



Education Vacancies in Surrey

30/07/2010

Vacancy Bulletin

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Supporting Information

This bulletin contains the latest education vacancies in Schools within Surrey. To view full details of any vacancy click the post title or job ID, or enter the Job ID in the box provided at www.surreyschools.com

Primary Schools

Leadership/Management

Head Teacher

id:357173

Great children need a great headteacher (NOR 172)

Start date: January 2011 Salary: Group 2 L10-L16 NOR: 172

Located in the heart of Godalming in South-West Surrey we are a popular forward-looking Infant school with an exciting enquiry-based curriculum. Our current head has led us on a successful 5 year journey, recognised by Ofsted in 2009: "major strengths are the excellent care, guidance and support that the school provides for pupils". As she moves on, we seek a dynamic and motivating leader to continue our progress.

Our school offers:

- a dedicated and skilled team
- engaging and motivated children
- supportive parents/carers
- a committed and knowledgeable governing body
- continuing professional development

The successful candidate will

- be an excellent communicator
- be resourceful, flexible and dynamic
- have high expectations of staff, children and themselves

Prospective candidates are warmly invited to telephone for an appointment to visit the school. For an application pack and DVD please contact the clerk to the governors, via the school office on 01483 417 214 or via Clerk@moss-lane.surrey.sch.uk

Closing date: Noon 13th September

Interviews: 27th and 29th September

Moss Lane is committed to safeguarding and promoting the welfare and safety of all children and expects all staff to share this commitment. This post is subject to an enhanced CRB.

Job Type: Head Teacher

Employer: Moss Lane School

Location: Godalming, Surrey

Salary: Group 2 L10- L16 plus Fringe

Expiry: 4/8/2010

Start Date: ASAP

Contract: Full Time

Contract Type: Permanent

NQTs considered: No

Headteacher
Head Teacher

id:358490

Are you an outstanding professional who can provide the inspirational leadership to build on our success?

Following retirement, we have an exciting opportunity for a new Head Teacher to lead the team at Wonersh and Shamley Green Church of England Infant School. Our thriving school is based in the beautiful village of Shamley Green in Surrey. We are a one form entry school with 89 children currently on the roll, aged 4 to 7 years, covering Foundation and Key Stage One.

We are looking for a confident and caring individual who:

- Has good KS1 experience with a sound knowledge of the Foundation Stage
- Can demonstrate leadership potential
- Is an enthusiastic and innovative practitioner with high expectations of children's achievement
- Is forward thinking, proactive and able to manage the school effectively
- Has a commitment to the Christian ethos of our voluntary aided school.

In return, we can offer:

- A school which values every individual and where children are happy and eager to learn
- A welcoming community with supportive staff, governors and parents
- An opportunity to broaden and develop your management skills
- A small, well-resourced village school with fantastic spacious grounds and play areas.

Visits to our school are warmly welcomed

Closing date for applications:

Mid-day 20 September 2010

Interview dates: 5 October 2010

For more details or to arrange a visit please contact Gill Matthews in our school office on 01483 892345, or e-mail info@wonersh-and-shamley-green.surrey.sch.uk.

Wonersh and Shamley Green School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Type: Head Teacher

Employer: Wonersh and Shamley Green CofE Aided Infant School

Location: Guildford, Surrey

Salary: L7 - L13

Expiry: 24/8/2010

Start Date: 1/1/2011

Contract: Full Time

Contract Type: Permanent

NQTs considered: No

Headteacher (New)

id:360131

We are a small, friendly school dedicated to providing each child with the opportunity to shine.

NOR 90

Age Range 4-7

L7 £43,558 – L13 £50,242 (depending upon experience)

Our children know what they want in a Headteacher, "someone who cares for us and makes us smile". Here at Hawkedale Infants School, every child is known to the staff and treated as an individual. We are a highly valued school, at the heart of the community, with enthusiastic children, a friendly welcoming staff and supportive governing body and parents. The school sits within a pleasant semi-rural area with extensive school grounds, which encourage a commitment to the outdoor curriculum.

Following the retirement of our Headteacher, we are seeking to appoint a vibrant individual with the necessary vision, skills, knowledge and personal qualities to take a "satisfactory" school forward.

The successful candidate will:

- Be a stimulating and inspiring leader
- Be committed to enhancing the development of the whole child
- Have an exemplary understanding of learning and teaching, and the ability to translate this into "outstanding" classroom practice
- Have experience of, and passion for, teaching across the Foundation and Key Stage 1 age range
- Have the skills to develop further effective links with the community.

Our vacancy provides an exciting opportunity for a deputy head/senior teacher looking for their first headship.

Come and see what a great opportunity this is!

Due to the summer holidays application packs are available for downloading immediately but e-mailed/posted application packs are not available until the 18th August 2010. Please e-mail admin@hawkedale.surrey.sch.uk to request an application pack.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Rigorous checks will be made on the successful candidate's credentials, including an enhanced CRB check.

Closing date for applications: 6th September 2010 at Noon

Interviews to be held: Thursday 16th September 2010

Job Type: Head Teacher

Employer: Hawkedale Infants - A Foundation School

Location: Sunbury-on-Thames, Middlesex

Salary: L7 £43,558 – L13 £50,242

Expiry: 6/9/2010

Start Date: ASAP

Contract: Full Time

Contract Type: Permanent

NQTs considered: No

Teaching

Classteacher

id:359386

Excellent Class Teacher (Y5) required to cover Maternity leave from Nov 2010. Temporary Contract.

An exciting opportunity has arisen to work in our thriving primary school. We are seeking to appoint a full-time teacher on a temporary maternity cover contract - we can offer great opportunities! We are looking to appoint a creative and enthusiastic teacher who will develop and enhance our school provision with high quality teaching and learning. Are you committed to making a difference to children's lives? If so, join us on our journey, improving and developing our caring one form entry school.

The appointment is temporary to cover a maternity leave which is expected to commence in November and end in March (approximately 5 months).

We would like a teacher for our school who is first and foremost the right person for Westfield Primary and who is;

- Enthusiastic, talented and committed,
- A excellent classroom practitioner, with high expectations
- Flexible and a good team player.
- Forward thinking and enjoys working at the cutting edge
- Able to work closely with the Year 6 teacher as part of a phase team.

Our lovely School can offer:

- A supportive, hard working and friendly team- with a good sense of humour- committed to achieving the best for our children.
- Great children to work with
- Good opportunities for continuing professional development for those who have the ability and willingness to take on further responsibilities and wish to develop their career

Closing date: 9th September 2010

Interviews: 14th September 2010

If you are interested in finding out more about our school, visit our website at www.westfield.surrey.sch.uk Visits to the school are warmly welcome and can be arranged by ringing the school office. For further details please contact the head by email during the school holidays head@westfield.surrey.sch.uk or contact the school at Tel: 01483 764187 up until Friday 23rd July and then from 2nd September or email info@westfield.surrey.sch.uk

Westfield Primary has a commitment to safeguarding and promoting the welfare of children, and has a rigorous child protection policy. The successful applicant will be required to undertake a criminal record check via a CRB.

Job Type: Teacher

Employer: Westfield Primary School

Location: Woking, Surrey

Salary: Scale Point

Expiry: 3/9/2010

Start Date:

Contract: Full Time

Contract Type: Temporary

NQTs considered: No

Every Child Counts Teacher (New)
Every Child Counts Teacher

id:360128

Clarendon Primary School & Children Centre
Knapp Road, Ashford, Middx. TW15 2HZ
Telephone: 01784 253379
e-mail: clalrendonschool@googlemail.com
Every Child Counts Teacher 0.6- 1 year appointment 12.5 hours per week.
Starting September 2010

Salary – Main Scale

Do you have excellent mathematical knowledge and organisational skills?

Do you enjoy interacting with children?

Do you want to make a difference to children's learning?

Clarendon is seeking to appoint a suitable candidate who can

Show initiative,

Be able to train staff and communicate well with our team

Be able to support children's mathematical learning on a 1:1 basis

Have good organisational skills

We will offer you a very supportive working environment,

Opportunities to professional and personal development

A chance to really make a difference

A great working environment

If you would like further details, please call the Carol Foley (Admin Officer) on 01784 253379 or email clarendonschool@googlemail.com for an application pack.

Closing date: Friday 13 August at midday

Interviews: Friday 3 September 2010

Clarendon Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced CRB disclosure

JOB DESCRIPTION: Numbers Count Teacher

JOB PURPOSE AND SPECIFIC DUTIES

1. To work with school senior management in the use of school tracking and assessment procedures to identify children in need of support from the Numbers Count (NC) programme

2. Implement the required standardised test, attitude survey and diagnostic assessment procedures for children selected for the programme.

Visit www.surreyschools.com for further information

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3. Individually teach a minimum of four children, in the required age range, for 30 minutes 5 times a week in the school setting.

Every Child Counts Teacher (New)
Every Child Counts Teacher

id:360194

Clarendon Primary School & Children Centre
Knapp Road, Ashford, Middx. TW15 2HZ
Telephone: 01784 253379
e-mail: clarendonschool@googlemail.com
Every Child Counts Teacher 0.6- 1 year appointment 12.5 hours per week.
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Closing date: Friday 13 August at midday

Interviews: Friday 3 September 2010

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Job Type: Teacher

Employer: Clarendon Primary School

Location: Ashford, Middlesex

Salary: MPS

Expiry: 13/8/2010

Start Date: ASAP

Contract: Part Time

Contract Type: Fixed Term Contract

NQTs considered: No

Numbers Count Teacher (New)

id:345250

TOWN FARM PRIMARY SCHOOL
St Mary's Crescent, Stanwell, Middlesex, TW19 7HU

NUMBERS COUNT TEACHER

We are looking for excellent and enthusiastic teacher to take the role of the Numbers Count Teacher in Town Farm Primary School.

We can offer

- ? Positive children who are responsive to learning
- ? A well resourced, vibrant and friendly school
- ? Our full commitment to your professional development
- ? Staff willing to learn new ideas and skills
- ? A supportive governing body

We are looking for

- ? Teachers who have had recent experience of teaching mathematics successfully in the primary phase
- ? The capability of assessing pupils and using data to create targets and improve standards of mathematics
- ? High expectations of achievement
- ? Excellent communication and interpersonal skills

Applications are welcomed from experienced teachers. Town Farm is committed to safeguarding and promoting the welfare of children and young people, therefore all successful applicants will be CRB checked.

Visits to the school are warmly welcomed and encouraged. Please contact Mrs Ercan-Razvi on 01784 254380 or email at info@town-farm.surrey.sch.uk for further information. Closing date for applications is 3 September 2010. The interviews will be held on 17 September 2010.

The school will reopen on 2 September 2010.

Job Type: Teacher

Employer: Town Farm Primary

Location: Stanwell, Middlesex

Salary:

Expiry: 3/9/2010

Start Date: ASAP

Contract: Full Time

Contract Type: Permanent

NQTs considered: No

Teacher Yr 3/4

id:359768

TEACHER YEAR 3/4

YEAR 3/4 POST

A fantastic opportunity is offered for a confident, established and experienced junior teacher with enthusiasm and energy who has the skills, resilience and passion for children learning in challenging circumstances. Working alongside the leadership team you would help to rebuild a school that has undergone radical realignment.

You would be involved in developing a new creative curriculum, introducing new assessment and tracking systems and establishing the school as the focal point of a community.

This opportunity is unique and potentially of enormous value to anyone looking to extend their experience, benefit from enhanced CPD and keen to make a real difference for children through excellent teaching skills.

Please contact Hilary Loder (Executive Head Teacher) to request an information pack and arrange a visit to the school (when the children return after Sept 6th).

Closing date:- 12.00 p.m. Friday 10th Sept 2010

Interviews:- w/b 13th Sept 2010

This school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Job Type: Teacher

Employer: Green Oak CE (A) Primary School

Location: Godalming, Surrey

Salary: Main scale

Expiry: 2/9/2010

Start Date: ASAP

Contract: Full Time

Contract Type: Permanent

NQTs considered: No

Academic Support

Special Needs Teaching Assistant (New)

id:359841

Special Needs Teaching Assistant required for September 2010 to work one to one with a KS2 pupil with autistic spectrum needs

Required for September 2010 subject to CRB checks. The Governors of Audley Primary are seeking a perceptive, sensitive and patient individual to work with a Key Stage 2 pupil with Autistic Spectrum needs. The successful candidate will have obtained GCSE (or equivalent) passes in Maths or English and will have excellent communication skills. Previous experience in a similar role would be highly desirable but not essential. Please see our school website (www.audley.surrey.sch.uk) for a copy of our prospectus.

Working hours; 25 hours per week, 38.6 weeks per year.

We are committed to safeguarding and promoting the welfare of our children and expect all our staff and volunteers to share in this commitment. An enhanced CRB check will be required.

Closing Date for application is 3rd September 2010. Interviews will be held on 14th September 2010.

Job Type: Teaching Assistant

Employer: Audley Primary School

Location: Caterham, Surrey

Salary: SP3 £13,506 (£7,913 pro-rata)

Expiry: 3/9/2010

Start Date: ASAP

Contract: Part Time

Contract Type: Temporary

NQTs considered: No

Teaching Assistant (New)

id:359875

Teaching Assistant required for 20 hours per week to work with a child with ADHD and learning difficulties.

We are looking to recruit an enthusiastic, reliable and committed Teaching Assistant to join our team of industrious staff. The successful candidate will work in Year 6 to support the child with a statement of Special Educational Needs both in class and outside of the class, for 20 hours a week

Job Type: Teaching Assistant

Employer: St Andrews CofE Primary School

Location: Cobham, Surrey

Salary: £6,331 - £7,263

Expiry: 10/9/2010

Start Date: 13/9/2010

Contract: Part Time

Contract Type: Fixed Term Contract

NQTs considered: No

Teaching Assistant

id:359001

The position is part time 8.40 till 3.15 on a Thursday and Friday with some lunch time duties.

Witley C of E Infant School is a small and friendly church school situated in the heart of a village near Godalming. All the Staff and Governors are highly committed to providing an excellent education for all our pupils. The school has a happy, caring and stimulating learning environment. We are looking for an enthusiastic and committed Teaching Assistant to join the team.

Closing date for applications – September 15th

Interviews – Thursday 23rd September

Please contact the school office for an application form or for further details. To arrange a visit to look round the school call 01428 682 420 please understand that the school closes for the summer holidays on the 23rd July and re-opens on the 6th of September. Application forms will still be sent out during the break.

Job Type: Teaching Assistant

Employer: Witley CofE Controlled Infant School

Location: Godalming, Surrey

Salary: SP 3

Expiry: 23/8/2010

Start Date: ASAP

Contract: Part Time

Contract Type: Permanent

NQTs considered: Yes

Teaching Assistant

id:359666

Teaching Assistant to work in our Key Stage 2 department from the end of September 2010.

see attached job profile available to download.

Hours of work: 9.00am – 1.10pm for 38.6 weeks per year (term time plus 3 INSET days)

Salary scale – Surrey Pay Grade 3 (£13,506 to £15,495 pro rata).

St. Dunstan's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people in its care and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced CRB disclosure and sign the Catholic Education Service contract of employment.

Job Type: Teaching Assistant

Employer: St Dunstan's Catholic Primary School

Location: Woking, Surrey

Salary: Surrey Pay Grade 3

Expiry: 1/9/2010

Start Date: ASAP

Contract: Part Time

Contract Type: Permanent

NQTs considered: No

Administration Assistant

id:359536

To provide routine general day to day clerical and administrative support with responsibility for supporting the headteacher

LOSELEY FIELDS PRIMARY SCHOOL

Administration Assistant – 35 hours over 5 days

Starting September 2010

Term time only plus two weeks SP3 £13,506-15,495 (pro rata)

This role is to provide routine general day to day clerical and administrative support as a member of the school's office support team with particular responsibility for supporting the headteacher. Our ideal candidate will have experience with Microsoft office package. A knowledge of SIMS and a first aid qualification would be an advantage although training can be provided. Visits to the school are welcome. An enhanced CRB/ISA clearance will be required.

For further details and an application pack please call Liz Simmons on 01483 416477 or e-mail office@loseleyfields.surrey.sch.uk.

Closing date: noon Wednesday 4 August 2010.

Interviews: Wednesday 25 August 2010

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Type: Administration

Employer: Loseley Fields Primary School

Location: Godalming, Surrey

Salary: SP3 13,506-15,495

Expiry: 4/8/2010

Start Date: 1/9/2010

Contract: Part Time

Contract Type: Permanent

NQTs considered: No

Advice, Information and Clerical Receptionist (New)

id:359942

Advice, Information and Clerical Receptionist required for busy and lively Children's Centre

Are you friendly, warm and welcoming? Do you have an understanding of the needs of families with children 0-5 years? Are you PC literate - able to work with Word, Excel and e-mail, and input data? Can you organise a small office and constantly re-prioritise?

St John's Knaphill Sure Start Children's Centre is looking for an Advice, Information and Clerical Receptionist to be the first point of contact for all users of the Children's Centre, providing advice and information on a range of early childhood services for children and their families.

This part-time role is for 18 hours a week, currently Monday to Thursday, working from 9am to 1.30pm, but applicants must be flexible with working hours when required, to fit around Children's Centre activities. We also need you to attend some of the sessions and assist with the setting up of play equipment. Occasional evenings or Saturday working may be required.

This is not a term-time only role and, although experience of working in a school may be beneficial, a practical and positive approach is essential.

If you would like any more information, please contact Chris Watson, Children's Centre co-ordinator, on 01483 476450.

Salary: £7,379 pro rata for salary grade SP4

Closing date: 31st August 2010

Shortlisting: 1st September 2010

Interviews: 8th September 2010

Job Type: Administration

Employer: St Johns Primary School and Childrens Centre

Location: Woking, Surrey

Salary: £7,379

Expiry: 31/8/2010

Start Date: ASAP

Contract: Part Time

Contract Type: Permanent

NQTs considered: No

Office Assistant and Midday Supervisor

id:359606

We are looking for a smiley enthusiastic person to join our busy school office and lunchtime team.

The applicant must enjoy working with children, have excellent literacy skills, be well organised, numerate and computer literate; with confident working knowledge of Microsoft Office/Word/Excel. You must be a team player, have excellent interpersonal skills and be able to present a friendly, welcoming image of the school. A sense of humour and the ability to remain calm whilst working under pressure is essential.

The successful candidate will be confident to manage the day-to-day running of the school website; experience is not essential but must demonstrate a willingness to learn. Full training would be provided.

Duties to include: reception cover, dealing with telephone enquiries, writing/typing letters, manage school dinner finances, email communications, uniform sales, school clubs administration, filing, photocopying, distribution of newsletter and administering 1st aid.

The role includes 5 sessions of midday supervisor/lunchtime duties; assisting children in the lunch hall and supervising children in the playground.

Please see attached job profiles for full details.

This post is for 26.33 hours per week; 20.5hrs as Office Assistant (40 weeks per year - term time plus 1 week). 5.83 hrs per week as Midday Supervisor (38 weeks per year - term time less INSETs)

Working Hours:

Mon: ☐9.00 – 2.30
Tues: ☐9.00 – 2.30
Wed: ☐9.00 – 1.10
Thurs: ☐9.00 – 2.30
Fri: ☐8.30 – 3.30

There may be a small amount of flexibility regarding daily start time for the right person. The earlier finish of 1.10 can be taken either on Tuesday, Wednesday or Thursday.

Surrey Pay Grade SP1/2 (13,251 – 14,049 FTE) / SP3 (13,506 – 15,495 FTE)
Actual Salary £ 8,506.71

Visits are welcomed and encouraged. These will take place at mutually convenient times during the holidays.

The school office will be closed from Monday 26th July to Wednesday 1st September; therefore for more information or to arrange a visit please contact the Bursar, Mrs Heidi Gunner, directly by email at bursar@st-james-elstead.surrey.sch.uk or telephone 01428 683491 (home number). (Please note: Mrs Gunner will be on holiday between 20th and 27th August).

Closing date: Friday 3rd September – Short listed candidate will be contacted by phone/email during the afternoon.

Interviews: Wednesday 8th September

Start date: As soon as possible

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced disclosure check by the Criminal Records Bureau.

Job Type: Administration

Employer: St James C of E (Aided) Primary School

Location: Godalming, Surrey

Salary: £8506.71

Expiry: 3/9/2010

Start Date: ASAP

Contract: Term Time

Contract Type: Permanent

NQTs considered: No

Non-Academic Support

Breakfast Club Supervisor

id:359303

Breakfast Club Supervisor

Term time only (38 weeks)

Riverview C of E Primary School is seeking to appoint a Breakfast Club Supervisor to work in our Children's Centre. The candidate will be responsible for running our school Breakfast Club and must have at least NVQ level 3 or equivalent.

The successful candidate must demonstrate a commitment to developing high quality play opportunities for children and to encouraging healthy lifestyles.

They must have experience of working with primary aged pupils;
Have experience of basic accounting;
Be highly motivated with excellent organisational skills;
And ideally have a qualification in Food Hygiene (training will be provided if not)

The Breakfast Club hours will be from 07.45 - 09.00 with additional hours for other administrative duties.

Job Type: Other

Employer: Riverview CofE Primary School & Nursery

Location: West Ewell, Surrey

Salary: £10 per hour term time only

Expiry: 26/8/2010

Start Date: 6/9/2010

Contract: Part Time

Contract Type: Fixed Term Contract

NQTs considered: No

Educational Advisors

Special Needs Asstant (New)

id:335165

Special Needs Assistant

To provide support for a pupil with special needs to enable them to achieve maximum access to the Early Years Foundation Stage. To integrate the pupil as fully as possible in the activities generally undertaken by pupils at the school.

Interview date: Tuesday 7th September 2010

Job Type: Other

Employer: Grovelands Infant and Nursery School

Location: Walton-on-Thames, Surrey

Salary: £13,506 - £15,495 pro rata

Expiry: 1/9/2010

Start Date: 13/9/2010

Contract: Part Time

Contract Type: Temporary

NQTs considered: No

Secondary Schools

Non-Academic Support

Assistant Premises Manager

id:359773

We are looking for an Assistant Premises Manager to join out site managemetn team.

DIY skills and previous experience of working in a similar environment would be an advantage. The position is for 30 - 35 hours per week over 52 weeks.

Duties include:

- site security, which attracts an additional payment
- maintenance of outside areas
- portorage and dealing with deliveries

Salary will be on the scale SP3 £13,506 to £15,495 per annum payable pro rata.

You will be working in a supportive, friendly team in this well run and respected school which offers good opportunities for personal and career development.

For further details and an application form contact the HR Manager at Thamesmead School, Manygate Lane, Shepperton, Middlesex, TW17 9EE.

Telephone: 01932 219 448

Fax: 01932 219 401

E-mail: info@thamesmeadschool.com

Closing date for applications (CVs not accepted): Please apply by 2nd August.

Thamesmead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake a Disclosure check by the Criminal Records Bureau at an appropriate level.

Job Type: Other

Employer: Thamesmead School

Location: Shepperton, Middlesex

Salary: Surrey Pay 3

Expiry: 2/8/2010

Start Date:

Contract: Full Time

Contract Type: Permanent

NQTs considered: No