

**Application Pack**



Full Time Subject Lead for English/Drama



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**Welcome Letter from the Headteacher**

Dear Applicant,

Thank you for your interest in the position of Subject Lead for English/Drama at The Acorns School.

The Acorns School is a short stay Pupil Referral Unit for 11-16 year old pupils who have either been; permanently excluded, or who need respite in the form of interventions. We are located in Ormskirk and cater for pupils from the surrounding locality and also further afield.

We believe in a child centred approach and “learning to achieve” is part of our caring ethos and culture.

We aim to support our young people to learn to make steps to improve and enjoy achieving success.

Together we strive to provide a caring, structured learning environment in which all pupils can develop academically, socially and emotionally and in which pupils and staff feel safe, secure and valued.

We offer an enriching, educational environment for pupils who have experienced difficulties in school. In our school pupils are accepted, valued and feel safe. We assess pastoral and learning needs and plan for progress. We give time to pupils. This is so they can reflect on and reassess their difficulties, build self-esteem and develop meaningful relationships.

The Acorns provides a broad and balanced curriculum designed to capture pupils’ interests and prepare them for life. We aim to improve each pupil’s academic performance, ability to learn and social and emotional skills so that pupils are able to return to school, further education or enter the world of work.

We work productively and collaborate with parents, carers, other schools, training organisations and other appropriate agencies for the good of all pupils.

We want our young people to ‘learn to achieve’.

We are seeking a well-qualified, enthusiastic and committed Lead teacher of English/Drama to be able to lead this core subject area across the school including high support pupils.

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful applicant will be subject to an enhanced DBS check.

We look forward to hearing from you.

Yours Sincerely,

J Hodson

Headteacher



**Context of the School**

Learning to Achieve

**Vision**

Curriculum designed to capture pupils’ interests and prepare them for life.

A learning culture.

Encouraging very achievement, no matter how small.

Improve academic performance, ability to learn and social and emotional skills.

Pupils are able to return to school, further education or the world of work.

**Referral pathways**

Pupils attend because they have been permanently excluded from mainstream (statutory referrals).

Intervention programmes paid for by local high schools.

Children missing education (CME).

Medical referrals via CAMHs.

Education for pregnant girls/young mums.

Fair access protocols.

SEND Packages agreed with Local Authorities

**Social Context**

46% of pupils are eligible for free school meals (Lancashire average 11.8%).

46% on roll are FSM/disadvantaged.

59% receive help from Lancashire Early Help Services. Some pupils are supported through Child Protection and Child in Need Plans.

Predominantly White British.

Majority of pupils reside in the bottom 2% of wards in the country for deprivation.

Skelmersdale suffers from poor public transport infrastructure, reputation and self-image.

Nearly all pupils are transported to school by taxi.

**Nature of difficulties**

Behavioural, emotional, social or health related difficulties which impact significantly on academic progress and attainment.

Disaffected with low motivation and poor self- esteem in relation to learning.

On entry, functioning below expectations.

Persistent, poor or non-attendees (school refusers).

Arrive with having missed large sections of primary and secondary education, particularly post pandemic.

Some pupils have an EHCP or undergo statutory assessment.

Some pupils are known to the Youth Offending Team.



**Advertisement**

**Teacher post permanent full time UPS (£40’625 - £43’685) + SEN allowance (£2’384- £4’703)**

**Subject Lead for English/Drama.**

Applications are welcome from secondary trained colleagues able to offer the following skills/ experience:

The Acorns School 11-16 PRU (known locally as ‘Acorns’) is looking to recruit a teacher who is able to work with specific groups of students on a daily basis with challenging behaviour and complex needs. The role involves working with young people undergoing assessment for an EHCP and/or involvement with Children’s Social Care via Child in Need or Child Protection processes and/or CAMHs. The role involves being a form tutor and includes working and liaison with other agencies to support the young people in that form group.

The school is situated in pleasant surroundings and employs 30 staff. It serves the West Lancashire district and occasionally pupils from outside that area. The school is commissioned by the local authority to provide an education for the following categories: pupils attend the school as a result of permanent exclusion or for medical needs on the advice of a hospital Consultant or CAMHS professional. The school is commissioned by local mainstream secondary schools to support pupils who may be at risk of exclusion or who are having difficulties in school for a variety of reasons. Acorns also takes young people on roll who are unable to access a mainstream school for other reasons and this usually includes being new to the area, returning from home education and pupils in year 11 unable to find a school place. Throughout the year, the pupil roll increases and groups are subject to change.

The ideal applicant would need to be a positive, flexible and resilient individual who easily adapts to change and is a good team player always willing to support colleagues and share expertise. Applications are particularly welcome from Teachers who have experience of working in a similar environment. However, if you believe you have the right skills and mind-set please do not hesitate to apply indicating how your strengths can assist the school in moving forward. CPD is given the highest priority and new staff are mentored by established colleagues.

It is strongly advised that you visit the school as you will be able to see its clear strengths and facilities. Please contact Debbie Williams School Business Manager to arrange to visit.

Email: [d.williams@westlancspcss.lancs.sch.uk](mailto:d.williams@westlancspcss.lancs.sch.uk) T: 01695575486

Closing date:13th October 23 Shortlisting:16th October Interviews:Week commencing 16th October



**Information about the Curriculum Area**

English at The Acorns School

**English**

Pupils follow a programme of study linked to the new National Curriculum centred on a range of whole texts with an emphasis on text-type writing. For pupils who are still developing-readers, more emphasis is placed on literacy skills, phonics and reading practise.

There are two pathways in years 10 and 11:

AQA Step up to English (Silver or Gold) Focusing on key literacy skills and indicating readiness for GCSE.

AQA English Language GCSE A two-year qualification assessed only through terminal exams. This course gives access to grades 1-9 as there are no tiers in the exam paper.

See English Overviews in the core subject curriculum area on the website.

**Drama**

We are excited to launch Drama as a new subject for the academic year 23/24 at The Acorns School. Students will take a practical approach to exploring Drama techniques, Acting Skills and Performance technology.  We also hope to run regular trips to see some of the best local theatre.

Drama naturally builds confidence and promotes better communication, and we look forward to seeing what our students achieve.

See Drama Overviews in the additional subject curriculum area on the website.



**Job Description – Subject Lead for English/Drama**

*Please note that under the Criminal Justice and court Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position. An individual is disqualified from working with children if he/she is included on certain lists held by the Criminal Records Bureau, or has been disqualified from working with children as part of a sentence.*

1. Job Purpose and accountability

Teachers at The Acorns School have a prime responsibility to promote the core principles and ethos of the school.

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| **Post Title:** | TEACHER UPS |
| **Purpose:** | * To design, implement and deliver an appropriately broad, balanced, relevant curriculum in English/Drama for students. * To monitor and support the overall progress and development of all students across the school. * To overview the curriculum design and delivery for English and Drama. * To support non-subject specialist teachers for English. * To facilitate and encourage a learning experience which provides students with the opportunity to achieve their personal excellence. * To contribute to raising standards of student achievement and attainment. * To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth. * To promote actively the school’s policies by engaging in teamwork in pursuit of the school’s vision statement. |
| **Reporting to:** | Line manager |
| **Responsible for:** | The provision of a full learning experience and support for students in English and Drama.  Design and delivery of the curriculum for English/Drama across the school.  Line management of English teachers and support of other non-specialist teachers for sharing resources and design and delivery of the English curriculum. |
| **Liaising with:** | Head/Deputies, teaching/support staff LEA representative’s external agencies and parents. |
| **Disclosure level:** | Enhanced |
| **Working Time:** | 190 days per year + 5 days directed INSET (pro rata applicable to part time staff) |
| **MAIN (CORE) DUTIES** | |
| **Planning** | * To develop appropriate specifications (syllabuses), resources, schemes of work, marking policies and teaching strategies in designated curriculum areas. * To develop the curriculum area taught in, and the school’s development plan and its implementation. * To plan and prepare courses and lessons. * To contribute to the whole school’s planning activities. |
| **Teaching:** | * To teach according to school policies and procedures. * To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere. * To assess and report on the attendance, progress, development and attainment of students and to keep such records as are required. * To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. * To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students * To undertake a designated programme of teaching. * To ensure a high-quality learning experience for students which meets both internal and external quality standards, and provides a stimulating environment throughout. * To prepare and update subject materials. * To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the course. * To apply the school Behaviour Policy so that effective learning can take place, and to encourage good practice with regard to punctuality, standards of work and homework. * To undertake assessment of students as requested by external examination bodies, departmental and school procedures. * To mark, grade and give written/verbal and diagnostic feedback as required. |
| **Curriculum:** | To report to SLT, ensuring that the curriculum area provides a range of teaching which complements the school’s aims. To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school’s vision Statement and aims. |
| **Staff Development:** | * Performance management of teachers of English. * To take part in the school’s staff development programme by participating in arrangements for further training and professional development. * To continue professional development, including subject knowledge and teaching methods. * To engage in the teacher’s appraisal process. * To ensure the effective/efficient use of classroom support * To work as a member of the school team and contribute positively to effective working relations within the school. |
| **Quality Assurance:** | * Quality assurance of English school wide. * To help to implement school quality procedures and to adhere to those. * To contribute to the process of monitoring and evaluation of the curriculum area/department. To seek/implement modification and improvement where required. * To regularly reflect and evaluate methods of teaching and programmes of study. * To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school. |
| **Management Information:** | * To maintain appropriate records and to provide relevant accurate and up-to-date information for management information systems, registers, etc. * To complete the relevant documentation to assist in the tracking of students. * To track student progress and use information to inform teaching and learning. |
| **Communication:** | * To communicate effectively and professionally with the parents of students as appropriate. * Where appropriate, to communicate and co-operate with external agencies. * To follow agreed policies for communications and confidentiality in the school. |
| **Management of Resources:** | * To contribute to the process of the ordering and allocation of equipment and materials. * To assist the SLT to identify resource needs and to contribute to the efficient/effective use of physical resources. * To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School and the students |
| **Marketing and Liaison:** | * To take part in marketing and liaison activities (such as Open Evenings/ Days Parents Evenings, Review days and liaison events with partner schools). * To contribute to the development of effective subject links with partner schools and external agencies. |
| **Pastoral System:** | * To be a Personal Tutor to an assigned group of students. To promote the general progress and well-being of individual students and of the Personal Tutor Group as a whole. * To liaise with Attendance Officer/ Pupil Support Officer / Pastoral Officer to ensure the implementation of the school’s Pastoral System. * To register students, accompany them to assemblies/ school gatherings, encourage their full attendance at all lessons and their participation in other aspects of school life. * To evaluate and monitor the progress of students and keep up-to-date student records as may be required. * To contribute to the preparation of Action Plans and progress files and other reports. * To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. * To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff. * To contribute to PHSE /personal development programmes/ according to school policy. |
| **Other Specific Duties**: | |
| * To support the school community, its distinctive vision statement and ethos and to encourage staff and students to follow this example. * To support the school in meeting its legal requirements for corporate worship. * To comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate. * To actively follow and contribute to all school policies and procedures. * To undertake any other duty (as specified by STPCD and the new teachers’ standards applicable) not mentioned in the above * Following consultation employees may be reasonably requested by a manager to undertake work of a similar level that is not specified in this job description. * Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. * Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.   This job description is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title. | |
| **Date:**  October 2023 | **Signed:**  *J Hodson* Head teacher |



**Application Details**

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Application Form for

Some schools are excluded as commitment is on an individual basis

**Headteacher**

**Deputy Headteacher**

**Assistant Headteacher**

**Advanced Skills Teacher**

**Teaching Posts**

**Community and Voluntary Controlled Schools**

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APPLYING FOR A JOB WITH LANCASHIRE COUNTY COUNCIL

IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Your completed form is the only basis for considering your initial suitability for the post. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

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| **SOME POINTS TO BEAR IN MIND BEFORE YOU START**   * Look carefully at the job description and application form. Ask yourself why you are interested in the job. Don’t copy the same application for a series of jobs. * Read the Employee Specification carefully. This outlines the type and range of skills/experience etc that we would like the candidate to possess or have the potential to develop. * Try to complete the form in a concise, well organised and positive way. * Please use the application form provided, continuing on a separate sheet if necessary. Please do not send standard details of your own, i.e. in the form of a curriculum vitae, unless specified in the advertisement. * Please remember to complete the Monitoring Job Applicants Form on page 9, as this is essential for the County Council to determine whether its Equal Opportunities Policy is working with regard to employment. |

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| **Please note** that we are only able to employ nationals of European Economic Area (EEA) countries, citizens of Switzerland and those legally entitled to work in the UK. Lancashire County Council does not hold a sponsorship licence and is unable to employ non-EEA nationals under tiers 2 or 5 of the points-based system. If you submit an application form and are shortlisted for interview, you will be required to produce documentary evidence of your right to work in the UK. |

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| **The Disability Discrimination Act 1995 defines a disabled person as:**  (Relevant to question 10 on page 7 and question 6 of the Monitoring Job Applicants Form on page 9) ‘A person with a physical (including sensory) or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities.’ Or someone who has had such a disability but is now recovered. Or someone with a severe disfigurement. |

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| **APPLICATION FORM**  The following headings correspond to some of the appropriate sections in the application form: | |
| Post applied for: | The full job title should be completed and the relevant School shown. |
| Name and Address: | Make sure that your full name (including any previous names), address and telephone number (if you are on the telephone) are legibly written. |
| Present Appointment and Previous Employment | Starting with your first post, ending with your present post, list all the employers you have worked for, provide job titles and the period you worked for them. This information may be used to assess whether you meet the experience requirement for the vacancy. Check that the dates are correct and in order. Please also provide an explanation for any gaps in employment. |
| Education and Professional Qualifications: | Give a list of formal and informal qualifications. Information may be necessary here to assess whether you meet the required qualifications for the vacancy. Ensure that nothing important has been omitted. Please include the name of the awarding body, the grade and the date the qualification was obtained. |

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| Private and Confidential |  | Job Ref No. |  |

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|  | | | Lancashire County Council as an equal opportunity employer intends that no job applicant or employee shall receive less favourable treatment because of his or her sex, marital status, race, colour, nationality, national origins, ethnic origins, sexual orientation or disability nor be disadvantaged by any other condition which cannot be shown to be justifiable. | | | |
|  |  | Application for the post of | | |  |  |
|  |  | **Name of School/Service** | | **The Acorns, Ormskirk** | |  |
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Would you please note that, in the interest of economy, the receipt of an application is not acknowledged. If you have not been contacted within 28 days of the closing date, you should assume your application has not been successful.

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|  |  | **PLEASE COMPLETE THIS SECTION IN BLOCK CAPITALS** | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | **1. Personal** | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | Surname |  | | | | | | | | | | Forename(s) | | | |  | | | | | | | |  |
|  |  | Previous Names(s) | | | |  | | | | | | | | | | | | | | | | | | |  |
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|  |  | National Insurance number | | | | | | |  | | | | | | |  | | | | | | | | |  |
|  |  | Home Address | |  | | | | | | | | | | | | | | | | | | | | |  |
|  |  |  | |  | | | | | | | | | | | | | | | | Postcode | | | |  |  |
|  |  | Telephone Number(s)  Please indicate a preferred  Method of contact. | | | | | | Home | | Preferred | | | | | Mobile | | | Preferred | Work | | | Preferred | | |  |
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|  |  | May we contact  you at work | | | Yes | | | Email address | | | |  | | | | | | | | | | | | |  |
|  |  | No | | | If supplied this may be used to inform you of the outcome of your application. | | | | | | | | | | | | | | | | |  |
|  |  | Do you hold Qualified Teacher Status? | | | | | | | | | Yes  No | | | (if yes, please give date of award) | | | | | | |  | | | |  |
|  |  | QTS Certificate Number (if available) | | | | | | | | |  | | | | | | | | | | | | | |  |
|  |  | Have you successfully completed a period of induction as a qualified teacher in this country  where the DfES require this | | | | | | | | | | | | | | | | | | | Yes  No | | | |  |
|  |  | If yes, please give date of completion | | | | | | | | |  | | | | | | | | | | | | | |  |
|  |  | GTC Teacher Reference number (DfES number) (eg 12/34567) | | | | | | | | | | | | | |  | | | | | | | | |  |
|  |  | Are you registered with the GTC? | | | | | | | | | Yes  No | | |  | | | | | | | | | | |  |
|  |  | Are you subject to any conditions or prohibitions placed on you by the GTC (or another GTC in the UK?) | | | | | | | | | | | | | | | | | | | | | Yes  No | |  |
|  |  | If yes, give full details | | | | |  | | | | | | | | | | | | | | | | | |  |
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|  |  | **2. Present Position** | | | | | | | | | | | | | | | | | | |  |
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|  |  | Present Post |  | | | | | | | | Date Appointed | | | | |  | | | |  |  |
|  |  | School/Establishment (Name, Type and Address) | | | | | |  | | | | | | | | | | | | |  |
|  |  |  | | | | | | | | | Postcode |  | | | | | | | | |  |
|  |  | Single Sex or Mixed | |  | | | | | | | Age Range | |  | | | | | | | |  |
|  |  | Number on Roll (Total) | | |  | | | | | |  | |  | | | | | | | |  |
|  |  | Spinal Column Point/Group | | | |  | | | Salary: Basic £ | |  | | | | +£ | |  | | (if applicable) | |  |
|  |  | CSA or other Employer (with address) | | | | |  | | | | | | | | | | | | | |  |
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**NB - DO NOT TYPE BEYOND THE END OF THE BOXES - FOR ANY FURTHER INFORMATION PLEASE ATTACH A SEPARATE SHEET**

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| **3.** **Education and Qualifications.** Successful applicants will be required to provide original documentary evidence of all qualifications stated below. | | | | | | | | |
| A Secondary Education | | | | | | | | |
| Names of Schools/ Colleges/Further Education | From | | To | | | Qualifications Obtained *(please indicate Level, Awarding Body, Subjects and Grades)* | | Date of Award(s) |
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| B Higher and Professional Education | | | | | | | | |
| Names of Schools/Colleges | | From | | To | Full Time/  Part Time | | Qualifications Obtained *(please indicate Level, Awarding Body, Class Subjects and Grades)* | Date of Award(s) |
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| **4. In-service Education in the last five years appropriate to your application** (this section can be completed as a separate attachment). | | | | | | | |
| A As a Participant | | | | | | | |
| Dates of Courses | | Length of Course | | Details of Course | Qualification Obtained + Date of Award | | Course Provider |
| From | To |  | |  |  | |  |
|  |  |  | |  |  | |  |
| B As a Contributor | | | | | | | |
| Dates of Courses | | Length of Course | Details of Course and Your Involvement | | | Course Provider | |
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| **5. Additional Teaching Skills and Special Interests** (relevant to this application) |
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**NB - DO NOT TYPE BEYOND THE END OF THE BOXES - FOR ANY FURTHER INFORMATION PLEASE ATTACH A SEPARATE SHEET**

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| **6. Teaching Experience** Starting with first post, ending with present post. **Please include all paid and voluntary work and give exact dates and indicate the reasons for any gaps in employment record** | | | | | | | | | | |
| Employing Authority | Post Held (Incl. TLR)  Reason for leaving | Full/Part Time/ Supply | Name of School/  Establishment | Type Secondary/  Primary/  Special etc | Mixed or Single Sex | No on Roll (approx) | Age Range Taught | Areas of Responsibility | Dates | |
| From | To |
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| **7. Other Employment** (including part-time and voluntary work. Please give exact dates and indicate the reasons for any gaps in employment record) | | | | | |
| Employer | Nature of Employment  (Please include reason for leaving) | From | | To | |
|  |  | M | Y | M | Y |
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| **8. Letter of Application** - You are asked to submit a letter, describing in some detail your relevant experience and achievements and their application to this post. Please include any other information you feel would be helpful. Please include all those related to the list of essential experiences, skills etc for the post set out in the Person Specification. |

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| **9. Disclosure of Criminal Background** (*before completing this section please read the enclosed advisory notes*) | | | | | | | | | | | |
| **(a) Have you ever been convicted of a criminal offence or been given an official caution? Click as appropriate.** | | | | | |  | **Yes** |  | **No** |  | |
| Please note that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer ‘no’ to this question even if you have been convicted of a criminal offence in the past.  However, the 1975 Exemptions Order to this Act excludes certain types of employment, which involve contact with vulnerable adults or young people, from the protection of the Act.  So you should take advice if you are in any doubt as to the correct answer to give.  Also, if you are applying for a ‘regulated post for employment’ (the advert, job details and accompanying information should make clear whether the job is regulated), please refer to the criminal records disclosure requirements. | | | | | | | | | | |  |
| **(b) If Yes, please provide full details as requested in the advisory notes, including date of conviction/caution/bind-overs, court, nature of offence and sentence imposed, place in envelope marked Private and Confidential for attention of Chair of Appointing Panel and return with a hard copy of your completed application form.** | | | | | | | | | | |  |
| **(c) I certify that I am not included on the Children’s Barred List or Adults’ Barred List maintained by the Independent Safeguarding Authority, that I have not been disqualified from working with children or vulnerable adults and I am not subject to any sanctions imposed by a regulated body or subject to any ongoing investigation into any matter which may bring into question my suitability for the post applied for.** | | | | | | | | | | |  |
|  | **Signed:** |  |  | **Date:** |  | | | | | |  |
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| **10**. | **Do you consider yourself to have a disability?** | Yes | No | *Click as appropriate* |  |

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| **11** | **Canvassing directly or indirectly will disqualify candidates. State whether you are related to,or have a close relationship with any existing employee or employer (including councillors and governors)** |  |
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| **12** | By supplying this information you consent to our using it for verification and for all employment purposes as defined in data protection legislation.  **I certify that to the best of my knowledge all the information I have given is correct. I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, if I am appointed, may be liable to summary dismissal with possible referral to the police.** | | | |  |
|  | Signed: |  | Date: |  |  |
|  |  |  |  |  |  |

**Details of Referees**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Please give the names of at least two persons who are able to comment on your suitability for this post. One **must** be your present or last Headteacher or employer.  **For Headteacher applications one referee MUSTbe your present local Children's Services Authority or employer.**  **If you are not currently working with children but have done so in the past, one reference must be obtained from the employer who most recently employed you to work with children.**  **NB References will not be accepted from relatives or from people writing solely in the capacity of friends.**  The CSA reserves the right to seek any further references deemed appropriate. | | | | | | |
|  | Name: |  |  | Name: |  |  |
|  | Position: |  |  | Position: |  |  |
|  | Address: |  |  | Address: |  |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  | Postcode |  |  | Postcode |  |  |
|  | Email |  |  | Email |  |  |
|  | Tel No |  |  | Tel No |  |  |
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Recruitment Monitoring in Employment

MONITORING JOB APPLICANT’S FORM

All applicants for jobs must complete this monitoring form to enable us to fulfil responsibilities placed upon us under legislation in relation to the monitoring of applicants by racial group and to assist us in the elimination of unlawful discrimination, the promotion of equality of opportunity and good race relations between people of different racial groups.

Please return this form **with** your completed application form to the address given in the advertisement or with the job details.

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|  | This information will be treated as strictly confidential and will only be used for monitoring purposes. Details will not be available to members of the Selection Panel. |  |

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| **Details of the job you have applied for** | | | | | | |
| Directorate/DSO: | |  | Job title | |  |  |
| Job Ref: |  | | Grade: |  | |  |
| (if known) | | | | | | |

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| 1. Name (in block capitals) | |  | 5. Please check the box which best describes your ethnic/cultural/racial origin | |  | 6. Do you consider yourself to have a disability or to be a deaf person?  (Please see the definition of disability in the advice note ‘How to complete the application form’.) | | yes    no |
|  |  |
|  | (O) | White British |  |
|  | (9) | White Irish |  |
|  | (H) | Any other White background |  |
|  |  | (please type in) |  |
| 2. I am:  (Please check the appropriate box) | |  | |  | | --- | |  | | |  | 7. How did you find out about this job?  (Please check the appropriate box) | | |
|  | (J) | Mixed White and Black Caribbean |  |
|  | (K) | Mixed White and Black African |  |
| MALE | FEMALE |  | (L) | Mixed White and Asian |  | Internal circular | Job centre | |
|  |  |  | (M) | Any other Mixed background |  |  |  | |
|  |  | (please type in) |  |
|  | |  | | --- | |  | | |  |
|  | |  | (4) | Asian or Asian British Indian |  |  |  | |
| 3. I consider my marital status to be  Please note: If you are widowed or divorced and you live alone, please check ‘single’. | |  | (5) | Asian or Asian British Pakistani |  |
|  | (6) | Asian or Asian British Bangladeshi |  |
|  | (8) | Any other Asian or Asian British background |  |
|  |  |  |
|  |  | (please type in) |  | Newspaper/journal  (please say which) | Internet  (please say which site)  or other source… | |
| Single | Married |  | |  | | --- | |  | | |  |
|  |  |  | (1) | Black or Black British Caribbean |  |  |  | |
|  | (2) | Black or Black British African |  |
|  | (N) | Any other Black or Black British background |  |  |  | |
|  | |  |  |  |
| 4. Date of Birth | |  |  | (please type in) |  |
|  | |  | | --- | |  | | |  |
|  | (7) | Chinese |  |
|  | (A) | Any other ethnic group |  | **Thank you for your assistance.**  **Your co-operation will help**  **promote equality of opportunity** | | |
|  |  | (please type in) |  |
|  | |  | | --- | |  | | |  |
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| **DATA PROTECTION ACT 1998 – FAIR PROCESSING**  **STATEMENT** |
| The information you supply about yourself as part of the application procedure is handled according to the requirements of the Data Protection Act 1998. The “data controller” in respect of information about job applicants for this post is Lancashire County Council.  Information you supply as part of the application process will be used for recruitment purposes and, if you are successful, for subsequent employment purposes. If you are unsuccessful, your application is retained for a maximum of 12 months from the closing date and then destroyed. Equal Opportunities information is used for statistical monitoring purposes which is not related to named individuals.  Details of unsuccessful applicants for casual posts may be retained for longer than 12 months with the consent of the applicant.  The Lancashire County Council contact for data protection matters is:  The Data Protection Officer  PO Box 100, County Hall, Preston, PR1 0LD  email: [data.protection@lancashire.gov.uk](mailto:data.protection@lancashire.gov.uk)  **NB: Please do not return your completed application form to this address.** |

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| **FINAL CHECKLIST** |
| Please ensure that you have:  Filled in all relevant parts of the form  Signed and dated the form  Completed the monitoring form (**this is essential if your application is to be considered**)  Read and understood the Data Protection Act – Fair Processing Statement details above |

Please note that, in the interests of economy, we will not acknowledge receipt of your application. If you have not been contacted within 28 days of the closing date, you should assume your application has not been successful. You may telephone Connect2HRP if you wish to check on the progress of your application, quoting the job reference number.