

**DEPUTY HEADTEACHER APPOINTMENT**

**School: Templenewsam Halton Primary School**

**Personal Details**

Date of application

Title: [ ]  Dr [ ]  Mr [ ]  Mrs [ ]  Ms [ ]  Miss [ ]  Prof [ ]  Other (please state)

Surname/Family Name

First Name(s)

Preferred First Name(s) (if different from above)

Home Address

Postcode

Telephone Number (Day)       (Evening)

Mobile Telephone Number (if applicable)

Preferred Contact e-mail Address

Correspondence Address (if different)

Postcode

DfES Teacher’s Reference Number R P   /

The first two digits of your reference number are the year you achieved your qualified teacher status.

If you do not know your number you must contact Teacher’s Pensions on 0845 606 6166

Are you in receipt of a public service pension? Yes[ ]  No[ ]

Are you related to any Council Member, Senior Officer of

Leeds City Council or any Governor or member of staff at this school? Yes[ ]  No[ ]

If ‘YES’ please give details:

# Qualifications

Please give full details of degrees and other professional qualifications, including teaching qualifications. Your previous experience and achievements, including any Master’s degree and/or other qualifications, are taken into account at all stages of the qualification. It is important to complete this section of the form carefully, giving details of all relevant qualifications including modules taken. Please make clear what has been achieved and what is still in progress.

|  |  |  |
| --- | --- | --- |
| Date (mm-yy) | Awarding Body | Details of Qualification/Award |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

# Experience

# Present School       Employing Authority

# Date of Appointment       Designation of Post

# Scale/Incentive Allowance       Salary

|  |  |  |
| --- | --- | --- |
| Previous appointments listed in sequence | From (mm-yy) | To (mm-yy) |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

# Continuing Professional Development

Please give details of significant aspects of your Continuing Professional Development over the last three years. Explain how it has:

* made a difference to your current role and
* prepared you for leadership and management

|  |
| --- |
|  |

# The Key Areas of Headship

Please give details of your achievements and expertise in the following key areas of the National Standards for Headteachers. Please refer to the Job Description and Person Specification. For each key area, provide no more than two examples, from the last three years. Identify the actions you took and the impact of those actions.

**A. Leadership and management**

|  |
| --- |
|  |

**B. Shaping the future**

|  |
| --- |
|       |

**C. Leading teaching and learning**

|  |
| --- |
|       |

1. **Developing self and working with others**
2. **Managing the organisation**

**F. Securing accountability**

**G. Strengthening community**

**H. Child protection and safeguarding**

**Additional Information**

**(Maximum of 1,500 words)**

|  |
| --- |
| Data Protection Act 1998The information detailed in this application form will be used in the company’s Recruitment and Selection process. It will also be used to monitor the effectiveness of Leeds City Council’s policies and practices, and in particular its Equal Opportunities Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable. Your information may also be disclosed to the following third parties: Survey and research organisations (for monitoring purposes only) Organisations that handle or investigate the proper use of public funds Local Government Authorities Central Government Authorities Law Enforcement Authorities Application forms submitted by unsuccessful candidates will be destroyed after six months. |

|  |
| --- |
| DeclarationI consent to Leeds City Council/Templenewsam Halton Primary School recording and processing the information detailed in this application form. I understand that this information may be used by the company in pursuance of its business purposes and my consent is conditional upon Leeds City Council complying with their obligations under the Data Protection Act 1998.I can confirm that, to the best of my knowledge, the information provided on this form is correct and gives a fair representation of my qualifications and employment history. |
| Signature | Date | / | / |

### If you are selected for interview you will be asked to sign a hardcopy of this form

### Rehabilitation of Offenders

### Criminal Offences

This post is exempted from the Rehabilitation of Offenders Act (1974). You are therefore required to provide details of any spent convictions, cautions, reprimands and final warnings you may have in addition to any unspent convictions or criminal proceedings pending against you.

If you are invited for interview, a statement of these details should be sent under separate cover in an envelope marked ‘Private and Confidential – For the Addressee Only’ in the top left hand corner with ‘Leadership Consultant’ in the centre of the envelope and with the words ‘Conviction Information’ marked in the bottom left hand corner.

**The post for which you are applying is subject to an enhanced Disclosure & Barring Services check (previously CRB).**

**References**

Please provide details of three people who will act as referees for you. One referee may be the Chair or Vice Chair of Governors if you are currently employed in a senior post in school. Your second reference should be from someone in your LEA who has a working knowledge of your professional competencies and your impact in your current post.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | Title: |       | Name: |       |
|  | Occupation: |       |
|  | Address: |       |
|  |        |
|  |        |
|  | Postcode |       | Telephone No:       |
|   | Email |       | **The email field must be completed** |
|  | Capacity in which known:       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2 | Title: |       | Name: |       |
|  | Occupation: |       |
|  | Address: |       |
|  |        |
|  |        |
|  | Postcode |       | Telephone No:       |
|   | Email |       | **The email field must be completed** |
|  | Capacity in which known:       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 3 | Title: |       | Name: |       |
|  | Occupation: |       |
|  | Address: |       |
|  |        |
|  |        |
|  | Postcode |       | Telephone No:       |
|   | Email |       | **The email field must be completed** |
|  | Capacity in which known:       |

Equal Opportunities

Leeds City Council/Templenewsam Halton Primary School is an Equal Opportunities Employer. This means that all applicants for jobs in the service of the City Council will receive equal treatment irrespective of their sex, marital status, disability, colour, race, nationality or ethnic origin, sexual orientation or age.

To ensure the effectiveness of the policy and to assist in its development, it has been decided that all applicants will be monitored for employment and promotion. You are requested to complete the section below, which will be treated as confidential and used for statistical purposes only. Information provided by candidates with a disability will be used for the purpose stated and will be retained separately from your application form.

Date of Birth (dd/mm/yy)

Female [ ]  Male [ ]

Where did you see this post advertised? TES online [ ]

TES paper [ ]

E Teach [ ]

Education Leeds bulletin/website [ ]

Other [ ]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
| Ethnic Origin |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Asian or Asian British** |  |  | **Black or Black British** |  |  | **Chinese or other ethnic groups** |  |
| Bangladeshi | [ ]  |  | African | [ ]  |  | Chinese | [ ]  |
| Indian | [ ]  |  | Caribbean | [ ]  |  | Gypsy/traveller | [ ]  |
| Kashmir | [ ]  |  | Other (Specify) |  [ ]  |  | Other (Specify) | [ ]  |
| Pakistani | [ ]  |  |  |  |  |  |  |
| Other (Specify) |
|  |  |  |  |  |  |  |  |
| **Mixed** |  |  | **White** |  |  |  |  |
| White and Asian | [ ]  |  | British | [ ]  |  |  |  |
| White and Black Caribbean | [ ]  |  | Irish | [ ]  |  |  |  |
| Other (Specify) | [ ]  |  | Other (Specify) |  [ ]  |  |  |  |

Do you consider yourself to have a disability? Yes [ ]  No [ ]  Choose not to declare [ ]

The Disability Discrimination Act defines disabilities as physical or mental impairment with long term, substantial effects on ability to perform day-to-day activities. Covert conditions may include, for example, severe depression, dyslexia, epilepsy and arthritis.

To help recruiters to decide whether a reasonable adjustment will be required, please answer the following questions.

Does your impairment prevent you from carrying out any of the duties of the post? If yes, you are still encouraged to apply as we may be able to make some changes to accommodate a suitable disabled candidate. It would be helpful if you let us know what the potential difficulties might be.

If called for an interview, does your impairment require us to make any particular arrangements?

If yes, please describe. It would be useful if you could give us any information you have about how these might be overcome.

If you do not let us know at this stage what your needs are, there is no guarantee that we can meet them if you let us know at a later date.

Please identify your marital status:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Married** | [ ]  |  | **Civil Partnership**  | [ ]  |  | **Co-habiting**  | [ ]  |
|  | **Single** | [ ]  |  | **Other** (Specify)**…………………** | [ ]  |  |  |  |
| Please identify your religion: |  |
|  | **Buddhist** | [ ]  |  | **Christian** | [ ]  |  | **Hindu** | [ ]  |
|  | **Jewish** | [ ]  |  | **Muslim** | [ ]  |  | **No Religion** | [ ]  |
|  | **Rastafarian** | [ ]  |  | **Sikh** | [ ]  |  | **Other** (Specify)**……………..**  | [ ]  |
|  |  |  |  |  |  |  |  |  |
| Please identify your sexual orientation: (definitions below) |  |
|  | **Heterosexual** | [ ]  |  | **Lesbian** | [ ]  |  | **Gay man** | [ ]  |
|  | **Bisexual** | [ ]  |  |  |  |  |  |  |
|  |

Heterosexual – Someone who is attracted, emotionally and or physically, to persons of the opposite sex.

Lesbian – A woman who is attracted, emotionally and or physically, to other women.

Gay man – A man who is attracted, emotionally and or physically, to other men.

Bisexual – Someone who is attracted, emotionally and or physically, to both sexes.