



THE KING'S SCHOOL, GRANTHAM
APPLICATION PROCEDURE FOR THE APPOINTMENT OF HEAD

Introduction

- 1) The main **Job Application Form** asks for detailed information about you and your work history. The purpose of the form is to make sure that, as far as possible, applicants who might be a risk to children are not considered for appointment. The detail that is asked for complies with national guidance on safe recruitment procedures for appointments to schools. **Please expand sections to fit your information as necessary. Note that your application form will be photocopied for distribution to the Governors' Selection Panel, please use black ink or type.**

- 2) The **Person Specification** is the key document that is used for shortlisting and selection. The first section is dealt with on the application form, however in support of your application we would like you to write a letter addressing the person specification. Please outline how your skills, experience and knowledge meet the person specification, giving examples of relevant achievements in no more than **two sides of A4 paper at font size 12. This should be addressed to the Chair of the Selection Panel, Mr Paul Ross, C/O Mrs Louise Wood (HR Officer) at the School's address.**

- 3) The **Monitoring Information:** Completion of Section A is voluntary; however completion will ensure all staff are treated fairly and equally and will not be used in the selection process. You are required to complete section B in order to monitor the effectiveness of The King's School's Equality Policy and to comply with the Equality Act 2010.

By separating the personal information and monitoring form, it is possible to avoid unlawful or unfair discrimination. These include discrimination on the grounds of nine separate protected characteristics.

CVs will not be accepted.

The Application Form

PERSONAL DETAILS

The information given here will be used to contact you and to identify you accurately when contacting referees. The information will not be used in the selection process.

EMPLOYMENT HISTORY – Present Position/Teaching Experience

This section is set out as if you are currently in a teaching post. If you are not currently a teacher, please give us the details of your current employer and post. Complete this section also if you are employed in a voluntary capacity. At "salary point", if appropriate, indicate whether you are currently paid on the main pay scale, upper pay scale, leadership scale etc.

OTHER PREVIOUS EMPLOYMENT DETAILS

It is very important that you list your previous employment in chronological order (most recent posts first). All employment, including self-employment, consultancy, part-time and temporary jobs and unpaid employment must be included. Your application needs to give a complete picture of your working career, including periods when you were not in employment. In this section you need to explain any gaps. The Selection Panel will check for gaps and ask for a revised application form if gaps are evident.

EDUCATION AND QUALIFICATIONS

Please complete all sections here. Make sure that you give all of the information needed. That should include qualifications and training that, whilst not essential, are useful and relevant to the job. Please ensure that you identify each subject and examination grade you achieved. Short listed candidates will be expected to bring their examination certificates to interview.

RELEVANT PROFESSIONAL DEVELOPMENT IN PREPARATION FOR HEADSHIP

Please mark clearly on your application if you hold an NPQH.

REFERENCES

References will be taken up before interview, so you need to be sure that your referees are willing and able to provide a reference. One reference must be your current Headteacher if you are currently employed as a teacher. If you are a Head Teacher there would be an expectation that one reference would be from the Chair of Governors.

The "Position" of each referee would be, for example, "current employer" or "university tutor". Each referee must be able to comment on your professional abilities. **Note that references from friends or relatives are not acceptable.**

When nominating referees, please provide a telephone number **and** most importantly an email address. We may approach previous employers who have not been identified by you as a referee, and may seek further information from referees who have supplied a reference. Previous employers will be asked whether there are any concerns about your suitability to work with children.

INTERESTS AND ACTIVITIES

Please complete the interests that support a work/life balance.

SUPPORTING STATEMENT

This should be your letter addressing the Person Specification using no more than 2 sides of A4 paper at font size 12. This needs to be addressed to the Chair of the Selection Panel, Mr Paul Ross as part of your application.

ADDITIONAL INFORMATION

ARE YOU RELATED TO ANY PERSON CONNECTED TO THE KING'S SCHOOL?

We need to know this in order to ensure a fair selection process. If you are related to anyone at the School, then we will avoid asking your relative or partner to be part of the selection process.

Please ensure that the rest of this information is completed.

DISCLOSURE OF CRIMINAL BACKGROUND

If successful the school will conduct an enhanced check through the Disclosure and Barring Service, the resulting document will provide a report to you on whether you have any history of criminal convictions, including cautions and bind-overs. All posts in schools are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as 'spent' and will be required to allow the relevant school staff to have sight of the DBS certificate once this has been processed. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

GENERAL INFORMATION TO CANDIDATES

HEALTH ASSESSMENT CHECK

Successful applicants will be required to attend a full medical assessment.

COMPLAINTS PROCEDURE

If you feel you have been unfairly treated, you have the right to complain. If you wish to complain, mark the envelope private and confidential (to be opened by addressee only) and write to: Mr Paul Ross at the School address, stating why you think you have been treated unfairly. Any complaint should be made no later than 14 days after you have been informed of the results of your application.

WHERE TO SEND YOUR APPLICATION

You can access the necessary application form via our website at www.kings.lincs.sch.uk , please complete the application and email whenever possible along with the letter of application addressing the Person Specification to HR@kings.lincs.sch.uk or by post to:

Mrs Louise Wood, The King's School, Brook Street, Grantham, NG31 6RP.

The School prefers to correspond electronically.

The closing date for applications is **Noon on Monday 16 February 2018**. All applications will be acknowledged, usually by e-mail.

Selection Schedule

Date	Action
Noon 16 February 2018	Application Closing date
w/c 19 February 2018	Short Listing of candidates
w/c 26 February 2018	2 day interview selection process

Please note that if you are invited for interview, you will need to bring with you the following original documents:

- original certificates of the qualifications that you have listed in your application.
- photo ID (driving licence or passport is ideal)
- evidence of right to work in the UK (EC passport, or long birth certificate AND official document providing your national insurance number)
- most recent enhanced DBS certificate (if the certificate is not available, confirmation that this has been processed and is clear, in advance, from your current school along with details of the document number and issue date)
- an official document providing your national insurance number (NI card, P60 or payslip)