

**Sibsey Free**

**Primary School**

**Class Teacher**

**Application Pack**

**Permanent Contract**

**September 2021 start**

# Salary: To be confirmed based on

# experience of appointed candidate

# NQTs to UPS teachers welcome to apply

**April 2021**

**Old Main Road,**

**Sibsey**

**Boston**

**PE22 0RR**

**Tel 01205 750335**

[**enquiries@sibsey.lincs.sch.uk**](mailto:enquiries@sibsey.lincs.sch.uk)

[www.sibseyprimaryschool.squarespace.com](http://www.sibseyprimaryschool.squarespace.com)

**Thank you for applying to Sibsey School**

Everyone at Sibsey is committed to doing their best, as educational and pastoral professionals, for each and every child. Our school has an excellent history with a fantastic track record and a great heart. We know that each of our children comes to school with different experiences, knowledge and skills and that each has different learning needs and preferred ways of learning. We therefore aim to match our provision to the needs of each child. We ask children to be brave, kind, brilliant and themselves.

We seek to not only provide an environment which promotes achievement in learning but also one of warmth, security and care, valuing each member of the school community and working to encourage the realisation of each individual’s potential. We celebrate all achievement whether big or small and challenge our children (and ourselves) to improve even more. We encourage a ‘can do’ culture, a thirst for life-long learning and a pride in each other's skills and attributes. We want our children to achieve well across the school and in extra-curricular activities. We want them to demonstrate excellent progress in their learning. Our new Teaching Assistant will be joining a hardworking team, who are committed to improving outcomes for our children.

Developing staff is a priority in school and we will support you on your journey with professional development opportunities. Safeguarding and promoting the welfare of children and young people are intrinsic in all that we do and therefore we expect all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service.

We can offer you:

* A fun and happy school
* An outstanding professional development programme and a supportive Senior Leadership Team
* A staff committed to high quality teaching and learning and a culture where everyone is encouraged to succeed
* An innovative and creative approach to school improvement
* Opportunities to work collaboratively with good and outstanding teachers and support staff

We are looking for someone with:

* Excellent subject knowledge
* A reflective nature
* First class teaching standards (preferably with mixed-age teaching experience)
* Excellent interpersonal skills, being able to communicate effectively with pupils, staff, parents and other professionals;
* Flexibility and adaptability;
* A willingness to learn and develop existing skills;
* A sense of humour;
* A willingness to ‘go the extra mile’
* Someone with a good understanding of supporting learners
* Someone who is highly motivated, committed, caring, nurturing and shows initiative
* Someone who is forward thinking and innovative
* Someone who is up to date with current research and practice
* Someone who has a genuine commitment to raising standards of achievement through the development of outstanding learning opportunities
* Someone who is driven by a passion for learning and children

**Contents**

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2. How to apply for the post
3. LCC Application Form





April 2021

Dear Applicant,

We would like to send you a warm welcome and thank you for taking an interest in the post of class teacher at our school. Please contact us to arrange a visit which can be conducted in line with our current risk assessment. We are proud of our children; they work hard, are a pleasure to teach and are well behaved. The school has a good history and a good heart.

We are a local authority maintained primary school. We are lucky to have lovely school grounds. We are looking for a new teacher that will quickly become part of our Sibsey Family and wish to appoint someone who is friendly, has a good sense of humour and is able to work well in our team. If you need further information please contact Mrs Claire Felipes, our senior administrator, on [enquiries@sibsey.lincs.sch.uk](mailto:enquiries@sibsey.lincs.sch.uk)

Yours sincerely

Mr Graeme Wright

Headteacher

**How to apply for the post of Class Teacher**

* Your application form should be accompanied by a supporting statement.

* Please ensure that your supporting statement provides information detailing your experience, skills, and knowledge.

* Deadline for receipt of applications is 23.59pm on Tuesday 11th May 2021
* Shortlisting will then take place and interviews will be held on Wednesday 19th May 2021

* The post will start on 1st September 2021 pending successful pre-employment checks
* Please bear with the Lincolnshire application form in terms of the formatting as it can be very fiddly in places!

Please return your completed application form by email to: [enquiries@sibsey.lincs.sch.uk](mailto:enquiries@sibsey.lincs.sch.uk)

We advise that you request a confirmation email.

Applications by post will be accepted:

Mrs C Felipes

Senior Administrator

Sibsey Free Primary School

Old Main Road

Sibsey

Boston

Lincs

PE22 0RR

**APPLICATION FORM FOR APPOINTMENT TO A POST IN SCHOOL**

Please complete clearly in black ink or typescript. This application form must be completed in full. A CV will not be accepted as a replacement for any part of this form.

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

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| For non-teaching posts you can disregard the green shaded boxes if these are not relevant to you. |
| Please complete all grey areas. Where a tick is required, click in the relevant box and press  Ctrl + # |

Please return this form to the school to which you are applying unless you are applying for a head teacher post where you must return it to the Chair or the Clerk to Governors. If you have not been invited for an interview within 4 weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

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| **Post Details**  Post applied for: | |  | |
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| at: |  |  | School |

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| **Personal Details**  Your title: (optional)  First Name(s): Surname:  Previous Names Known by:  Address and postcode:  Home phone number:  Mobile phone number: Email: |  | | |
|  | Date of birth: | dd/mm/yyyy |
|  | | |
|  | Work phone number (optional) |  |
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| Teacher Reference number (formerly  DfES/DFEE): |  | NI Number: |  |
| If you do not have an NI number please give details on a separate sheet | |

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| **Referees**  Please give details of two referees. If you are, or have recently been employed, one **must** be your current or last employer. If you have worked with children in the past one of your referees must be able to make reference to your work with children. If your current or last employment was within a school, one referee **must** be the head teacher. If you are a student, one should be a senior staff member from your place of study. Your referees **must not** be a relative or partner. | | | |
| 1. Name |  | 2. Name |  |
| Job Title  Address |  | Job Title |  |
| Address |
| Daytime phone number  Email  Capacity in which known to you |  | Daytime phone number |  |
| Email |
| Capacity in which known to you |
| **Referees will be taken up after shortlisting and before interview. We may request additional referees.** | | |

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| **Present or last employment**  If you have more than one post please provide details of the most relevant post here and include your other post/s under ‘Previous Employments.’ | |
| 1. Present Post and Title: 2. Name and Address of Workplace: 3. Salary, Point and any additional responsibility points or allowances: 4. Date appointed: |  |
| 1. Type of school including Single / Mixed   Sex:   1. Number on roll: 2. Age range taught: |  |
| **Key Duties and Responsibilities** | |
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| **Previous Teaching/Leadership Posts**  Please list in chronological order. Be explicit about the type of school or college and the length of time that the post was held. Please give reasons and duration for any gaps when you have not been in employment.  Name, contact  details and type of Post Title, Dates  Name of School/College Approx Age Grade or Scale, (month Reason Local and whether Number Range Full or Part and for  Authority single/mixed sex on Roll Taught Time year) Leaving |
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Continue on a separate sheet if necessary and attach it securely to your application form.

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| **Previous Employments (other than teaching)**  Please include any voluntary work, giving reasons and the duration of any gaps when you have not been in employment.  Dates Reason for  (Month leaving  Name and contact details of and  previous employers Position and Responsibilities Year) |
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Continue on a separate sheet if necessary and attach it securely to your application form.

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| **Education, Training, Qualifications Professional Members** | | |  |
| Please list in chronological order. Documentary evidence of relevant qualifications/memberships must be presented at interview. | | |  |
| Secondary, Higher &  Further Education /  Organising Body /  Professional Association | Qualification Achieved | Level & Grade | From / To  (month and  year) Full or  Part Time |
| If relevant include key stage training, subject specialisms, specialist training or special studies (publications or research dissertations) |
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Continue on a separate sheet if necessary and attach it securely to your application form.

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| **Personal Statement**  While referring to the Job Description and Person Specification, explain how you would relate your education, training and experiences (including those not related to your employment) to the requirements of the post for which you are applying. |
| If you are applying for a head teacher post describe:   * Your educational philosophy * The extent of your experience with respect to staff, curriculum and financial management * Your professional attitude towards   + Staff appointments   + The professional development of teachers   + The school governors, parents and the local community   + The management of change |
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| **Asylum & Immigration Act, 1996**  Can you provide evidence of your legal right to work in the UK?  (You will be required to produce this documentation at Interview) | |  |  |  | | --- | --- | --- | |  | **No** |  |   **Yes** |

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| **Positive about Disabled People** |
| Lincolnshire County Council welcomes applications from disabled people. We have been awarded the ‘Positive About Disabled People’ symbol in recognition of our commitment to ensure that disabled people are supported and treated fairly at every stage of their selection, employment and career development.    We are committed to interviewing all disabled applicants who meet the minimum criteria of the role applied for. Please tick the box below if you consider yourself to have a disability\*. In addition please advise us of any reasonable adjustments which are needed to ensure this interview is accessible to you.    \*For this purpose, disability is defined as any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. Long term means the effect of the impairment has lasted at least twelve months, is  likely to last for twelve months, or is likely to last for the rest of a person’s life   |  |  |  | | --- | --- | --- | |  | No |  |   Yes     |  |  |  | | --- | --- | --- | |  | No |  |   Yes    If ‘Yes’ please give details |

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| |  |  |  | | --- | --- | --- | |  | **No** |  |   Are you, to the best of your knowledge, related to any Councillors at  Lincolnshire County Council, Senior Staff or Governors of the School **Yes**  to which you are applying? | |
| |  | | --- | |  |   **Name Position**  A candidate who fails to disclose their relationship to a  Lincolnshire County Councillor, Senior  Staff Member or Governor of the School may have  their application rejected. If appointed they may be  subject to disciplinary action or dismissal. |  |
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| **Criminal convictions – Rehabilitation of Offenders Act 1974**  All applicants are required to provide full details about any criminal record they may have.    The successful applicant will be required to make an application to the Disclosure and  Barring Service (DBS) for disclosure under the provisions of the Police Act (1977). The Authority will confirm your identity at the interview and submit the application to the DBS, paying the necessary fee.    The 1997 Police Act allows employers to obtain information about people who are being considered for appointment to positions involving work with children, vulnerable adults or other positions of trust. The post you are applying for is subject to an enhanced disclosure and you must provide details of all convictions, either in the UK or abroad, including those ‘spent’ under the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975, cautions and bind-overs, reprimands, warnings, investigations or prosecutions pending. You must also inform us if you are on List 99, disqualified from working with children, or subject to sanctions imposed by a regulatory body, e.g. The General Teaching Council.    Criminal records will only be taken into account for recruitment purposes when the conviction is relevant. Having an ‘unspent’ conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s). Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate’s suitability for the post applied for.    Failure to disclose any information required of you may result in your application being rejected, disciplinary action or dismissal. Do you have any criminal record information to disclose?   |  |  |  | | --- | --- | --- | |  | **No** |  |     **Yes**  If Yes, please give details below including the nature of the offence/alleged offence, date and full name at the time of the offence. If you are a foreign national or a UK resident who has lived or worked abroad you must obtain a Certificate of Good  Repute from that country(ies) Embassy in the UK. For example if you have worked in France, you must obtain a Certificate of Good Repute from the French Embassy in the UK. |

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| **CONVICTIONS** |
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| **PROSECUTION PENDING** |
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| **DISQUALIFICATION ORDER** |
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| **GOVERNMENT DEPARTMENT LISTS** including  DSCF List 99 (formerly DfES, DfEE), Department of Health (DoH) Protection of Children Act  List (PoCA), or Department of Health (DoH) Protection of Vulnerable Adults (PoVA) |
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**Retired Teachers**

Under the Teachers Pensions Regulations those teachers who are in receipt of a pension and retired on or after 01/04/1997 on grounds of ill health cannot be employed unless you surrender your pension and are deemed fit to be employed as a teacher again.

**General Teaching Council for England**

It is a legal requirement for qualified teachers teaching in a maintained school, nonmaintained school or pupil referral unit in England to be registered with the General

Teaching Council for

England (GTC(E)). This includes supply teachers and centrally employed teachers who spend any proportion of their time teaching in these schools.

You need to be aware that if appointed a check will be carried out by the Authority with the GTC(E) to ensure that you are registered with them. The check will also cover any disciplinary sanctions that may have been imposed by the GTC(E) in respect of an individual teacher through their own disciplinary process.

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| **Where did you see this vacancy advertised?**  (Please be specific, e.g. Lincolnshire County Council website/ NetLinc Website/ LincLine/  Lincolnshire Echo/ Connexions/ Job Centre Plus/ TES Jobs/ TES Connect Website/ Word of  Mouth) |
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| **Declaration**   1. The information I have given on this form is true and accurate to the best of my knowledge. 2. I have read or had explained to me and understand all the questions on this form. 3. I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal if appointed to the post. 4. I understand that evidence of my qualifications will be required during the selection interview process. 5. I understand that satisfactory references, CRB disclosure, medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.     Signed ………………………………… Date …………………………………………………  **If submitting this form via email you are declaring that the information stated is true and accurate. You will be asked to sign this form if you are invited to an interview.** |

All information provided on this form will be dealt with in accordance with in accordance with the Data Protection Act 1984, Amended 1998. This information may be computerised and used for administrative purposes within Lincolnshire County Council. All personal information computerised by the Council has to be registered and may only be used and disclosed as described in the Data Protection Register.

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| **Recruitment Monitoring**  Lincolnshire County Council is committed to achieving fairness and equality in employment as contained within the Council’s Equality and Diversity policy. We aim to ensure that unfair discrimination does not take place at any stage of employment including within the recruitment procedure. By completing this monitoring form you will be supporting the council in meeting its commitments to review and monitor the effectiveness of the recruitment procedure and help us ensure that these procedures are open and available to everyone. This page will be detached from your application form, stored securely and confidentially and will not be taken into account when making the appointment. | | | |
| First  Surname:  Names:  Nationality: Date of Birth:  Title  (  optional  ):       |  |  |  | | --- | --- | --- | |  | Female |  |   Are you Male | | |  |
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| Post Applied for: |  | Post Ref No: |  |
| Location: |  | Full / Part time |  |

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| **What is your ethnic group?**  Choose ONE Section from A to F, then tick the appropriate box to indicate your cultural background.  **a) White d) Black, Black British**   |  |  |  | | --- | --- | --- | |  | British Irish |  | |  |  |   Caribbean  African    Any other White background, please Any other Black background, please write          write in in | | | | | |
| |  | | --- | |  |  1. **Mixed**  |  | | --- | |  | |  | |  |  |  | | --- | |  | |  |   White and Black Caribbean  White and Black African  White and Asian    Any other Mixed background, please write in   |  | | --- | |  |  1. **Asian, Asian British**  |  |  |  | | --- | --- | --- | |  | Indian  Pakistani |  | |  |  | |  | Bangladeshi |  |  |  | | --- | |  |   Any other Asian background, please write in | | | | |  |
| **e). Chinese, Chinese British**  Chinese  Any other background, please write in |
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| **f). Gypsy / Traveller**  **Romany Gypsy**  **Irish Traveller**  Any other Traveller background, please write in |
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|  |  | I prefer not to disclose | | | |

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| To which age band do you belong? | |  | | --- | |  |   16-  19 | |  | | --- | |  |   20-  24 | |  | | --- | |  |   25-  29 | |  | | --- | |  |   30-  34 | |  | | --- | |  |   35-  39 |
|  | |  | | --- | |  |   40-  44 | |  | | --- | |  |   45-  49 | |  | | --- | |  |   50-  54 | |  | | --- | |  |   55-  59 | |  | | --- | |  |   60+ |

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| **The Disability Discrimination Act 1995 defines disability as:**  A disability is defined as any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. Long term means the effect of the impairment has lasted at least twelve months, is likely to last for twelve months, or is likely to last for the rest of a person’s life.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | No |  | I prefer not to disclose |  |   Do you consider yourself to have a disability?  Yes |

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| **Religion / Belief**   |  |  |  | | --- | --- | --- | |  | Buddhist |  |   Christian (all  denominations) Jewish | | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Muslim |  | Sikh |  | |
| |  | | --- | |  |   None Other please specify:     |  | | --- | |  |   I prefer not to  disclose |  |  |
|  |  |