



Head Teacher Application Pack



Dear applicant,

Thank you for your interest in our school. Our current head teacher is retiring at the end of the academic year and we're looking for a dynamic, forward looking head teacher with a strong vision to take the reins from September 2018.

Monkfrith is an 'outstanding' school and home to a wonderful community of parents, carers and children. It's on an exciting but challenging journey as it transitions from one form to two form entry. Due to the recent expansion, we're lucky enough to have some fantastic new facilities and resources. We are looking to appoint an enthusiastic and inspiring head teacher who shares our values, to lead our school through the transition to a new chapter in the school's development.

At Monkfrith, we provide a safe and caring environment where children feel respected and heard. Our nurturing and inclusive ethos enables all of our children to acquire the tools, values and self-confidence to become lifelong learners. Results are important to us and our children perform well but we never want to lose sight that learning is best when delivered via a stimulating, varied and creative curriculum.

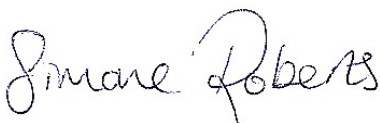
We're eager to appoint someone who can motivate and steer our dedicated team of staff to produce fantastic outcomes; someone who can foster a safe and caring environment; someone who truly understands what makes children happy and successful in a school environment and is able to deliver this.

With this in mind, if you're always on the lookout for new evidence based teaching methods, a dab hand at assessment, excited by the use of technology for furthering learning, committed to embedding systems for school wide improvement and welcome critical evaluation in the pursuit of continuous improvement then this opportunity is right for you.

The closing date for applications is 3pm on Friday 10th November. We welcome all potential applicants to visit us.

If you have any questions, or if you would like to arrange an informal visit, please call Zoe Hart on 020 8368 6020 or e-mail us at office@monkfrithschool.co.uk.

We look forward to meeting you and receiving your application.



Simone Roberts, Chair of Governors, Monkfrith School



About Monkfrith

Monkfrith is a recently, expanded two form entry primary school with a standard number of 60 children per year group. It is situated in Southgate close to the borders of East Barnet. It will reach full capacity of 420 children by September 2020.

We are a warm and welcoming school with a caring and committed team of staff and governors. We seek to actively involve parents at all stages in their child's education and value their contributions. We believe that children learn best when they are actively involved and enjoying school. We provide challenging activities for them in a supportive environment.

We've recently completed a £4.2M expansion introducing a new self-contained EYFS unit with some wonderful indoor and outdoor facilities and new classrooms as the school moves to two form entry. As part of the works a new library, dance studio and staff room were constructed as well as

internal refurbishments and an extension to the dining room. There are now many new spaces for small group work and one-to-one interventions.

To complement the expansion the school has been given a £70K investment for ICT resources which will be used to provide classroom equipment, tablets and laptops to help children develop advanced ICT skills. The school is also adopting new technologies to create back office efficiencies and to better connect with parents.

As well as internal investment the school has also benefited from improvements to the existing outside playground space that now includes: concrete sports pitch, wooden climbing frames, a reading zone and a woodland climbing area, all designed to provide children with an inspiring and challenging environment to support their development through play as well as classroom learning.



School priorities for 2017

- ✓ **Budget:** Maintain a balanced budget with a healthy contingency; seek out lettings opportunities
- ✓ **School engagement:** Identify necessary changes to make across the school as it grows; engage children and encourage them to take responsibility for the school environment; develop shared values across the school community
- ✓ **Leadership/management:** Modify monitoring and challenge to improve outcomes for children
- ✓ **Literacy:** Continue to develop writing in line with new expectation as well as to reinvigorate children's love for reading
- ✓ **Maths:** Develop greater depth opportunities for all children

2016 KS2 Test Results

	Monkfrith	Barnet Average	National Average
% of pupils reaching age related expectations in Reading	80%		66%
% of pupils exceeding in Reading	43%		19%
% of pupils reaching age related expectations in Writing	77%	72%	74%
% of pupils exceeding in Writing	20%	16.5%	15%
% of pupils reaching age related expectations in Spelling, Punctuation and Grammar	93%	n/a	72%
% of pupils reaching age related expectations in Maths	90%	n/a	70%
% of pupils exceeding in Maths	53%		17%
% of pupils reaching age related expectations in Reading, Writing and Maths combined	73%	57%	53%

Average Scaled Score	Monkfrith	Barnet	National
Reading	107.1	103.9	103
Maths	109	104	103



School Organisation

This academic year there are 330 pupils on roll. Each class has 30 children. EYFS and years 1-3 have two classes per year group. Years 4, 5 and 6 currently have one class.

Total children in 2017/18 academic year = 330

Teaching Staff	Non Teaching Staff
<p>Senior Management Team</p> <ul style="list-style-type: none">- 1 x Head Teacher- 1 x Deputy Head (Teaches 3 days a week)- 1 x SENCO Teacher (Part-time) <p>1 x Intervention Teacher (Part –time)</p> <p>13 x Class Teachers (includes 3 Part-timers)</p> <p>19 x Teaching Assistants</p> <ul style="list-style-type: none">- 1 HLTA (PPA Cover)- 2 L3- 16 L2 (includes 7 Part- timers) <p>We employ specialist Music, P.E. and Spanish teachers as well as use Barnet’s Peripatetic Music Teachers for instrument lessons.</p>	<p>1 x Admin</p> <p>1x School Business Manager</p> <p>1 x Secretary</p> <p>1 x Site Manager</p> <p>9 x Meal -Time Supervisors</p>

School Hours

School begins at 8.55am but a “soft start” operates for children in Year 1 to Year 6. The gates are open from 8.30am to allow parents to drop their children off. A member of the senior management team is in the playground to greet them before they make their way to the classroom. A teaching assistant will be there to receive and supervise them.

Morning Break: Key Stage 1 10.20-10.35am
 Key Stage 2 10.40-10.55am (Thursdays 10.00-10.15am)

Lunch Time: Reception 11.30-12.45pm
 Key Stage 1 12.00noon-1.15pm
 Key Stage 2 12.15pm-1.25pm

Afternoon Break: Key Stage 1 only 2.30pm-2.45pm

School ends at: 3.20pm for Reception and Key Stage 1
School ends at: 3.30pm for Key Stage 2



Breakfast Club and After School Club

We run very popular breakfast and after school clubs. Breakfast Club is managed by the school and staffed by school staff members. It is open between 7.45am-8.45am during term time. A wide range of hot and cold healthy breakfast foods including crumpets, toast, cereal and milkshakes are available.

After-school club runs daily between 3.20pm and 5.45pm during term time. The club is also managed by the school and run by school staff members. A large range of indoor and outdoor activities are on offer including cooking, sport, arts and crafts. Light meals and drinks are also provided.

Special Needs at Monkfrith

We aim to support children with four broad areas of need: communication and interaction, cognition and learning, social, emotional and mental health difficulties and sensory and physical. This academic year we have:

1 child with Early Years High Need Funding

7 children with EHC Plans

22 children with SEN Support

We work with outside agencies including:

- Speech and Language Therapists
- Educational Psychologists
- Occupational Therapists
- CAMHS

Monkfrith's Wider Community & Local Area

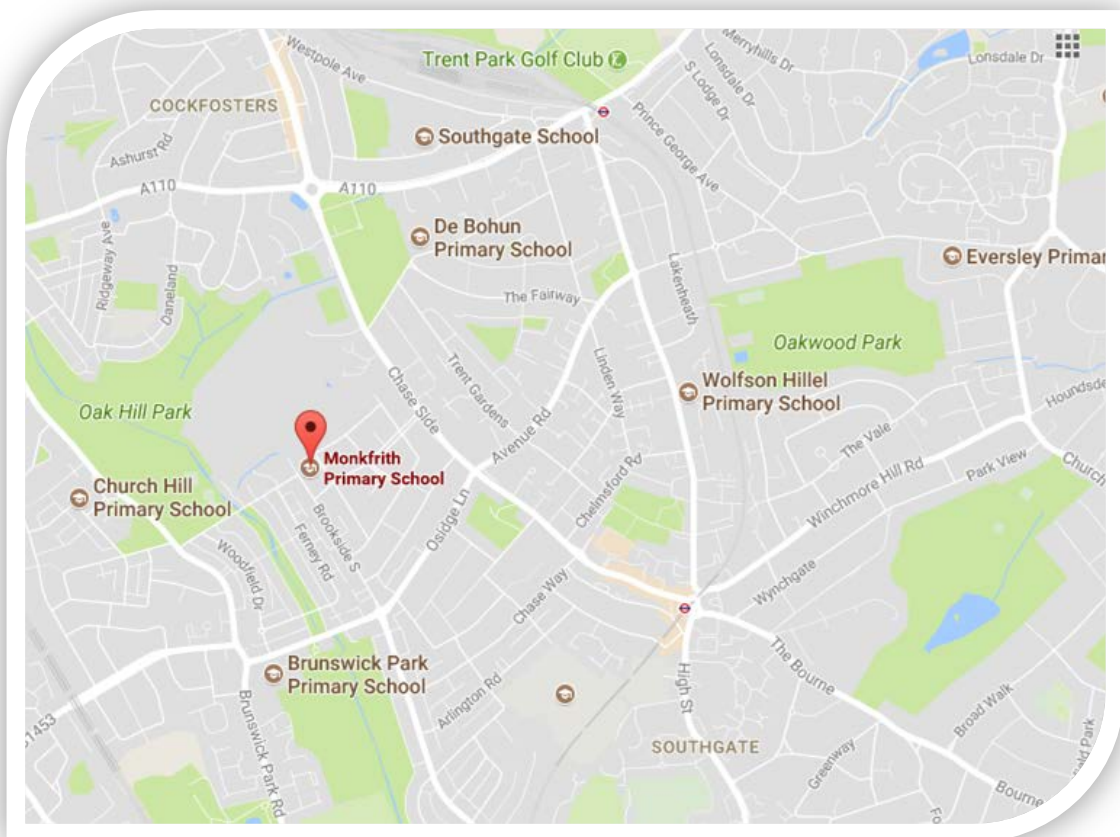
Monkfrith school is situated on the borders of East Barnet and Southgate, a pleasant family orientated suburban area of north London located in the London Borough of Barnet. The area is ethnically diverse with a large Greek community as well as thriving Turkish, Jewish and Asian communities and is known for having a strong family centred community feel.

There are lots of events taking place throughout the year including the East Barnet Festival and Southgate Festival. The bustling town centre is filled with diverse restaurants, bars, historical pubs, shops and gym facilities.

The area has several large green parks including Trent Park, Grovelands Park and Oak Hill Park, which

is just a 5 minutes' walk from Monkfrith School. Oak Hill Park is a large area of parkland with a wide range of facilities and a local nature reserve that dates back to at least the eleventh century. Many school trips take place in this local nature reserve where children can explore nature and ancient woodland.

The area is well served by good bus, tube and train links into central London. Southgate underground station on the Piccadilly line is the nearest tube station to most of Southgate's residential area. Southgate tube station is in travel card Zone 4 and the journey to Central London takes just 30 minutes. Oakleigh Park Overground is also in close proximity with direct trains to Moorgate Station. It's also approx. 10 mins to junction 24 of the M25 so getting out of London for a break is quick and easy.



Person Specification



Position	Head teacher Group 3
Pay Range:	L11-L14
Responsible to:	The school's governing body and the Local Authority

Essential	Desirable	How Identified
Qualifications & Training		
<ul style="list-style-type: none"> ➤ Educated to degree level ➤ UK Qualified Teacher Status 	<ul style="list-style-type: none"> ➤ (NPQH) if not already a Head Teacher 	<ul style="list-style-type: none"> ➤ Application form
Experience		
<ul style="list-style-type: none"> ➤ Substantial and proven successful primary teaching experience ➤ A track record of substantial and successful leadership and management experience at a senior level ➤ Experience of monitoring and evaluating performance and practice ➤ Experience of coaching, guiding and mentoring individuals and teams ➤ Experience of innovation and leadership and management of organisational change/improvement 	<ul style="list-style-type: none"> ➤ Experience in more than one appropriate key stage ➤ Experience of developing and implementing initiatives which have had a positive impact on Equality Diversity and Inclusion ➤ Experience of managing a budget 	<ul style="list-style-type: none"> ➤ Application form ➤ Selection Procedure ➤ Interview
Professional Knowledge		
<ul style="list-style-type: none"> ➤ Extensive knowledge and experience of primary education and the issues and challenges facing the sector ➤ A sound understanding of how children learn, how teachers can best teach, and how to raise standards through careful monitoring and target setting ➤ An understanding of strategies for increasing teachers' effectiveness, and securing school improvement ➤ Knowledge of the statutory frameworks and good practice for curriculum delivery and assessment ➤ High expectations of pupil behaviour and the effective use of behaviour management strategies ➤ Knowledge and understanding of safeguarding best practice 		<ul style="list-style-type: none"> ➤ Application form ➤ Selection Procedure ➤ Interview ➤ References
Professional Skills		
<ul style="list-style-type: none"> ➤ The ability to communicate a clear vision for the School and how it will develop over the next five years. ➤ The ability to build effective relationships with a wide variety of people – staff, learners, senior leaders, governors, local residents and other 	<ul style="list-style-type: none"> ➤ Experience in providing objective support and advice to the Governing Body, to enable it to meet its responsibilities 	<ul style="list-style-type: none"> ➤ Application form ➤ Selection Procedure ➤ Interview ➤ References

<p>stakeholders</p> <ul style="list-style-type: none"> ➤ Excellent critical thinking, problem solving, negotiating and decision making skills ➤ The ability to create and implement a strategic school improvement plan, based on effective self-review which identifies priorities and targets, ensuring that all students are included, achieve high standards, and make progress ➤ The ability to motivate and enable all staff to carry out their respective roles to the highest standard through performance management and continuing professional development ➤ The ability to ensure that parents and pupils are well-informed about the curriculum and attainment and progress, and about the contribution they can make to achieving the School's targets for improvement ➤ The ability to prioritise, evaluate and manage financial and human resources to achieve educational goals 		
Philosophy and commitment		
<ul style="list-style-type: none"> ➤ High expectations and an ambition for excellence ➤ A commitment to pupil development and the development of inclusive practice for all members of the school community ➤ A willingness to make him/herself approachable to all members of the school community, and listen to their opinions and ideas ➤ A commitment to continuous professional development for self and other staff ➤ A commitment to ensuring that the views and concerns of local residents are listened to 		<ul style="list-style-type: none"> ➤ Application form ➤ Selection Procedure ➤ Interview
Personal Qualities		
<ul style="list-style-type: none"> ➤ Positive leadership qualities coupled with an enthusiastic team approach to management ➤ Ability to relate to people at all levels and good communication skills ➤ Good judgement; able to assess and balance risks and opportunities ➤ Self-motivating & enthusiastic ➤ Discretion, tact and integrity ➤ Resilient; able to remain calm in difficult situations, challenge others rigorously and withstand challenge yourself ➤ Ability to set targets, meet deadlines and work under pressure ➤ The strength to challenge under achievement ➤ Caring and understanding approach ➤ Present a good role model for pupils and staff 		<ul style="list-style-type: none"> ➤ Application form ➤ Selection Procedure ➤ Interview

Job Description



School: Monkfrith Primary School
Job Title: Head teacher
Accountable to: The Governing Body

Main Purpose: To provide professional leadership for Monkfrith Primary School in the pursuit of its continued improvement and to develop an environment for teaching and learning that empowers both staff and pupils to achieve their fullest potential.

(This job description should be read in conjunction with the National Conditions of Employment for Headteachers.)

Specific Responsibilities:

1. Strategic Direction and Development of the School

- Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability
- Ensure that all aspects of school performance are monitored and evaluated in a robust, cyclical manner and maintain a record of self-evaluation and areas for improvement
- Seek new opportunities to generate income where appropriate
- Consult with LA and DfE representatives as appropriate and ensure compliance with all applicable LA and DfE policies, in consultation with governors and staff
- Work in partnership with a school improvement partner as part of the self-evaluation cycle and for continuous improvement

2. Leading Teaching and Learning

- Demand ambitious standards for all our pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being
- Continually develop all staff members in the performance of their work to build the school's capacity for sustained improvement and manage underperformance effectively
- Maintain a rigorous and robust system of assessment where pupil performance information is used regularly and effectively to inform planning and improve outcomes
- Demonstrate effective implementation of the school's behaviour management policy
- Ensure our school is outward-facing and works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils
- Seek out and harness the findings of well evidenced research to implement new approaches in the pursuit of achieving excellence

3. Leadership and Management

- Lead by example, maintain high morale and set an example of professional standards and leadership
- Foster an environment where staff and volunteers raise concerns about poor or unsafe practice
- Create an ethos within which all staff are motivated and supported to develop their own

- skills and subject knowledge, and to support each other
- Hold all staff to account for their professional conduct and practice
- Identify and develop emerging talents and establish a climate where excellence is the standard
- Present an accurate account of the school's performance to governors, the LA, Ofsted, DfE and others to enable them to play their part effectively in raising standards and outcomes
- Closely monitor budget, present bi-monthly statements to the Finance Committee and take appropriate action relating to actual or anticipated overspend

4. Efficient and Effective Deployment of Staff and Resources

- Optimise the deployment and development of staff to improve the quality of education and raise standards for all pupils
- Lead the recruitment and selection of the highest quality teaching and support staff who are able and willing to contribute to the ethos of the school
- Determine appropriate priorities for expenditure, allocation of funds and effective administration and control
- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, the pupils and health and safety regulations and take responsibility for the security and effective supervision of the school building, contents and grounds
- Demonstrate good management with external agencies and services contracted to the school, to the governing body and the LA

5. Pastoral Care

- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society
- Develop an ethos in which all individuals feel valued and where personal endeavour and responsibility are encouraged and embedded within the school and wider community
- Maintain an environment where all members of the school community actively demonstrate their care and concern for everyone and fulfil the requirements of the school's equalities policies paying particular attention to vulnerable learners and hard to reach families
- Ensure that parents/carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting children's learning and achieving the school's targets for improvement
- Work with parents and carers to ensure children have access to extended services, extra-curricular opportunities, homework and other educational and social experiences
- Consider and respond to feedback sought from pupils, parents and the wider community
- Promote and engage in effective integrated practice including common assessment framework processes

This job description will be reviewed at least annually as part of the Head teacher's Performance Management programme.

Application forms

Application forms in word format can be requested from the school office. Please call Zoe Hart, the school business manager, on 020 8368 6020 or via e-mail at office@monkfrithschool.co.uk.

Deadline for application

All applications must reach the school by **3pm on Friday, 10 November 2017**.

Applications can be posted or hand delivered to:
Monkfrith School, Knoll Drive, Southgate, London N14 5NG.

Alternatively, they can be emailed to: office@monkfrithschool.co.uk

Interview date

The interviews will be held on **30 November 2017**

Visiting the school

Applicants are encouraged to visit the school before applying for this post. Visits can be arranged by contacting Zoe Hart, the school business manager, on 020 8368 6020 or via e-mail at office@monkfrithschool.co.uk.

Safeguarding

Barnet is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff and volunteers to share this commitment. Barnet operates stringent safer recruitment procedures.

Application Form

for Teachers including Head Teachers

Please note that it is not possible to use bold or rich text when completing this application form.

Vacancy:	Headteacher	School/Establishment:	Monkfrith School
Closing date:	3pm, 10 th November 2017		
Ref number:	N/A		

Please complete all sections of this form carefully in typescript or black pen, following the instructions. The information you provide is the only material used in deciding if you should be interviewed.

You must complete the first and last pages of this form in full and in your personal statement show how you meet the job requirements specified in the documentation provided. This must be done, even if you submit extracts from your printed CV in response to the remaining sections of this form. The declaration of criminal offences form must be completed. The equal opportunities monitoring form does not form part of the selection process but completion allows us to monitor the effectiveness of our equal opportunities policies.

PLEASE USE BLOCK CAPITALS FOR THIS SECTION

Family/Surname: _____ Any former Surname (if applicable): _____

First names: _____

Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other ☐ Please specify: _____

Tick as appropriate

Date of Birth: _____ National Insurance Number: _____

Home/Contact Address: _____ Term time address for 1st appointments _____

Postcode: _____ Postcode: _____

E-mail: _____ Mobile: _____

Day Telephone No: _____ Evening Telephone No: _____

If you do not wish to be contacted at work, please tick here ☐

DES/DfEE/DfES Registration Number: _____

Where did you see this vacancy advertised?

Name of publication: _____

Once completed, please return this form to:

Please send your application to the email or postal address featured on the job for which you are applying.

TEACHING EXPERIENCE

PRESENT OR MOST RECENT TEACHING POST		From:	To:
School/Establishment and address:	Post held and responsibilities:		
Type of school (eg community, V/A etc):			
Salary Spinal Point:			
Age Range: <input type="checkbox"/> Boys <input type="checkbox"/> Girls <input type="checkbox"/> Mixed	Current Salary (inc. London Weighting):		
	Allowances (please specify):		

PREVIOUS TEACHING EXPERIENCE please continue on a separate sheet as required			
Schools and addresses:	Post held and responsibilities:	From:	To:

RELEVANT NON-TEACHING EXPERIENCE			
Employer and addresses:	Post held and responsibilities:	From:	To:

PERSONAL STATEMENT ABILITIES, SKILLS, KNOWLEDGE & EXPERIENCE

Use this section to show how you meet all of the shortlisting criteria for the job as set out in the enclosed person specification, drawing on all aspects of your education and experience, including paid employment and unpaid work. (please continue on a separate sheet as required).

QUALIFICATIONS

SECONDARY SCHOOL name and address:	From:	To:	“A” level results and beyond, giving dates:

UNIVERSITIES/COLLEGES names and addresses:	From:	To:	Courses undertaken including results (type and class of degree:

Details of teaching practice (1 st appointments only)

OTHER PLACES OF STUDY Attended in last 5 years:	From:	To:	Area of study and examinations passed, with dates and indicating full or part time:

Are you applying for job share?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you are a teacher, are you applying with a job share partner?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please specify your preferred hour/day arrangements:		

Do you consider yourself to have a disability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have any requirements to aid you at interview, please specify (e.g. sign language, brailled/taped recruitment literature, etc):		

Are you required to have a UK work visa/permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, do you have a valid visa/permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, when does it expire?		

Do you have a full current driving licence valid in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have access to some form of personal transport?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

REFERENCES

Please give details of two referees of whom confidential enquiries may be made. One referee must be from your current employer (or most recent employer) or your current educational establishment. We may ask you for further references. <i>References are normally taken up prior to interview. We reserve the right to contact any of your previous employers.</i>	
Name of referee: Capacity in which known to you: Position: Organisation: Address: Telephone:	Name of referee: Capacity in which known to you: Position: Organisation: Address: Telephone:

DECLARATION

<p>All applicants are required to declare personal relationships with existing members of school governing bodies, the council or its employees. Any financial interests that applicants may have in contracts with the council or pending council tenders must be declared. Canvassing members of the council, its committees or school governing bodies directly or indirectly will automatically disqualify the applicant.</p> <p>Are you related to any member of school governing bodies, the council or senior officer employed by the Barnet Council? Yes No</p> <p>If yes, please state their name and your relationship with them: Name: Relationship:</p>	<p>Any financial interests that applicants may have in contracts with the council or pending council tenders must be declared.</p> <p>Are you or any of your relatives party to an existing council contract or involved in any competitive tendering process? Yes No</p> <p>If yes, specify the contract details:</p>
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I certify that, to the best of my knowledge, the information I have provided on this form, and on my completed declaration of criminal offences form, is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may render me liable to dismissal without notice.

Signed:

Date:

Please note that you will be asked to sign this application form if you are invited to an interview.

Declaration of criminal offences

for jobs involving substantial access to children and vulnerable people which are subject to Criminal Records Bureau disclosure

The post for which you have applied is considered exempt under The Rehabilitation of Offenders Act 1974 (see Exemptions below). Therefore you must inform us of ALL offences, convictions, cautions, bindovers or of any court cases that you have pending.

ALL convictions must be declared and can never be considered 'spent'

Your application will not be considered without completion of this form.

DECLARATION OF CRIMINAL OFFENCES

Please list all your cautions and criminal offences. Do not forget to include any pending convictions and indicate that they are pending in the column 'Place & date of judgement(s)'. If you have no convictions please write none and sign the form.

Nature of offence	Details of offence(s)	Place and date of judgement(s)	Sentence(s)

All information given will be treated in the strictest confidence and will be used for this job application only.

I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may render me liable to instant dismissal without notice.

SIGNED:

Please note that you will be asked to sign this application form if you are invited to an interview.

NAME: (PLEASE PRINT)

DATE:

JOB APPLIED FOR:

REF NO:

Diversity Monitoring Form

Barnet Council aims to have a workforce that reflects the diversity of talent, experiences and skills of our communities. We monitor the composition of our workforce to ensure that it is representative and that all staff are treated fairly. In addition, we are committed to promoting race equality, under the Race Relations (Amendment) Act 2000, which applies to everything the Council does. The information you give on this form will remain strictly confidential, in accordance with the Data Protection Act 1998, and will not affect any decision to employ you.

Name	Job ref
<input type="text"/>	<input type="text"/>
Post applied for	<input type="text"/>

Are you applying on a job share basis? Yes ☐ No ☐

Are you applying with a job share partner? Yes ☐ No ☐

Do you currently work for Barnet? Yes ☐ No ☐

If Yes, what is your Payroll number?

Advertising: Where did you see this job advertised?

Date of Birth:

Age: Under 20 ☐ 20-29 ☐ 30-39 ☐ 40-49 ☐ 50-59 ☐ 60 and over ☐

Disability:

The Disability Discrimination Act 1995 defines a disability as, 'A physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'. In this definition, long term is taken to mean more than 12 months and would cover long term illness such as cancer and HIV or mental health problems.

Do you consider that you have a disability under the Disability Discrimination Act definition? Yes ☐ No ☐

If you have answered 'Yes', please select the definition/s from the list below that best describes your disability/disabilities:

Hearing (such as: deaf, partially deaf or hard of hearing) ☐

Vision (such as blind or fractional/partial sight. Does not include people whose visual problems can be corrected by glasses/ contact lenses) ☐

Speech (such as impairments that can cause communication problems) ☐

Mobility (such as wheelchair user, artificial lower limb(s), walking aids, rheumatism or arthritis) ☐

Physical co-ordination (such as manual dexterity, muscular control, cerebral palsy) ☐

Reduced physical capacity (such as inability to lift, carry or otherwise move everyday objects, debilitating pain and lack of strength, breath, energy or stamina, asthma, angina or diabetes) ☐

Severe disfigurement ☐

Learning difficulties (such as dyslexia) ☐

Mental illness (substantial and lasting more than a year, such as severe depression or psychoses) ☐

Other disability Please specify

continued

Ethnicity:

I would describe myself as:

Asian or Asian British	Black or Black British	Mixed	Other	White
Bangladeshi <input type="checkbox"/>	African <input type="checkbox"/>	White & Asian <input type="checkbox"/>	Chinese <input type="checkbox"/>	British
Indian <input type="checkbox"/>	Caribbean <input type="checkbox"/>	White & Black African <input type="checkbox"/>		Greek
Pakistani <input type="checkbox"/>		White & Black Caribbean <input type="checkbox"/>		Greek Cypriot
				Irish
				Turkish
				Turkish Cypriot
Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Any other ethnic group <input type="checkbox"/>	Other

If you selected any of the 'Other' categories, please tell us how you would further describe yourself

FAITH (optional information):

Agnostic <input type="checkbox"/>	Atheist <input type="checkbox"/>	Baha'i <input type="checkbox"/>	Buddhist	Christian
Hindu <input type="checkbox"/>	Humanist <input type="checkbox"/>	Jain <input type="checkbox"/>	Jewish	Muslim
Sikh <input type="checkbox"/>	No Religion <input type="checkbox"/>	Other Faith <i>Please specify</i>		

Gender:

Female	Male
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Sexuality (optional information):

Bisexual	Gay	Heterosexual	Lesbian
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In addition, if you prefer to define your sexuality in terms other than those used above, please let us know.

Declaration:

I have completed the details required in this document and declare to the best of my knowledge the information given is correct. I consent to it being held on file under the terms of the Data Protection Act 1998.

Signature	Date
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For office use only	
Application withdrawn <input type="checkbox"/>	Post Withdrawn <input type="checkbox"/>
Shortlisted Yes <input type="checkbox"/> No <input type="checkbox"/>	
Appointed Yes <input type="checkbox"/> No <input type="checkbox"/>	

Information for Teaching Applicants

Thank you for your enquiry regarding the job vacancy with Barnet Council.

In order to proceed with your application you will need to complete an application form and the enclosed declarations. This information sheet has been designed to help you do this, as well as provide you with an outline of the conditions of service, salary & benefits and the equal opportunities policy operated by the council.

COMPLETING YOUR APPLICATION FORM

Please ensure that your Application Form is returned by the closing date shown in the job advertisement. Applications received after this date will not normally be considered.

Remember your Application Form is the only information to short list from so please take care when completing it and ensure you provide all the relevant details. For your own reference you may find it useful to keep a copy of your completed Application Form and the reference number of the post for which you are applying, which should be quoted in any future correspondence.

Further advice on completing your Application Form, information on the recruitment process and the council's Equal Opportunities Policy, are provided on the following page.

IMPORTANT DETAILS TO REMEMBER

CANVASSING OF MEMBERS

Canvassing of members of the council, its officers or school governors, directly or indirectly, will automatically disqualify the applicant concerned from the recruitment process.

REFERENCES

All appointments are subject to the receipt of satisfactory references, one of which must be from your current or most recent employer. If you have not been employed before, you should give the names of lecturers who know you sufficiently well to confirm the information you have given, and to comment on your ability to do the job.

DECLARATION OF CRIMINAL OFFENCES

All applicants must complete the declaration of criminal offences form supplied in accordance with the Rehabilitation of Offenders Act 1974. Your application cannot be considered without this form.

This job involves substantial access to children and vulnerable people and if you are provisionally offered the post you will be required to disclose all convictions and cautions whether 'spent' or not and will be required to apply for criminal record disclosure through the Criminal Records Bureau (CRB).

A criminal record will not automatically disqualify you from the job, please see London Borough of Barnet policy on employing ex-offenders. You will also need to complete the '*Declaration of Criminal Offences*' in the application pack at the time you submit your application.

The council fully complies with the CRB Code of Practice which is available on request.

The CRB service is due to commence March 2002. Prior to this applicants for relevant posts will be subject to criminal record checks with the Metropolitan Police.

ENSURING YOU ARE TREATED EQUALLY

The council recognises that Equal Opportunities Policies cannot be implemented without effective monitoring. To this end, the council has introduced the monitoring of teaching applicants and the workforce. It is important that you complete any Equal Opportunities Monitoring Forms you are asked for.

The information you provide on this form will be treated in strict confidence and will not be used as part of the selection criteria.

THE NEXT STEP

SHORT-LISTING

You will be notified within three weeks of the closing date if you have been short-listed for interview. If you have not heard, within that time, you have not been short-listed. It is not possible to reply to all job applicants individually.

INTERVIEW DATES

Where possible, interview dates will be shown in the job advertisement. Otherwise, these will be notified in application packs or in the letter inviting short-listed applicants for interview. This involves considerable organisation and applicants should arrange to be available on the date specified.

FUTURE VACANCIES

If you are not successful on this occasion please do not be dissuaded from applying for future teaching vacancies. Posts are advertised every week in the local press and in appropriate national publications. The council also produces a List of Current Vacancies, available to anyone writing in to SVL Recruitment, Recruitment Team, The Town Hall, The Burroughs, Hendon, London NW4 4BG and enclosing stamped addressed envelopes.

If you believe you can fulfil the requirements of any teaching post advertised, we would welcome your application.

CONDITIONS OF APPOINTMENT

HEALTH ASSESSMENT

Prospective employees are required to complete a health assessment questionnaire and may be requested to attend a medical interview with the council's Occupational Health Doctor to assess their fitness to do the job.

CONDITIONS OF SERVICE

Teachers are employed under Conditions of Service which are nationally negotiated. A staff handbook outlining the Conditions of Service and other employment information is provided to all employees of the council within two months of appointment.

NO SMOKING POLICY

The council has a no smoking policy and schools may have a 'No Smoking Policy' with which you will be required to comply. Further details will be available at interview.

SALARY AND BENEFITS

SALARY

The salary offered on appointment will be in accordance with the School Teachers' Pay and Conditions Document for head teachers, deputies and teachers. Salaries are paid directly into your bank account, normally on a monthly basis. Full details will be available at interview.

PENSION

Full details of the Teachers' Pension Scheme are sent to all teachers when they commence employment.

CREDIT UNION

Barnet Council Employees Credit Union Limited provides its members with a straight forward, safe way of saving and is a source for low cost loans. There is a small membership fee and regular savings are automatically deducted from your pay – you decide the level at which you wish to save. Three months after joining you will qualify to apply for a loan, and if you wish to take up this facility, you will pay less interest than at a traditional bank, building society, credit card or hire purchase loan scheme.

EQUAL OPPORTUNITIES

The council is committed to equal opportunities in employment practices and in service delivery.

OUR AIMS

The Council's Equal Opportunities Policy ensures that no person receives less favourable treatment on any grounds such as their age, sex disability, ethnicity, faith or because they are a lesbian woman or a gay man.

The Governors of some of our schools have their own equal opportunity statements which comply with the council's Equal Opportunity Policy.

MONITORING AND REVIEW

All policies are regularly monitored and reviewed to ensure their relevance and effectiveness.

WORKING ARRANGEMENTS FOR DISABLED APPLICANTS

The council welcomes applications from disabled people, and does not wish any applicant who is disabled to be deterred from applying for a particular post because he/she feels that adequate facilities will not be available to accommodate him/her.