



**DIRECTOR OF EDUCATION**

**RECRUITMENT PACK**



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Truro and Penwith Academy Trust is a charitable Company registered in England and Wales, Company number 08880841. Registered office: Academy House, Truro Business Park, Truro, TR4 9LD

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Academy House

Truro Business Park

Truro

Cornwall, TR4 9LD

01872 613101

[jblunden@tpacademytrust.org](mailto:jblunden@tpacademytrust.org)

April 2021

Dear Applicant,

Thank you for your interest in Truro and Penwith Academy Trust.  Our ethos of striving to achieve the very best for all our pupils, underlines our commitment to transforming the life chances of young people through education.

All of us within the Trust believe passionately that there are no limits to children’s achievement when we work together as a supportive, cohesive community built on aspiration, high expectations, and pride in our own and each other’s achievements.  As a Trust founded from a cross-phase partnership of schools from across Cornwall, we work in collaboration to strive for continuous improvement in all areas of our work, so that our teaching reflects the best practice nationally and internationally.

Choosing a school for our children is a life-changing decision. For this reason, we work closely with current and prospective parents to understand their hopes and dreams for their children, so that young people in our schools are happy, safe, excited by their learning and well prepared for the next stage in their life and education.

Equally we know that choosing an organisation to work in is also a hugely important step, and that is why, as a multi-academy trust we are able to provide excellent career development opportunities to those who join us wishing to fulfil their ambitions and to make a difference to children’s outcomes.

As Chief Executive, I am enormously proud of our schools and of the leaders, governors, teachers and support staff who every day go the extra mile to ensure all children enjoy and make good progress in their learning, and I look forward to hearing from you.



Dr Jenny Blunden OBE

Chief Executive

**DIRECTOR OF EDUCATION**





**Salary: £75,000   
Hours**: Full Time  
**Responsible to:**Chief Executive Officer  
**Location:**Central team based in Truro with schools located across Cornwall

Truro and Penwith Academy Trust is a highly successful group of 28 schools based in Cornwall. We are proud of our inclusive ethos, with the vision to improve life chances for all young people in our schools.

We are seeking to appoint a highly driven and visionary Director of Education. You will have overall responsibility for the leadership and management of the schools within the Trust, ensuring that school leaders receive the appropriate balance of challenge, support and professional development in order to ensure the highest quality of education for all of our students.

You will have recent headteacher experience and will have a strong track record in school improvement in Primary and Early Years Education.

If you have any questions about the role please contact Jenny Blunden CEO on [jblunden@tpacademytrust.org](mailto:jblunden@tpacademytrust.org).

Further Information and application details are available on our website at [www.tpacademytrust.org](http://www.tpacademytrust.org).

Completed Application Forms should be emailed to [recruitment@tpacademytrust.org](mailto:recruitment@tpacademytrust.org)**.** Please note that cv’s are not accepted and successful candidates will be informed via email.

**Closing Date: 14th May 2021**

**Interview Dates: 24th and 25th May 2021**

*Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in being appointed to a post you will be expected to apply for a disclosure from the Disclosure and Barring Service as well as other employment checks before your appointment is confirmed.*

A picture containing text

Description automatically generatedAcademy House

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Truro

Cornwall, TR4 9LD

01872 613101

[recruitment@tpacademytrust.org](mailto:recruitment@tpacademytrust.org)

April 2021

Dear Applicant,

**Vacancies within Truro and Penwith Academy Trust (TPAT)**

Thank you for your interest in this opportunity to join Truro and Penwith Academy Trust.

We are proud of our Academy Trust and what has been achieved since it was established in early 2014. During a sustained period of growth, the Trust has expanded and now includes 28 schools with 3 having joined us at the beginning of April 2019. The Trust encompasses provision across the nursery, primary and secondary phases of education with schools grouped into 3 main clusters (hubs).

In January 2019, the Trust was highly praised in a summary evaluation visit by Ofsted. The findings confirmed that the Trust is one that schools want to join. It was acknowledged that there is high quality support with the Trust for schools and that Headteachers feel supported and empowered.

The Trust is innovative and dynamic and works in partnership with Cornwall Teaching School and its associates to provide bespoke school support and effective improvement activities. Staff receive high quality development opportunities and schools in the Trust benefit from the considerable expertise of the TPAT Central Team which can help to identify cost effective and local solutions as well as supporting excellent leadership and governance.

Central to everything that is done in the Trust are the pupils and students. We firmly believe in equality and the importance of encouraging and helping every one of our children and young people to achieve their full potential. Our key focus is on improving learning and teaching for all.

We recognise and encourage the local distinctiveness and the individuality of schools and hope to inspire them to become beacons of hope and aspiration in the communities they serve.

The Trust is looking for an exceptional candidate with vision, energy and determination, who is able to work with committed and supportive colleagues to build on this success and seize opportunities to further develop the Trust and deliver first class education in Cornwall.

If you have the ambition and qualities to take on this challenging role we look forward to receiving your application.

Ellen Winser MBE

Chair of the Board of Trustees

Truro and Penwith Academy Trust

**Job Description and person specification table**

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| **DIRECTOR OF EDUCATION** |
| **Salary: £75,000 per annum**  **Hours**: Full Time  **Responsible to:** Chief Executive Officer  **Location:** Office based at Academy House, Truro Business Park, Truro. A requirement to travel to Trust Schools throughout Cornwall. |
| **Job Purpose**  The Director of Education will have responsibility for the leadership and management of the schools within the Trust and ensuring that school leaders receive the appropriate balance of challenge, support and professional development in order to ensure the highest quality of education for all of our students. |
| **KEY ACCOUNTABILITIES**    **Shaping the Future – Trust-wide Direction and Development**   * To ensure the vision for each school is aligned to the Trust vision for improving life chances for all. * To lead the Trust School Improvement Team to provide challenge and support to Headteachers and translate the strategies into agreed objectives and operational plans which will promote and sustain school improvement * Demonstrate the Trust vision and values in everyday work and practice * Motivate, coach and mentor senior and middle leaders to ensure they create a shared culture and positive climate for all * Ensure that Trust-wide planning takes account of the diversity, values and experience of the school and its wider community * Contribute to the development of TPAT policies and procedures |

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| **Leadership of Education**   * Responsibility for the ongoing development of our collaborative leadership model; ensuring clear alignment and collaboration across the schools in the Trust whilst rigorously monitoring progress against the actions required to meet them * Work in conjunction with the CEO and leaders from across the Trust to maintain our shared culture that enables everyone to work collaboratively, share best practice, celebrate success and accept responsibility for outcomes * To further develop our culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning * Encourage and promote innovation in educational provision through evidence based practice ensuring that the schools can meet changing needs and demands consistent with government guidelines and requirements. * Provide outstanding and collaborative leadership with the ability to forge positive relationships both internal and external to the Trust in order to promote success and to have high expectations for students of all ages * Lead a sustainable high quality workforce in close liaison with external partners including the teaching school hubs in Cornwall * A strong commitment to personal and professional development for all staff * To continue to promote the reputation of the schools locally, regionally and nationally * Ensure that high quality educational provision is available to all students regardless of race, religion, sexual orientation, gender, disability, economic background or special educational needs. |
| **Other duties**  The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation. |

**PERSON SPECIFICATION**

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| **DIRECTOR OF EDUCATION** |  |  |  |
| **Method of Assessment**  The table indicates the method by which the skills/ knowledge / level of competence in each area will be assessed. | **Essential or**  **Desirable** | **Application**  **Form** | **Interview** |
| **Qualifications, Education and Training** |  |  |  |
| Honours Degree or Masters and relevant teaching qualification | **E** | **X** |  |
| Relevant qualifications or training in educational leadership | **E** | **X** |  |
| External accreditation for quality assurance of standards in school | **D** | **X** |  |
| **Experience & Knowledge** |  |  |  |
| Current or returning Head teacher in either a good or an outstanding school | **E** | **X** | **X** |
| Experience of strong leadership and a track record of providing inspiration to staff in transforming an underperforming school to good/outstanding | **E** | **X** | **X** |
| Demonstrable strong track record in school improvement and evidence of leading innovation & change management in schools, utilising innovative practice of school improvement that has impacted positively upon pupil outcomes, including for vulnerable pupils | **E** | **X** | **X** |
| Strong track record of school improvement in primary and early years | **E** | **X** | **X** |
| Thorough understanding of the statutory framework for education and the legal framework that underpins Academy management and the ability to make accurate judgements against agreed criteria. | **E** |  | **X** |
| Experience of building leadership capacity through coaching, mentoring and training of colleagues. | **E** |  | **X** |
| Knowledge of how Digital Technology can be used effectively for school management, curriculum development and pupil progress | **E** | **X** |  |
| Experience of working in collaborative partnerships | **D** |  | **X** |
| **Skills & Abilities** |  |  |  |
| Ability to articulate a clear vision and then lead, motivate and train line management to achieve that vision in our schools | **E** |  | **X** |
| Ability to think creatively in order to stimulate innovation and to secure the future success of the Academies in the Trust | **E** |  | **X** |
| Ability to remain calm under pressure whilst maintaining high levels of organisational skills. | **E** |  | **X** |
| **Values and Behaviours** |  |  |  |
| Recognises the value of effective professional learning for all | **E** |  | **X** |
| Values diversity and individual school distinctiveness | **E** |  | **X** |
| Clear communicator with self-awareness and persuasive abilities | **E** |  | **X** |
| Innovative, inspiring and high performing | **E** |  | **X** |
| Able to be resilient in the face of challenge | **E** |  | **X** |
| **Special Requirements** |  |  |  |
| Use of a car and able to travel as needed to all Trust schools | **E** |  | **X** |

We hope you find this pack provides all the information you need in order to consider your application for this post.

Any questions or matters you would like to discuss informally regarding the role please contact:

Jennifer Blunden – CEO on [jblunden@tpacademytrust.org](mailto:jblunden@tpacademytrust.org)

Please note that CVs will not be accepted.

**Closing Date:**

All forms in the application pack to be emailed and returned to**: recruitment@tpacademytrust.org** by midnight **on 14th May 2021.**

**Shortlisting**

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.

**Interviews**

Interviews will be held on **24th and 25th May 2021**

**Useful Information and Recruitment Timescale**

**TPAT Job Vacancy Application Form**

Please fill in **all** **sections** of the form using **black ink**/type. The information you provide will help us make a fair decision in the selection process.

**Please call 01872 613283 if you have any questions on how to complete this form or if you require it in a different format or language.**

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| **About the Role** | | | |
| Role applied for: |  | Ref No: |  |
| School/Location: |  | | |

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| **About You** | | | |
| Title: |  | Surname: |  |
| First Name(s): |  | | |
| Home Address: |  | Home Phone: |  |
| Work Phone: |  |
| Mobile: |  |
| Postcode: |  | Email: |  |
| NI Number: |  | (You can get this from the Department of Work & Pensions) | |

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| **Age 11 – 16 Qualifications achieved from Secondary, Higher and Further Education** | | | |
| School / College attended (with dates) and location | Level and number of qualifications (eg 10 O Levels) | Grade Awarded | Year Achieved |
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| **Post 16 Education below degree level:** | | | |
| School / College attended (with dates) and location | Qualifications achieved with subjects | Grade Awarded | Year Achieved |
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| **Education at degree level and beyond** | | | |
| Type of Qualification (BA, BSc, BEd, Hons, MA PH.D etc) | University / College & subject title of qualification | Class or Grade | Year Achieved |
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| **Teaching Qualification (if not detailed above)** | | | |
| Name of Qualification, age range, subjects qualified to teach | Name of Training Provider | Grade | Year Achieved |
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| **Specific Qualifications related to Teaching and Education** | | | |
| Name of Qualification (NPQH, SEN, PG Dip) | Provider | Grade | Date Achieved (dd/mm/yy) |
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| **Teacher Training (for teaching posts only)** | | |
| Do you have Qualified Teacher Status? | | Yes / No |
| Date Achieved: | | |
| DfE / Teacher Reference Number: | | |
| Statutory Induction Period (if qualified after 7th May 1999):- | | |
| Started: | Completed: | |
| Are you subject to any conditions or prohibitions placed on you by the Teaching Regulation Agency (or other) in the UK? | | Yes / No |
| If yes, please enclose details with dates in a sealed envelope and attach to this form | | |

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| **Non award bearing professional development undertaken in last five years** | | |
| Name of Provider | Title of course / training (eg first aid at work, child protection, risk assessments, etc) | Qualification / Level of Training |
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| **Your current or most recent Employment** | | | | |
| **Note:** If you are applying for your first job, please provide any voluntary work / work experience in the “Previous employment or experience” section | | | | |
| Employer Name: |  | Job Title: | |  |
| Employer Address: |  | Salary: | |  |
| Start Date: | |  |
| Leave Date: (if applicable) | |  |
| Reason for Leaving: |  | | | |
| If this is / was a teaching post, please provide:  Type of school (delete as appropriate): nursery/infant/junior/primary/middle/special/PRU/secondary/other (please state): | | | | |
| Status of school (delete as appropriate): community/foundation/trust/formal federation/independent/academy/VC/VA/other (please state): | | | | |
| Gender taught (delete as appropriate): boys/girls/mixed Number on roll: | | | | |
| Key Stage(s) or Year Group(s) (if primary) taught: | | | | |
| Salary Point & Salary: | | | Additional Allowances (TLR,SEN, R&R): | |
| Main duties and responsibilities (include any additional roles undertaken organising school trips, events, leading activities, etc): | | | | |

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| **Previous Employment or Experience** | | | | |
| Start with the most recent first and work backwards. You must explain any gaps in your work history since you left education (eg unemployment; career breaks; voluntary work; travel etc). | | | | |
| Dates  (dd/mm/yy) | | Name of School / Employer and Address  **or**  Reason for gap in employment | Job Title, Duties and Responsibilities  Please include: type/status of school; number on roll; key stage(s) or year group taught; and gender taught | Reason for Leaving |
| From | To |
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| **Safeguarding Children, Young People & Adults** |
| You will be required to complete a Disclosure and Barring Service (DBS) check and a Self-Declaration Form as part of your application.  We are all responsible for the safety of children, young people and adults who may be at risk. We must ensure that we are doing all we can to protect the most vulnerable members in our society. This responsibility applies to all TPAT employees; it also applies to contractors, partners and volunteers who carry out work with or for children, young people and adults at risk on behalf of TPAT.  From your training and/or experience, please give examples which demonstrate your knowledge and commitment to safeguarding and how you would help protect children, young people and adults at risk from harm, abuse or neglect. |
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| **Your Supporting Statement** |
| This important part of your application will be used to decide if you meet the criteria and should be shortlisted for interview. Refer to the role information supplied and tell us how your skills and experience match. Use examples where possible and provide the situation or task, your action(s) and the result.  If you are applying for your first job, provide examples of other relevant experience that will help us decide your suitability, eg gained through education, the community etc. |
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| **Selection Requirements** |
| We will make reasonable adjustments to help people with disabilities through the application and selection process. If you have any specific requirements to enable your participation and/or attendance during the selection process, please let us know. |
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| **References** | | | | | |
| **Teachers** - please provide **three** references.  **Support Staff** – please provide **two** references.  Do not use friends or relatives. We will ask for references before your interview.  If any of your previous roles (voluntary or paid) involved working with children, young people and/or vulnerable adults, we will ask for information about past disciplinary issues relating to these vulnerable groups (including any in which the time penalty is ‘time expired’) and whether you have been subject to any child/vulnerable adult protection concerns and the outcome of any enquiry or disciplinary procedure. If you have any concerns, please contact us or the school you are applying to. | | | | | |
| **Reference 1**: This **must** be your current or most recent employer or, if you do not have any previous employment, your most recent tutor (school, college or university). | | | **Reference 2**: If you have worked with children, young people or vulnerable adults in the past, but are not currently, this **must** be the most recent employer by whom you were employed to work with these vulnerable groups. Otherwise, a reference of your choice. | | |
| Full Name: |  | | Full Name: |  | |
| Job Title: |  | | Job Title: |  | |
| Employer: |  | | Employer: |  | |
| Address: |  | | Address: |  | |
| Postcode: |  | | Postcode: |  | |
| Email: |  | | Email: |  | |
| Telephone Number: |  | | Telephone Number: |  | |
| Relationship to you: |  | | Relationship to you: |  | |
| Did this role involve working with children, young people and/or vulnerable adults? | | Yes / No | Did this role involve working with children, young people and/or vulnerable adults? | | Yes / No |
| **TEACHERS ONLY - Reference 3**: Reference of your choice. | | | | | |
| Full Name: | | |  | | |
| Job Title: | | |  | | |
| Employer: | | |  | | |
| Address: | | |  | | |
| Postcode: | | |  | | |
| Email: | | |  | | |
| Telephone Number: | | |  | | |
| Relationship to you: | | |  | | |
| Did this role involve working with children, young people and/or vulnerable adults? | | | | | Yes / No |

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| **Disclosure of Interest** | |
| Have you ever received a redundancy payment or pension from a local authority? | Yes / No |
| If yes, please give details including month and year: | |
| Are there any restrictions to you living and working in the UK which might affect your right to work for us (eg needing a work permit/visa)? | Yes / No |
| If yes, please provide details: | |
| Have you applied for either settled or pre-settled status under the EU Settlement Scheme? | Yes / No |
| If yes, please provide date you were awarded settled or pre-settled status: | |
| The role information supplied will say if this post requires travel and, if so, if you need access to transport and/or a full current UK driving licence. | |
| If needed, do you have access to transport? | Yes / No |
| If needed, do you have a full current UK driving licence? | Yes / No |
| The Working Time Regulations (1998) require us to check the hours worked by employees. Would this role be your only employment? | Yes / No |
| If no, please provide details of your other role(s) and the days and hours you work: | |
| Canvassing of our employees (asking them to help you get this role), directly or indirectly, for any appointment will disqualify your application. Also, if you fail to declare any relationship with an employee of TPAT your application may be disqualified and, if appointed, you may be dismissed without notice. | |
| Are you related to, or have you formed any relationship (personal, financial or professional) with any current employee of TPAT, or School Governor? | Yes / No |
| If yes, please give details: | |
| Do you, your partner or family have any interests (personal, financial or professional) that may conflict with you doing this role? | Yes / No |
| If yes, please give details: | |
| Have you ever been the subject of a formal disciplinary procedure? Have you ever been dismissed from any previous employment? | Yes / No |
| If yes, please give details: | |

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| **How we protect your Personal Information** |
| We keep on file information from this application form, equal opportunities form and any documents you attach. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation and will not be sold to any third party. Unsuccessful application forms will be destroyed after 12 months; anonymised data will be kept for monitoring purposes. |

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| **Your Declaration** | | | | | | |
| I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate. | | | | | | |
| **Signature** (applicant): | |  | | **Date:** | |  |
| Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made. | | | | | | |
| If you have completed this form on behalf of the applicant, please add your details: | | | | | | |
| Name (printed): |  | | Contact Number: | |  | |

**Thank you** for taking the time and effort to complete this application form. The role information supplied will say where it should be returned.

You will be required to complete a Disclosure and Barring Service (DBS) check and a Self-Declaration Form as part of your application. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide 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.

Please make sure you complete our **equal opportunities monitoring form and self-declaration form** enclosed in your application pack**.**

**Equal Opportunities Monitoring Form**

Please complete the Equal Opportunities Monitoring Form and return it with your application form.

Truro and Penwith Academy Trust (TPAT) is committed to the principle of the development of policies to promote equal opportunities in employment regardless of workers’ gender, marital status, race, colour, nationality (including citizenship), ethnic or national origins, disabilities, age, sexual orientation, responsibility for dependants, religious or political affiliation and trade union activities. Applicants can obtain a copy of our Equality Policy on request.

The following questions are used solely for the purpose of monitoring equal opportunities and are in accordance with the criteria identified in Racial Equality guidelines. This information will not be used when deciding on a shortlist or making an appointment, but your co-operation in completing the following would be very much appreciated.

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| **Application Details** | |
| Full Name: |  |
| Maiden Name: |  |
| Post Applied For: |  |
| Closing Date: |  |
| Vacancy Type: | Permanent  Temporary  Fixed Term  Full Time  Part Time  Full Year  Term Time Only |

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| **Personal Details** | |
| Marital Status: | Single  Married  Separated  Divorced  Widowed  Civil Partnership |
| Gender: | Male  Female |
| Date of Birth: |  |
| Age Group: | 16-20  21-30  31-40  41-50  51-60  61-65  65+ |

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| **Disability Status** | | | |
| The Disability Discrimination Act (DDA) defines a disabled person as someone who has 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. | | | |
| Do you consider yourself under this definition to be disabled: | | Yes  No | |
| If Yes, please give details: | |  | |
| Is there any other information which you would like us to take into account with regard to your disability?: | |  | |
| **Vacancy Advertisement** | | | |
| Where I saw the Vacancy advertised: | | | |
| TPAT Website | West Briton | | Internal Advert |
| Cornwall Council | Cornishman | | Word of Mouth |
| Indeed Website | TES | | Facebook |
| Other  please provide further information: | | | |

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| **Ethnic Origin** | | | | | |
| Please describe your ethnic origin by placing an X in the appropriate box. The categories have been taken from the School Workforce Census. | | | | | |
| **X** | **Nationality** | **Culture** | **X** | **Nationality** | **Culture** | |
|  | Bangladeshi | Asian |  | White British | White | |
|  | Indian | Asian |  | White Irish | White | |
|  | Pakistani | Asian |  | White Cornish | White | |
|  | Asian Other | Asian |  | White Other | White | |
|  | Black African | Black |  | Chinese | Other inc Chinese | |
|  | Black Carbbean | Black |  | Any Other | Other inc Chinese | |
|  | Black Other | Black |  | Unknown | Other inc Chinese | |
|  | Mixed White/Asian | Mixed |  |  |  | |
|  | Mixed White/Black African | Mixed |  |  |  | |
|  | Mixed White/Black Caribbean | Mixed |  |  |  | |
|  | Mixed Other | Mixed |  |  |  | |

**Thank you** for taking the time and effort to complete this form.

Please return this form, together with all other related documents including the completed **application form** and **self-declaration form**, to the address provided on the advertisement/covering letter.