsted Grade

Good

Headteacher

Josephine Bloggs

Headteacher

Contact

Cambridge CB23, UK

Test School

Type school information here

Home / Test School

2. Adding a school vacancy to the [Teach in Cambs](https://www.teachincambs.org.uk) website:

Click the drop-down arrow next to the person symbol in the top, right corner and select 'My Vacancies':

The screenshot shows the Teach in Cambs website account page. The browser address bar displays <https://www.teachincambs.org.uk/account/update-school-info/>. The website header includes the Teach in Cambs logo, navigation links (Vacancies, Career Development, Fenland and East Cambs, Train to Teach, About Us, Blogs & Events), and a user profile menu with options: My Account, My Vacancies, and Log out. A breadcrumb trail shows the path: Home / My Account / Update School Info.

The main content area is titled 'Update School Info' and features a 'My Account' sidebar with the following links: My Account, Matched Vacancies, Saved Searches, Update My Profile, My Vacancies, Online Application Form, Update School Info (highlighted), and My course Bookings.

The 'Update School Info' form includes the following fields:


- School Name:** Test School
- School Information:** A text area with a rich text editor toolbar. The text inside reads: 'Type school information here' followed by several lines of 'A' characters.
- Logo:** A small image of a school building with a sun and a flag.
- Stats:** A section with the following fields:
 - School Age Range:** Primary
 - Open Date:** 1 April 2021
 - No of Pupils:** 200
 - Ofsted Grade:** Good

The footer of the page shows the URL <https://www.teachincambs.org.uk/account/vacancies>.

Under `Manage Vacancies`, click `Add New`:


← → ↺ teachincambs.org.uk/account/vacancies/ 🔍 ☆ 👤 ⋮

Apps Gmail YouTube Maps Learn Together Ca... Search - Cambridge... New Tab https://cms-cambsc... History - Comberto... Dashboard - GovDe... Live ONE Online Home - Report Ma... Login - Teach in Ca... >>



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My Vacancies

Home / My Account / My Vacancies

My Account

My Account

Matched Vacancies

Saved Searches

Update My Profile

My Vacancies

Online Application Form

Update School Info

My course Bookings


Manage Vacancies

Add New

Latest News

How to maximise your chance of being accepted for a teacher training place
10th November 2019

When thinking of applying for a teaching job – visit the school
24th May 2019





Teaching in Cambridgeshire: Career Progression
28th March 2019

Twitter

What is the #Cambridgeshire Paid #TEACHERS internship? It's a two-year programme. It offers an employment based c...
https://t.co/uytWj3r2
5 months ago

Subscribe

Enter your email to receive updates.



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https://www.teachincambs.org.uk/account/vacancies/add-vacancy/

Job Title

Job Description (Copy and paste text into the text box)

Expiry Date

Reference (your own job reference)

Salary (for example, L12 – L18)

Category (for example, Support Staff, Leadership, Teaching etc)

Type (for example, Fulltime – Permanent, Part-time – Fixed Term etc)

Offline Application (Upload the application form you wish to use here, **if you don't want candidates to apply directly through this website**)

Job Specification (Upload the Job Specification document here)

Select 'Publish Vacancy' when you have finished filling in all of the job information.

Once you have published the vacancy you will be able to see it listed under `Manage Vacancies`:

← → ↺

teachincambs.org.uk/account/vacancies/

🔍 ☆ 👤 ⋮

Apps Gmail YouTube Maps Learn Together Ca... Search - Cambridge... New Tab https://cms-cambsc... History - Comborto... Dashboard - GovDe... Live ONE Online Home - Report Ma... Login - Teach in Ca...

TEACHIN CAMBS

Vacancies Career Development Fenland and East Cambs Train to Teach About Us Blogs & Events

Contact us 👤

My Vacancies

Home / My Account / My Vacancies

My Account

My Account

Matched Vacancies

Saved Searches

Update My Profile

My Vacancies

Online Application Form

Update School Info

My course Bookings

Manage Vacancies


Add New

| Expires | Job Title | 🔍 | 👤 | 📅 | Type | Subject |
|------------|-------------------------|---|---|---|-----------|-------------|
| 22/04/2021 | Headteacher (TEST ONLY) | 0 | 0 | 0 | Voluntary | Headteacher |

Latest News

How to maximise your chance of being accepted for a teacher training place
12th November 2019

When thinking of applying for a teaching job – visit the school
24th May 2019

Teaching in Cambridgeshire: Career Progression
28th March 2019

Twitter

What is the #cambridgeshire Paid #TEACHERs Internship? It's a two-year programme. It offers an employment based L...
https://t.co/vgmjy3r2
5 months ago


Subscribe

Enter your email to receive updates.

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TEACHIN CAMBS

Teach
Partnership & Local Learning Agency



Cambridgeshire
County Council

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When somebody goes to the Teach in Cambs website and searches for 'leadership' vacancies they will then see the following vacancy details:

[Vacancies](#)
[Career Development](#)
[Fenland and East Cambs](#)
[Train to Teach](#)
[About Us](#)
[Blogs & Events](#)

Contact us

[Home / All Vacancies](#)

Filter Results

☐ All
 ☐ Administration
 ☐ Governors
☒ Leadership
 ☐ Maintenance
☐ Support Staff
 ☐ Teaching
☐ Teaching Assistant

By Keywords

By Location

By School Name

Job Type

School Type

☒ All
 ☐ Primary
 ☐ Secondary
 ☐ Special
☐ Trust

Subject

Key Stage

All vacancies

Showing: 1 - 3 of 3

Order by Date Posted (Newest)

10 Per Page

Headteacher (TEST ONLY)

VOLUNTARY HEADTEACHER

Type job description here...

Subject: Headteacher

School: Test School

Expires: 22nd April 2021

Teaching School Hub Lead

FULLTIME - PERMANENT NO SUBJECT

VACANCY FOR TEACHING SCHOOL HUB LEAD FOR THE CAMBRIDGESHIRE AND PETERBOROUGH TEACHING SCHOOL...

Subject: No Subject

School: Cambridge Primary Education Trust

Expires: 30th April 2021

Headteacher

PART-TIME - PERMANENT HEADTEACHER

HEADTEACHER Part time (minimum 0.4), Permanent Required for September 2021 or January 2022 ISR: L12-18 NOR: 184 Our school is a highly regarded...

Subject: Headteacher

School: Petersfield CofE Aided Primary School

Expires: 7th May 2021

If they then click on the heading `Headteacher (TEST ONLY)`, the following details will be extracted:


Job Vacancy

Home / Vacancies / Headteacher (TEST ONLY)

School Information

Headteacher (TEST ONLY)

VOLUNTARY



Stats

Name

Test School

Age

Primary

Opened

1 April 2021

Number of Pupils

200

Ofsted Grade

Good

Headteacher

Josephine Bloggs
Headteacher

Contact

View School Profile

Date Posted:

21/04/2021

Category:

Leadership

Salary:

L12 - L18

Expires:

22/04/2021

Type job description here

AA

Facebook

Twitter

LinkedIn

APPLY FOR THIS JOB

☐ By submitting this application you are agreeing to share your application and personal information with the school that posted the job vacancy and allowing them to contact you in relation to their vacancies. Please click here to continue.

Apply With Profile Information

Prospective candidates are then able to apply directly by clicking `Apply With Profile Information`.

3. Amending a school vacancy

Log in and select 'My Vacancies' as above. Click on the 'Job Title' of the vacancy you want to amend and from there you will open the advert and can amend the vacancy details:

The screenshot shows the 'Edit Vacancy' page on the Teach in Cambs website. The browser address bar shows the URL: teachincambs.org.uk/account/vacancies/edit-vacancy/?id=11160. The page features a header with a background image of a teacher and students, a left sidebar menu, and a main content area for editing a vacancy.

Edit Vacancy

Home / My Account / My Vacancies / Edit Vacancy

My Vacancies

- My Account
- Matched Vacancies
- Saved Searches
- Update My Profile
- My Vacancies
- Online Application Form
- Update School Info
- My course Bookings

Job Title *

Deputy Headteacher (TEST ONLY)

Job Description

B I U “ ABC ☰ ☷ ☹ ☶ ☵ ☴ ☳ ☲ ☱ ☰ ↶ ↷ 🔗 ✕

Copy and paste Job Description into here.

Cancel **Save Changes**

4. Monitoring your school's vacancies

Log in to your account (as described above) and select `My Vacancies`. You will then see the following:

TEACHINCAMBS

Vacancies

Career Development

Fenland and East Cambs

Train to Teach

About Us

Blogs & Events

Contact us

My Vacancies

Home / My Account / My Vacancies

My Account

My Account

Matched Vacancies

Saved Searches

Update My Profile

My Vacancies

Online Application Form

Update School Info

My course Bookings

Manage Vacancies

Add New

| Expires | Job Title | | | | Type | Subject |
|------------|-------------------------|---|---|---|-----------|-------------|
| 22/04/2021 | Headteacher (TEST ONLY) | 2 | 0 | 0 | Voluntary | Headteacher |

The eye symbol will show you how many views your vacancy has had.

Applications can be submitted by completing the form built into the website and the **page symbol** shows you the number of applications that have been submitted through the online form:

| Expires | Job Title |  |  |  | Type | Subject |
|------------|-------------------------|---|---|---|-----------|-------------|
| 22/04/2021 | Headteacher (TEST ONLY) | 2 | 0 | 0 | Voluntary | Headteacher |

Click the number of applications to view and download them.