

## **Guidance on Completing a Headteacher / Deputy Headteacher Application Form**

### **Introduction**

In Leeds we aim to employ excellent leaders who get excellent results. We need you to demonstrate your leadership experiences and your potential, your commitment to improving education for all and your credibility in teaching and learning.

The application form plays a very important part in the selection process; it will be used as the basis for short-listing. For reasons relating to safeguarding, consistency and fairness the panel will be unable to consider information provided in other formats. All information relating to your application should be included on the application form. We do not accept CVs. A brief covering letter is acceptable but this will not be considered as part of your application so it should not be used to provide further details of your experience. Please ensure that your application is directly relevant to the post you are applying for and not based on a previous application to another school.

You must complete all sections of the form, ensuring that the information you provide is clear and accurate. It is essential that you complete ALL sections of the application form as clearly and as fully as possible. Please pay particular attention to providing examples of your experience, demonstrating the difference your leadership has made.

Enclosed with the application form are the Person Specification and Job Description for the post. Please read them carefully before completing the application form. The Person Specification describes the skills, abilities and knowledge that we require from the successful candidate and will be used as the basis for shortlisting.

### **Guidance on completing your application form**

Please ensure that when you complete an application form you use the Person Specification and Job Description as your guide. The headings in the application form relate to the Headteacher standards. You need to give details of your achievements in each area. Provide at least two relevant examples which demonstrate the actions you took and the impact of those actions.

### **Personal details**

Make sure you complete this section fully. It is important that you provide us with a full address, contact details and email address as we will need these to get in contact, should you be shortlisted for interview.

### **Qualifications**

You must ensure you provide all information about the qualifications you have obtained from degree level upwards. Please include details of your NPQH, if applicable. Don't forget to include dates. If you are invited to interview, you will be asked to provide original copies of your qualifications.

### **Present and previous employment**

As part of our safer recruitment procedures, we need to see a full employment history. In this section, it is important that you include all relevant work experience including part-time work or temporary jobs, work experience or voluntary work. Please give a short explanation of any career breaks you have had. Ensure that it is accurate in chronological order, with the most recent role first.

### **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 leadership and management practice.

### **The key areas of headship**

Give details of your achievements and expertise in the following areas of the National Standards for Headteachers. Please refer to the Job Description and Person Specification. For each key area, please provide no more than two examples from the last three years. Identify the key actions you took and the impact of those actions. Take care that you do not "cut and paste" inaccurate information onto your application form. The shortlisting panel need to know that you are interested in their school, that your application form is not just a generic form you are sending out to large numbers of schools.

**For example**, if the person specification asks for "excellence in communication and influencing" it will not be adequate to just state 'I am an effective communicator'. You must provide an example of how you have demonstrated effective communication skills in the past. A relevant example would be: "I recently delivered a presentation to some of my colleagues. In order to ensure I got the key message across, I spoke with several staff beforehand to gauge how they might react to the messages, anticipated questions and prepared some notes. I also practiced my presentation with a colleague beforehand. During the presentation I recapped on key points to clarify important points and invited questions at various stages. I made sure everyone had understood the key messages by asking staff to repeat back to me what they were. The feedback I received was excellent".

### **Additional information**

In this section you need to identify any skills and experiences you have not highlighted under the Headteacher standards section. This section gives you the opportunity to describe your vision and values, your reasons for applying for the post of Deputy/Headship at the named school and other information about yourself which you feel will assist the shortlisting panel in seeing how you, your skills and experiences match what they are looking for. In a maximum of one side of A4 describe what you feel you can contribute to the school. This section replaces the traditional covering letters, which have in the past been supplied by candidates with application forms. We cannot accept a covering letter as part of your application, therefore any additional information in support of your application *must* be included the Additional Information section.

### **References**

We will require three satisfactory references before a job offer is made. Please give the names and addresses of three referees. If you are employed or have been employed in the past, the first referee should be your present or most recent employer. Please ensure that you have completed your referee's name, address and full contact details and that they are up to date. If you are applying within the faith sector you will be required to submit details of a pastoral referee for your third reference.

### **Confirmation of details**

Please make sure that you have signed and dated your application to confirm that your details are correct. If you are submitting your application by email, we will accept an email signature, you can sign the hard copy at interview. For Headteacher applications only, please ensure that the Headteacher Recruitment Unit receive your application, or in the case of Deputy Headteacher posts, the school receives your form by the closing time and date, as late applications will rarely be considered.

### **Equal opportunities monitoring**

Leeds City Council is committed to a policy of equal opportunities in employment. To ensure that our Equal Opportunities Policy is effective we ask you to complete the Equal Opportunities Monitoring Supplement. The form is confidential and kept separately from the application form and will not be available to the short-listing panel.