February 2018

Dear Applicant,

Thank you for your interest in the position of teacher of Science at St Damian’s RC Science College. This is a very exciting time for the College in general and the Science department in particular, as we continue to build upon the multitude of accolades and results that, as a community, we have recently achieved which culminated in an outstanding Ofsted in November 2017. To sustain our vision of ‘being outstanding in all we do’ the governors and I are looking for an ambitious teacher who is driven by ensuring that pupils receive an outstanding education, and this will be reflected in pupil outcomes.

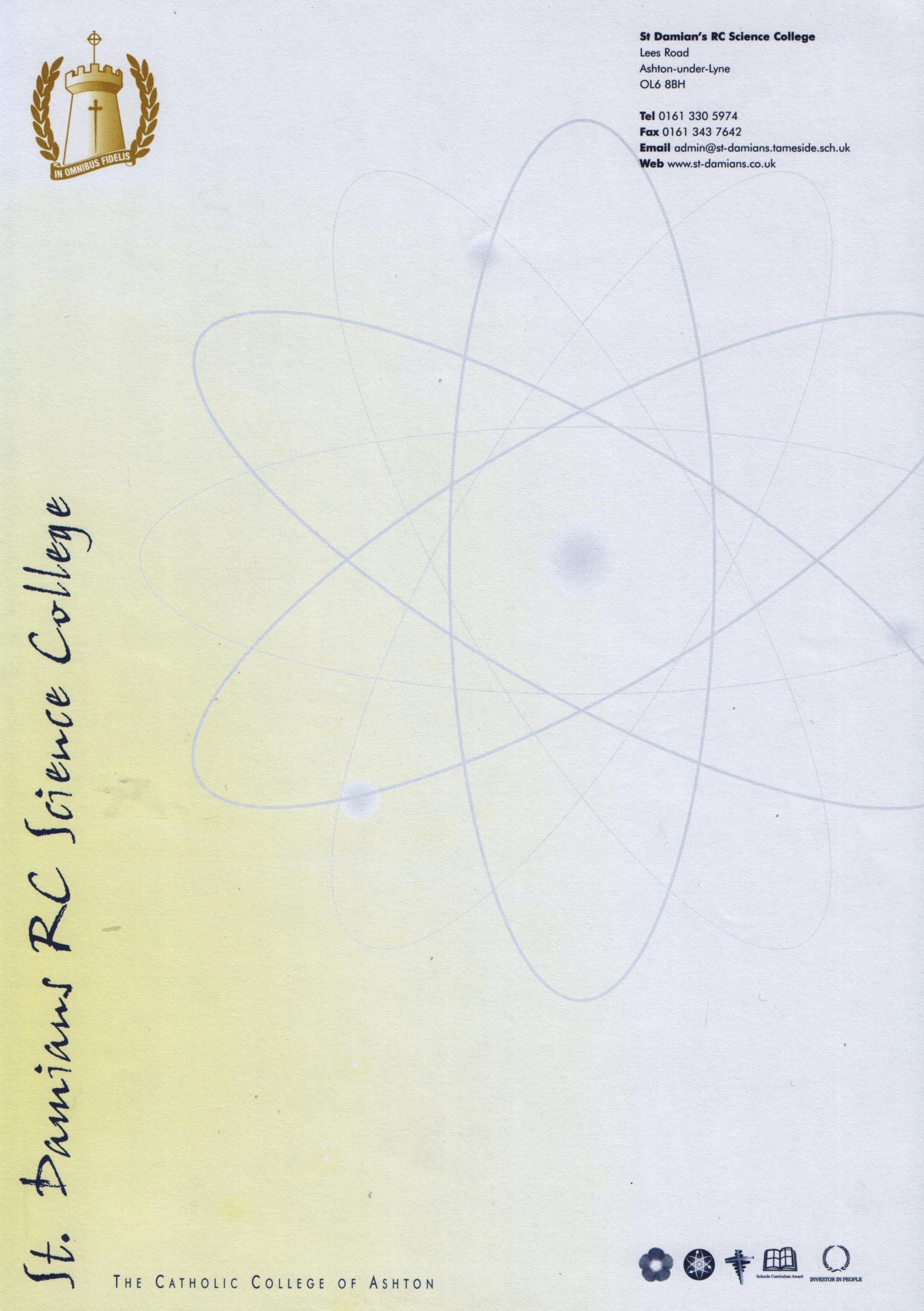
Our August 2017 results were the best in our history. Our Science results were simply sensational and were significantly above the national average in all areas. For example, for our disadvantaged pupil outcomes we were in the top 8th percentile and for our more able [79 pupils] we were the 4th percentile in the country. This is the direct result of many reasons, but the most important 2 factors are a relentless focus on teaching and learning and, secondly, genuine care for our pupils. Our staff are dedicated and committed to the children at St Damian’s. Our English results were really impressive; 92% of pupils achieved 4+ in English and 76% achieved 5+ in English. Figures from the Local Authority shows that St Damian’s was the top school in Tameside in many measures including % of pupils achieving 4+ in English and Maths and % of pupils achieving 5+ in English and Maths. Furthermore, our standard Ebacc was 61% with a strong Ebacc figure of 49%. These are well above the national average and show the high standards that we have set at St Damian’s. Indeed, in most of our subjects, we broke all previous records.

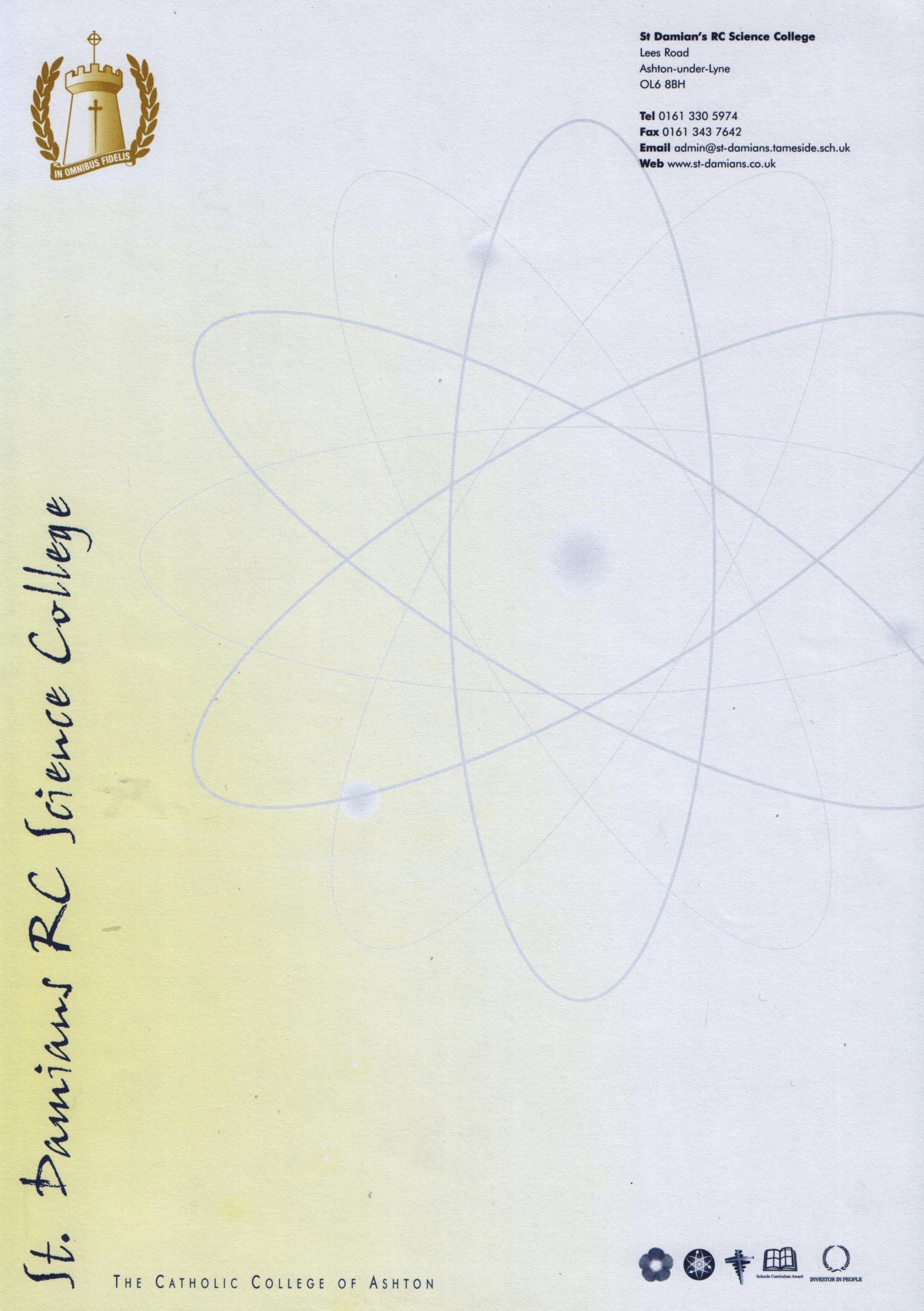
Over the past few years we have been awarded a plethora of external awards which shows our commitment to developing the whole child. This ranged from Anti-Bullying Initiatives, Careers Guidance Awards, to Healthy Eating accolades, Quality inclusion mark and Young Carers Awards. In March 2016, we also achieved an outstanding Section 48 inspection. These awards epitomise our strong Community where the relationships between pupils and staff is seamless. In June 2016 we won the Manchester Evening News [MEN] ‘Secondary school of the year’ and this was followed up by winning the prestigious ‘*Most Inspirational School of the Year’* at the annual Educate Awards in November 2016.

This position is a key role in ensuring we continue to have outstanding Science results as we look to further strengthen the Science department. Currently the Department consists of 6 staff and this appointment is to further strengthen this team to ensure the Science outcomes continue to be outstanding.

**What does St Damian’s offer?**

* A Science department that focuses on achieving the best possible pupil outcomes

A Science department where there are committed and dedicated staff and who would warmly welcome another good teacher  




* A Science department where there is access to a well-established range of exciting curriculum materials that inspire and motivate pupils
* An ambitious whole school staff who work together as a strong and united team
* A very supportive staff network in College that reflects our Catholic ethos
* Excellent CPD opportunities as we believe strongly in developing our teachers and leaders to ‘be the best’
* A new ‘fit-for-purpose’ building that is conducive to learning

**What are the governors looking for?**

* A teacher who believes in our Catholic Mission and will celebrate all our successes
* A teacher who puts ‘pupils first’ and who doesn’t accept second best
* A teacher who is ambitious in the best possible sense, and who is committed to pupil progression and excellence
* A teacher who will be part of the longer-term future of ensuring St Damian’s meets its aim of being an outstanding Catholic College

Interested? Excited? If so, please contact the school on 0161 330 5974 for an arranged visit. I would like this to be during the school day in order for you to get a ‘feel’ for the calm and purposeful environment that is St Damian’s.

Yours sincerely

Mr S Logue

Headteacher



CES MODEL APPLICATION FORMS

AND SUPPLEMENTARY FORMS

NOTES TO APPLICANTS

These Notes accompany the relevant CES model Application Forms for each category of employee, and the model Recruitment Monitoring Form and the model Rehabilitation of Offenders Act 1974 – Disclosure Form, together referred to as the “supplementary forms”. Where there is a distinction between categories of employee to which these Notes apply, it will be clearly highlighted herein.

Applicants are advised to read through these Notes fully before completing the Application Form and the supplementary forms.

Applicants are advised that references to School/College in the Application Forms, the supplementary forms and these Notes to Applicants includes Academies. Further, references to Governing Body in those documents include an Academy Trust/Company and/or its Governing Body/Board of Directors/Local Governing Body.

TECHNICAL INSTRUCTIONS

1. Depending on the recruiting school/colleges own requirements applicants may complete the Application Form and supplementary forms in three ways:-
   1. Completion and submission electronically;
   2. Completion electronically, printing and submitting hardcopy via post, by fax or by scanning and emailing;
   3. Printing off and completing in handwritten format, then submitting by post, by fax or by scanning and emailing.
2. Where applicants complete the Application Form and supplementary forms and submit by post, written acknowledgement of receipt will only be provided where the applicant has supplied a stamped addressed envelope with their posted application.
3. Where applicants are completing the Application Form and supplementary forms electronically, applicants should press the TAB button to proceed to the next section of the Application Form and/or supplementary forms.
4. Where applicants run out of space to provide answers to any particular section of the Application Form, they must continue on the additional pages at the back of the Application Form clearly citing the section number (and sub-section number, where applicable) to which their answer refers. They should also complete their name, date of birth and the post applied for at the top of each of the additional pages used.

GENERAL INFORMATION

1. Applicants must ensure that they are using the most up to date version of the Application Form and supplementary forms. Where there is any doubt, applicants should contact the school/college where the position applied for is based, or the contact person mentioned in the details of the post.
2. Applicants are reminded that this is an application for a post in a Catholic Voluntary Aided School/Catholic Voluntary Academy (if applicable) where the Governing Body/Academy Trust is the employer and that the post will be subject to the terms and conditions of the appropriate CES model contract of employment. A copy of the relevant contract will be provided to the applicant if they are shortlisted for interview.
3. Applicants should note that, in accordance with the safeguarding vulnerable groups’ regime, it is their responsibility to have made any necessary registrations relevant at the time of making this application which is required for people working or volunteering with children. Accordingly, applicants are put on notice that any offer of employment made will be conditional upon the results of checks from the Disclosure & Barring Service (“the DBS”) and Employer Access Online (regarding teacher prohibition/disqualification from working with children and young people).
4. Before signing this form, applicants must ensure that every section has been completed. Failure to complete all relevant sections may result in an application being rejected.
5. All Application Forms, supplementary forms and any relevant documentary evidence should be sent to the school/college where the position applied for is based, or as instructed in the details of the post. Applicants should not return any Application Form and/or supplementary forms and/or any relevant documentary evidence to the CES. Any applications received by the CES will not be forwarded or returned but shall be securely disposed of.

THE APPLICATION FORM – GUIDANCE ON COMPLETING SPECIFIC SECTIONS

Applicants are advised that the Governing Body complies with the School Standards and Framework Act 1998 and the Equality Act 2010.

**Details of the Role Applied For**

Please delete whichever of “VA School” and “Voluntary Academy” does not apply.

1. Section 1 all Application Forms – Applicant’s Personal Details

Please ensure that any former names are provided where appropriate, for example, a maiden name or change of name by deed.

1.6 and 1.8 - Senior Leadership and Teacher Application Forms only – where you have obtained qualified teacher status from a jurisdiction other than England (1.6) or Wales (1.8) please insert your membership number for the relevant teaching profession regulator at 1.8 and provide details of the specific regulator on the additional pages at the back of the Application Form.

1.9 and 1.10 – Senior Leadership and Teacher Application Forms and 1.4 and 1.5 – Support Staff and Lay Chaplain Application Forms – if you have undergone a Disclosure & Barring Service check in your current/previous employment, please provide your DBS number and date of last check.

1. Details of Applicant’s Present Employment

Section 2 all Application Forms

2.1 – if the applicant is not currently employed they should tick the box that says “no” and proceed to Section 3.

1. Applicant’s Employment History and Professional Experience (for Support Staff and Lay Chaplain this section is entitled “Applicant’s Employment History and Work Experience”)

Section 3 all Application Forms

Applicants should provide full and accurate details of relevant employment history and professional or work experience. They should not repeat the information provided at Section 2 (if applicable) relating to present employment. Where the applicant is a student seeking a first time appointment they should provide details of teaching practice to date (if applicable).

1. Other Employment/Work Experience

Section 4 Senior Leadership and Teacher Application Forms and Section 3 Support Staff and Lay Chaplain Application Forms

4.1 - Applicants should provide details of all other employment and paid or unpaid experience after the age of 16 (e.g. employment unrelated to the teaching profession, voluntary work etc).

4.2 – Applicants must ensure that there are no gaps in the chronology of their education and/or employment history from the age of 16 to the present day. Section 4.2 should be used to account for any gaps, for example, for time spent raising a family or travelling etc. Failure to provide a full account may lead to an application being rejected. (Applicants completing the Support Staff or Lay Chaplain Application Form must complete the corresponding section, which is section 3.2).

4.3 – Applicants must declare whether they have ever been ordained and/or been a member of a religious community. Where the answer to this question is ‘yes’, the Applicant must provide full details and expect that this will be discussed in more detail if they are successfully shortlisted for interview, more particularly in relation to their Canonical status and whether the Applicant is subject to any restrictions which may affect their suitability for appointment to the post applied for. (Applicants completing the Support Staff or Lay Chaplain Application Form must complete the corresponding section, which is section 3.3)

1. Post-11 Education and Training

Section 5 Senior Leadership and Teacher Application Forms and Section 4 Support Staff and Lay Chaplain Application Forms

Applicants should provide details of education received in this country and/or abroad, academic vocational qualifications obtained including degrees, with class and division, and Teacher Certificates. Applicants must include postgraduate and professional qualifications. Applicants are advised that they may be required to produce evidence of qualifications attained.

Catholic Certificate in Religious Studies (“CCRS”) – this was formerly known as the Catholic Teachers’ Certificate and Certificate in Religious Education.

Teacher post Application Forms only - require the Applicant to state which subjects they are qualified to teach, other subjects for which they may have experience to teach, and give details of any other specialisms and special areas of teaching interest.

Section 5.1 – Senior Leadership posts only - the CES recognises that NPQH is no longer a mandatory requirement in England but applicants should still provide details of NPQH where requested in the Application Form as a potentially desirable qualification. Applicants for Headteacher posts in Wales must provide details of NPQH as this remains a mandatory requirement for first Headship appointments.

1. Supporting Statement

Section 8 Senior Leadership and Teacher Application Forms and Section 6 Support Staff and Lay Chaplain Application Forms

Applicants should ensure that their supporting statement is clear and concise and does not exceed 1,300 words. It is preferable, although not compulsory, that the supporting statement is word-processed.

1. References

Section 9 Senior Leadership and Teacher Application Forms and Section 7 Support Staff and Lay Chaplain Application Forms

All applicants are required to provide details of at least two, and up to three, referees. A referee who is a current or former employer must have full access to the applicant’s personnel records. All posts are subject to satisfactory references.

Applicants are advised that schools/colleges designated with a religious character in England and Wales are permitted by law to require certain posts to be filled by practising Catholics.

**Senior Leadership posts** – Applicants are advised that the ‘Memorandum on Appointment in Teachers To Catholic Schools’ (amended September 2014), provides that ‘the posts of Headteacher or Principal, Deputy Headteacher or Deputy Principal and Head or Coordinator of Religious Education are to be filled by practising Catholics’. The Memorandum may be viewed by visiting the CES’s website at: http://www.catholiceducation.org.uk/employment-documents/recruitment-process/item/1000049-memorandum-on-appointment-of-teachers-to-catholic-schools

**Teacher posts** – Applicants are advised that schools/colleges are entitled to give priority to practising Catholic applicants.

**Support Staff posts** – Applicants are advised that schools/colleges (in England only) are entitled to give priority to practising Catholic applicants where it can be demonstrated that it is a proportionate means of achieving a legitimate aim (commonly known as a “genuine occupational requirement”).

Schools/colleges may provide guidance to the applicant regarding the definition of a “practising Catholic” with the application pack and/or in the event that the applicant is shortlisted for interview.

**In summary, all practising Catholic applicants, regardless of the post for which they are applying, are advised to provide referee details for their Parish Priest so that the school/college may give priority in accordance with the remit of the law (where applicable). Those applicants applying for Senior Leadership posts referenced in the Memorandum must provide such details.**

Notes (i) – Applicants must advise the school/college if they do not want them to contact any of their referees and provide reasons. For example, where applicants are currently employed, they may not wish the school/college to contact their employer until such time that they have given notice to terminate their employment.

Section 9.2 Senior Leadership and Teacher Application Forms and Section 7.2. Support Staff and Lay Chaplain Application Forms – In the event that an applicant is appointed, any failure to disclose the existence of a relationship, whether it be by marriage, blood or as co-habitee, between the applicant or their spouse/civil partner/partner with a member, or an employee, of the Governing Body of the school/college where the post is situated may be considered a disciplinary offence warranting summary dismissal.

1. Immigration, Asylum and Nationality Act 2006

Section 13 Senior Leadership and Teacher Application Forms and Section 11 Support Staff and Lay Chaplain Application Forms

In accordance with the legal requirements of the Immigration, Asylum & Nationality Act 2006 (“the 2006 Act”) (as amended) the Governing Body is under a legal duty to require all members of staff to provide documentary evidence of their entitlement to undertake the position applied for and to ensure that they have an ongoing entitlement to live and work in the UK. These checks need to be carried out for every person the Governing Body employs regardless of race, ethnicity or nationality. Therefore, on conditional offer of employment, and before a successful applicant commences their post, they must provide supporting evidence of their right to live and work in the UK. Generally speaking, the provision of one of the documents listed below will be sufficient proof but applicants are advised to consider the UK Visas and Immigration requirements for preventing illegal working in the UK for a full list of documents that may prove such entitlement which can be found on the Home Office’s website.

The most common proof of entitlement documents are:

* 1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
  2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
  3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
  4. A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
  5. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
  6. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
  7. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no limit on their stay in the UK, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

The above list is non-exhaustive.

1. **Declaration**

**Section 14 Senior Leadership and Teacher Application Forms and Section 12 Support Staff and Lay Chaplain Application Forms**

The Governing Body has a duty to make a report where the applicant provides false information in prescribed circumstances in accordance with the Education Act 2002.

**SUPPLEMENTARY FORMS**

1. **Recruitment Monitoring Form**

Applicants are not required to complete the Recruitment Monitoring Form, however, if they do, they will be helping the school/college to fulfil its duties under the Equality Act 2010.

The Recruitment Monitoring Form will be used purely for monitoring and statistical purposes and will not form part of the application or the recruitment process. The persons involved in the recruitment process will not have sight of the completed Recruitment Monitoring Form.

Where applicants wish to complete the Recruitment Monitoring Form they should return it *with* their completed application but in a *separate* sealed envelope clearly marked “Confidential – F.A.O: Recruitment Monitor”.

1. **Rehabilitation of Offenders Act 1974 – Disclosure Form**

We require all applicants that fall outside of the exemptions contained in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) to provide details of their criminal record at an early stage in the application process by completing the Rehabilitation of Offenders Act 1974 – Disclosure Form. The Disclosure Form should be sent *with* their completed application but in a *separate* sealed envelope clearly marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”.

The Disclosure Form will only be seen by those persons within the school/college and/or Governing Body who are required to see it as part of the recruitment process.



MODEL RECRUITMENT MONITORING INFORMATION FORM

THE INFORMATION PROVIDED BY YOU WILL BE USED FOR MONITORING AND STATISTICAL PURPOSES ONLY AND WILL NOT SUPPLEMENT OR FORM PART OF YOUR APPLICATION, THE SELECTION CRITERIA USED OR THE SELECTION PROCESS GENERALLY.

You are not obliged to complete this form but, if you do so, it will help us to fulfil our duties under the Equality Act 2010 to eliminate unlawful discrimination, harassment and victimisation, to promote and advance equality of opportunity and to foster good relations between people who share a relevant “protected characteristic” and those who do not. “Protected characteristics”, as defined by the Equality Act 2010, are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation

|  |  |
| --- | --- |
| Post title: | School: |
|  |  |
| Date of birth: |  |

1. *GENDER*

|  |
| --- |
| Male |
| Female |

1. *COUNTRY OF BIRTH*

My country of birth is:

|  |
| --- |
|  |

1. *ETHNIC ORIGIN*

I would describe my ethnic origin as:

|  |  |  |  |
| --- | --- | --- | --- |
| **1. White** | | **4. Asian, Asian British, Asian English, Asian Scottish or Asian Welsh** | |
| British |  | Bangladeshi |  |
| English |  | Indian |  |
| Scottish |  | Pakistani |  |
| Welsh |  | Any other Asian background (please specify) |  |
| Irish |  |
| Any other White background (please specify) |  |
| **2. Black, Black British, Black English, Black Scottish or Black Welsh** | | **5. Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh** | |
| African |  | Chinese |  |
| Caribbean |  | Any other Chinese background (please specify) |  |
| Any other Black background (please specify) |  |
| **3. Mixed** | | **6. Other ethnic group** | |
| White & Asian |  | Other ethnic group  (please specify) |  |
| White & Black African |  |
| White & Black Caribbean |  |
| Any other Mixed background (please specify) |  |

1. RELIGION

I would describe my religion as:

|  |
| --- |
| None  Catholic  Other Christian  Buddhist  Hindu  Jewish  Muslim  Sikh  Any other |

1. *DISABILITY*

The legal definition of disability is ‘a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities’. Some specific conditions deemed to be disabilities include HIV, cancer, multiple sclerosis and severe disfigurements.

|  |  |
| --- | --- |
| Do you have a disability, long-term illness (mental or physical), on-going medical condition or treatment that we should be aware of?  Yes:  No: |  |

***Data Protection Act***

I hereby give my consent for the Recruitment Monitoring Information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signature:       Date:



MODEL REHABILITATION OF OFFENDERS ACT 1974 – DISCLOSURE FORM

This form is supplementary to the relevant section relating to the Rehabilitation of Offenders Act 1974, of the relevant CES model Application Form.

Where you are making an application in writing, this form must be completed and sent in a separate, sealed envelope marked “confidential” and returned with your completed Application Form and any other supplementary or supporting documents.

In accordance with statutory requirements certain pre-employment checks are conducted for positions that involve work with vulnerable groups, specifically children and vulnerable adults.

The information obtained from these checks is used to help safeguard these groups. It will not be used to discriminate unfairly against those with convictions which we consider unrelated to working with vulnerable groups. Having a criminal record will not automatically bar you from employment or voluntary work with us.

As the position you are applying for gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a “protected” conviction/caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013) and, therefore, not subject to disclosure. **This means that you must disclose spent and unspent convictions on this form other than those which are so “protected”. This may include any driving offences. Guidance on the filtering of “protected” convictions and cautions can be accessed on the Disclosure and Barring Service website.**

Failure to disclose any disclosable criminal convictions could lead either to your application being rejected or, if you are appointed, to dismissal if it is subsequently discovered that you have had any criminal convictions. It is a criminal offence to apply for a position working with children if you are excluded from doing so.

Failure to complete this form may render your application invalid.

Full Name:

Date of Birth:

Post Applied for:

Please check the appropriate box to indicate whether you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013):

No:

Yes:

If you have answered yes to the question above, please set out the details below:-

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Conviction/pending Hearing/Caution/Reprimand/Warning | Offence | Sentence | Details of Police/Court involved |
|  |  |  |  |
|  |  |  |  |

**Declaration: I hereby certify that the** information given above is true and accurate:

SIGNATURE :

DATE :

***Data Protection Act***

I hereby give my consent for the information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

SIGNATURE :

DATE :