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|  | Please complete in black ink or typescript  **ASSISTANT HEADTEACHER APPLICATION**  Please return this form to:  Lisa Sykes  Benton Park School  Harrogate Road  Rawdon  LS19 6LX  lisa.sykes@bentonpark.net | **CONFIDENTIAL**  The information you provide on this form will be used for recruitment & selection and employment contract purposes |

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| **Post Applied For: Assistant Headteacher**  **Benton Park School** | | **Closing date:** Tuesday 9th May, 9.00am |
| **National Insurance No:** |
| **PERSONAL DETAILS** | | |
| Last Name and Title:  Home Address:          Postcode:  Tel No (Day):  Tel No (Eve):  Tel No (Mobile): | First Name(s):  Address for Correspondence (if different):          Postcode:  Work:  Email: | |

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| Should you be selected for interview, please indicate any dates when it would be impossible for you to attend: | |
| **For Full Time posts:** I am applying for Job Share / Part-Time ***(please delete as appropriate)***  Please indicate the range of days and the maximum number of hours you are able to work: | |
| Do you hold Qualified Teacher Status:Yes / No ***(please delete as appropriate)***  QTS Certificate number (if applicable): | |
| Have you successfully completed a period of induction as a qualified teacher in this country where the DfE required this?: Yes / No ***(please delete as appropriate)***  If Yes, please give date of completion:  What is your DfES Teacher Reference number?:  (e.g. 12/34567)  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 0345 6066166. | |
| Are you subject to any conditions or prohibitions placed on you by the TRA (or another GTC in the UK)?:  Yes / No ***(please delete as appropriate)***  If Yes, give full details: | |
| Are you in receipt of a public service pension?:Yes / No ***(please delete as appropriate)*** | |
| 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 ***(please delete as appropriate)***  If Yes, give full details: | |
| **REFERENCES**  Please provide details of two people who will act as referees for you.  It is expected that Applicants will name their present or most recent Headteacher as their first referee. | |
| **1.** Title: Name:  Position:  Address:  Town:  Postcode:  Phone:  Email:  Capacity in which known: | **2.** Title: Name:  Position:  Address:  Town:  Postcode:  Phone:  Email:  Capacity in which known: |

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| **EDUCATION AND QUALIFICATIONS**  Please give full details of your education history including degrees, teaching qualifications and other professional 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 (MMYY)  e.g. NOV/2002 | School, College University or Establishment | | Examinations taken or being taken or any other qualifications obtained | | | Full or Part Time (F/P) | | | | Exam result & grade | |
| From:      To: |  | |  | | | F/P | | | | Date: | |
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| **CONTINUING PROFESSIONAL DEVELOPMENT**  Please give details of significant aspects of your continuing professional development over the last three years, explaining how it has made a difference to your current / most recent role and prepared you for leadership and management. | | | | | | | | | | | |
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| **TEACHING EXPERIENCE** | | | | | | | | | | | |
| Present Post (or most Recent):    Post Held: | | | | Employing Authority:      Grade/Allowances: | | | | Date of Appointment:    Salary:  £ | | | |
| **Previous Teaching Appointments listed in sequence starting with the most recent:** | | | | | | | | | | | |
| Name of School/Unit/College  LEA | FT/PT | Title of Post  and Grade | | | Age Range | | NOR | | Period of Service  From To  (mm-yy) (mm-yy) | | Reason for Leaving |
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| **Other Work Experience** (please start with most recent)  Please give details in chronological order of any work experience paid or voluntary. | | | | |
| Details and nature of  Work/Activity | Name of  Employer | Period of Service  From To | | FT/PT |
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| **THE KEY AREAS OF LEADERSHIP**  Please give details of your achievements and expertise in the following key areas 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. |
| **STRATEGIC LEADERSHIP** |
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| **EDUCATIONAL EXCELLENCE** |
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| **OPERATIONAL MANAGEMENT** |
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| **SECURING ACCOUNTABILITY** |
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| **SAFEGUARDING** |
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| **ADDITIONAL INFORMATION**  You may use this space to provide any additional information you wish, including any interest or unpaid activity. Ensure that you provide a full description of all skills, knowledge and experience that you feel are relevant to the post for which you are applying.) |
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| **CRIMINAL OFFENCES**  Applicants who are shortlisted will be required to provide details of any convictions, cautions, reprimands or final warnings as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order1975 (as amended in 2013 and 2020). The amendments to the Exceptions order 1975 (2013 and 2020) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, these cannot be taken into account. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.  Shortlisted candidates will be sent a self-disclosure form and asked to return this to [recruitment@bentonpark.net](mailto:recruitment@bentonpark.net) prior to interview/assessment. Candidates will be asked to sign a copy of this Application Form and their self -disclosure prior to interview. Please see the Information for Applicants and flow charts available on our website regarding what should be disclosed and what is protected under the Act and should not be disclosed. Further information and guidance can be found on the Disclosure and Barring Service website. |
| **GENERAL DATA PROTECTION REGULATIONS**  **Information provided on this Application Form and as part of the recruitment process will be used in line with our Privacy Notice for applicants. Please see the vacancy pages on our school website for details.**  The information you submit will be processed by Benton Park School. The lawful basis for processing this information is with a view to entering into a contract with you.  Please note the Equal opportunities data is voluntary and collected with your consent. It will be used to monitor the effectiveness of the school’s policies and practices, in particular its Equal Opportunities Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process.  Your information may be shared may be shared with Leeds City Council in their role as data processor where they have a legitimate business need to access it, and externally where required for the recruitment process, for example, in order to obtain references or where background checks are required. Your information will only be shared where necessary, and in accordance with data protection law.  If successful, this form will be retained on your personnel file and kept for a period of 6 years after the termination of your employment.  Application forms submitted by unsuccessful candidates will be destroyed after six months from the date the post was appointed to.  Information regarding your rights in relation to your personal data are available via the Information Commissioner’s Office: [www.ico.org.uk](http://www.ico.org.uk).  **DECLARATION**    I consent to Benton Park School and Leeds City Council recording and processing the information detailed in this application form. 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. I understand that if my application is successful my appointment will be subject to satisfactory criminal vetting under the legislation for the protection of children.  **Signed: Date:**  *If you are submitting this form electronically you will be required to sign a hard copy should you be selected for interview.*  Canvassing in any form, EITHER DIRECTLY OR INDIRECTLY, will be a disqualification. |

**EQUAL OPPORTUNITIES**

We promote diversity and want a workforce which reflects the people of Leeds. We will use your answers to monitor and check the fairness of our recruitment. Any information you provide will be kept confidential. You do not have to answer these questions and if you do not then it will not make any difference to your application.

**Date of Birth: / /**

**Male  Female  Non Binary **

**Are you Disabled? *(delete as appropriate:* Yes / No**

**Where did you see this post advertised?:**

Please identify your marital status:

**Married  Civil Partnership  Co-habiting  Single  Other **

Please identify your religion:

**Buddhist  Christian  Hindu  Jewish  Muslim  No Religion **

**Rastafarian  Sikh  Other **

Please identify your sexual orientation: (definitions below)

**Heterosexual  Lesbian  Gay man  Bisexual  Other **

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

**ETHNICITY**

###### **Black or Black British**

* African BF
* Caribbean BC
* Other (Specify) BO

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###### **Chinese or other ethnic groups**

* Chinese CC
* Other ( Specify) CO

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###### **Mixed**

* White and Asian MA
* White and Black

African MF

* White and Black

Caribbean MC

* Other (Specify) MO

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###### **Asian or Asian British**

* Bangladeshi AB
* Indian AI
* Kashmir AK
* Pakistani AP
* Other (Specify) AO

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###### **White**

* British WB
* Irish WI
* Gypsy/Roma/

Traveller GR

* Other (Specify) WO

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