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| **Job Details** | | | | | | | | | | | | | | | | |
| Job Title | | Head of School | | | | | | | | | | | | | | |
| Vacancy | | April 2024 | | | | | Closing Date | | | | | | 10th May 2024 | | | |
| **Personal Details** | | | | | | | | | | | | | | | | |
| Full Name | |  | | | | | | | | | | | | | | |
| Previous Names | |  | | | | Preferred First Name | | | | | | |  | | | |
| National Insurance Number | |  | | | | | | | | | | | | | | |
| Address | |  | | | | | | | | | | | | | | |
| Postcode | |  | | | | | Contact No. | | | | | | | |  | |
| Email address | |  | | | | | | | | | | | | | | |
| Do you have a disability? | | Yes | | |  | | | | | No | | | | | | No |
| **Post 16 Education & Training** | | | | | | | | | | | | | | | | |
| Please give details about all the education and qualifications you have **including** degrees and other formal qualifications. If you are shortlisted, evidence of all qualifications should be brought to interview. Please continue on a separate sheet if necessary.  **Please include grades achieved – applications without grades will not be shortlisted.** | | | | | | | | | | | | | | | | |
| **Formal Qualifications** *- continue on a separate sheet if necessary* | | | | | | | | | | | | **Dates** | | | | |
| **University Degree / Teaching Qualification** | | | | | | | | | | | | | | | | |
| **Establishment** | **FT/PT** | | | **Qualification & Class** | | | | | | | | **From** | | | **To** | |
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| **Relevant Post 18 Formal Qualifications** *(e.g. NPQML, NPQSL, NPQH, NASENC0 Award)*  *add rows or continue on a separate sheet if necessary* | | | | | | | | | | | | | | | | |
| **Establishment** | **FT/PT** | | | **Grade/Qualification/Outcome** | | | | | | | | **From** | | | **To** | |
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| **Other Qualifications - *(include A-Levels & grades achieved)***  *- add rows as necessary* | | | | | | | | | | | | **Dates** | | | | |
| **Establishment** | **FT/PT** | | | **Grade/Qualification/Outcome** | | | | | | | | **From** | | | **To** | |
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| **Other courses or relevant training in which you have been involved during the past three years and which you consider relevant to this post.**  **Please indicate who provided it and start/finish dates.** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **EMPLOYMENT RECORD** | | | | | | | | | | | | | | | | |
| Please give details of **all** previous jobs including temporary or voluntary work in chronological order starting with your present post. You should also include time when you were not working e.g. for family responsibilities.  This section is split into sections to separate employment in childcare settings and other paid work. | | | | | | | | | | | | | | | | |
| **Employment In Childcare/Education Settings** *- add rows or continue on a separate sheet if necessary* | | | | | | | | | | | | | | | | |
| **Employer** | **Post Title & Brief Description of Role**  *Please also state whether this role was FT/PT*  **From** | | | | | | | |  | | | **To** | | | **Reason for Leaving** | |
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| **Employment In NON Childcare/Education Settings** *– add rows or continue on a separate sheet if necessary* | | | | | | | | | | | | | | | | |
| Employer | Post Title & Brief Description of Role  *Please also state whether this role was FT/PT* | | | | | | | From | | | | To | | | Reason for Leaving | |
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| **Suitability for Post** *- continue on a separate sheet or expand box where necessary* | | | | | | | | | | | | | | | | |
| This section is for other relevant information to support your application. Tell us about how your experience makes you a suitable candidate to fulfil the responsibilities and skill requirements set out in the Job Description & Person Specification. | | | | | | | | | | | | | | | | |
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| **References**  Please note – ONE Academy Trust reserve the right to contact previous employers to verify experience or qualifications. | | | | | | | | | | | | | | | | |
| Please nominate two referees.  If you are working at the moment, one referee must be your present employer and **must hold a senior/leadership position.**  If you are not working with children at the moment but have done so in the past, please indicate the name of that last employer as one of your referees – again, this person must hold a senior/leadership position.  Referees will be asked for information on disciplinary issues, capability etc.  References will not be accepted from relatives or from people writing solely in the capacity of a friend. | | | | | | | | | | | | | | | | |
| **Reference 1** | | | | | | | | | | | | | | | | |
| **Title** | | |  | | | | | | | | | | | | | |
| **Full Name** | | |  | | | | | | | | | | | | | |
| **Relationship to you**  *e.g. manager/headteacher* | | |  | | | | | | | | | | | | | |
| **Organisation** | | |  | | | | | | | | | | | | | |
| **Address** | | |  | | | | | | | | | | | | | |
| **Postcode** | | |  | | | | | | | | | | | | | |
| **Email Address** | | |  | | | | | | | | | | | | | |
| **Contact No.** | | |  | | | | | | | | | | | | | |
| I consent to this reference being requested before interview. Yes:  No: | | | | | | | | | | | | | | | | |
| **Reference 2** | | | | | | | | | | | | | | | | |
| **Title** | | |  | | | | | | | | | | | | | |
| **Full Name** | | |  | | | | | | | | | | | | | |
| **Relationship to you**  *e.g. manager/headteacher* | | |  | | | | | | | | | | | | | |
| **Organisation** | | |  | | | | | | | | | | | | | |
| **Address** | | |  | | | | | | | | | | | | | |
| **Postcode** | | |  | | | | | | | | | | | | | |
| **Email Address** | | |  | | | | | | | | | | | | | |
| **Contact No.** | | |  | | | | | | | | | | | | | |
| I consent to this reference being requested before interview. Yes:  No: | | | | | | | | | | | | | | | | |
| **DECLARATION** | | | | | | | | | | | | | | | | |
| I declare that the information on this form is true and accurate.  I understand that providing misleading or false information will disqualify me from appointment or may lead to me being dismissed if appointed to the job.  My name has not been placed on any list which disqualifies me from working with children.  I confirm that I have read the above statements in respect of a Disclosure and Barring Service check and understand the requirements of this position.  **Privacy Notice**  I consent to the information contained in this form, and any other information received by or on behalf of ONE Academy Trust relating to my application, being processed by the Academy Trust in administering the recruitment process and to assist with the prevention and detection of fraud. | | | | | | | | | | | | | | | | |
| **Signature** | | |  | | | | | | | | **Date** | | |  | | |
| ***If you submit this form electronically, you will be required to sign this declaration if invited to interview.*** | | | | | | | | | | | | | | | | |
| Please advise us of any other information relevant to the recruitment process so we can ensure every attempt is made to meet your needs. This could include dates when you are not available for interview or any special requirements you may have such as necessary equipment and/or resources to enable you to attend for interview. | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **Please return your completed application via email (preferably) or Post:-**  **Sawley Junior School**  **Wilmot Street,**  **Long Eaton,**  **Nottingham**  **NG10 3DQ**  **Telephone: 0115 9733626**  **E-mail:** [**headteacher@sawley-jun.derbyshire.sch.uk**](mailto:headteacher@sawley-jun.derbyshire.sch.uk)  **Headteacher: Mrs A Burton** | | | | | | | | | | | | | | | | |

**EQUAL OPPORTUNITIES MONITORING FORM**

ONE Academy Trust is committed to its equality and diversity policy. We want to do all we can to prevent discrimination in any form and you can help us in this by completing the information below. The information given on this sheet will **not** be used to make decisions about who is recruited. The form will **not** be seen by the shortlisting/interview panel. It will be used to improve equality in recruitment and overall service delivery. Your help filling in this form is greatly appreciated. Thank you.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **JOB REFERENCE No.** |  | | | | | | | | | | |
|  |  | | | | | | | | | | |
| **DATE OF BIRTH** | **DD** |  | | | **MM** |  | | **YYYY** | |  |  |
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| **Gender** | | | | | | | | | | | | | | | |
| Male |  | Female |  | Intersex | | Non-binary | | |  | | | | |  | |
| Prefer to write your own description? | | | Write it here - | | |  | | | | | | | | | |
| **Ethnicity** | | | | | | | | | | | | | | | |
| Asian/Asian British | | Indian |  | | Pakistani | |  | Bangladeshi | | | | |  | | |
| Chinese |  | | Other | |  | Prefer not to say | | | | |  | | |
| Black African, Caribbean, Black British | | African |  | | Caribbean | |  | Other | | | | |  | | |
| Prefer not to say |  | |  | |  |  | | | | |  | | |
| Mixed | | White & Black Caribbean |  | | White & Black African | |  | White & Asian | | | | |  | | |
| Other |  | | Prefer not to say | |  |  | | | | |  | | |
| White | | English |  | | Welsh | |  | Scottish | | | | |  | | |
| Northern Irish |  | | Irish | |  | British | | | | |  | | |
| Gypsy/Irish Traveller |  | | Other | |  | Prefer not to say | | | | |  | | |
| Other Ethnic Group | | Write it here - |  | | | | | | | | | | | | |
| **Do you have a disability?**  ONE Academy Trust welcomes applications from disabled people and undertakes to offer every appropriate support to enable them to gain and retain employment. | | | | | | | | | | | | | | | |
| Yes | | |  | No | | | | | | | | | |  | |
| **Religion** | | | | | | | | | | | | | | | |
|  | | Buddhist |  | Christian  *(all denominations)* | |  | | | Hindu | | | | |  | |
|  | | Jewish |  | Muslim | |  | | | Sikh | | | | |  | |
|  | | Other |  | Prefer not to say | |  | | |  | | | | |  | |
| **Sexual Orientation** | | | | | | | | | | | | | | | |
|  | | Heterosexual |  | Gay | |  | | | Lesbian | | | | |  | |
|  | | Bisexual |  | Asexual | |  | | | Pansexual | | | | |  | |
|  | | Prefer not to say |  | Prefer your own description? | | | | | | Write it here - | | | | | | |
| **How did you find about this job?**  *e.g. website, online job page etc. (please tell us which)* | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **EMPLOYMENT** | | | | | | | | | | | | | | | |
| Do you work for ONE Academy Trust at the moment? | | | | | | | | | Yes | |  | No | | |  |

**Notes**

It is the school’s policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the [Ministry of Justice](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) (<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>).

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020).

If you are invited to interview you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview.

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child’s fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000.

Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”.

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

Candidates recommended for appointment will be subject to the pre-employment checks outlined in the Trust Safer Recruitment Policy (<https://www.oneacademytrust.net/policies/>). A start date of employment will not be provided until the pre-employment checks are successfully completed. The School’s Safeguarding Policy is available at <https://www.sawleyjunior.co.uk/policies-documents>/

**Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)**

In compliance with the Data Protection Act 2018 and GDPR, the ONE Academy Trust privacy notice details the purpose for which we are processing the data we have asked you to provide on this application form. The privacy notice can be found on the ONE Academy Trust website: <https://www.oneacademytrust.org.uk/trust-information/policies-and-documents>

The information you have provided on this form will be retained in accordance with our data retention policy.