

**Headteacher Application Form**

Electronic applications should be returned to: [recruitment@allertongrange.com](mailto:recruitment@allertongrange.com)

Postal applications should be returned to:

HR Department, Allerton Grange School, Talbot Avenue, Leeds LS17 6SF

**Personal details:**

Title:

Surname / family name:

First name(s):

Preferred first name(s) (if different from above):

Home address (including postcode):

Correspondence address (including postcode) if different from above:

Telephone number (day):

Telephone number (evening):

Mobile phone number:

Email address(es):

DfES teacher reference number (TRN): RP

\* 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 in receipt of a public service pension?

Are you related to any council member or senior officer of Leeds City Council or any governor or member of staff at this school?

\*If yes, please provide details:

**Qualifications:**

Please give full details of degrees and other professional qualifications, including teaching 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 (mm/yy):

Awarding body:

Details of qualification / award:

Date (mm/yy):

Awarding body:

Details of qualification / award:

Date (mm/yy):

Awarding body:

Details of qualification / award:

Date (mm/yy):

Awarding body:

Details of qualification / award:

Date (mm/yy):

Awarding body:

Details of qualification / award:

Date (mm/yy):

Awarding body:

Details of qualification / award:

**Experience:**

Current school:

Employing authority:

Date of appointment:

Designation of post:

Scale/incentive allowance:

Salary:

Previous appointments listed in sequence (most recent first):

School:

Dates of appointment (from mm/yy to mm/yy):

Designation of post:

School:

Dates of appointment (from mm/yy to mm/yy):

Designation of post:

School:

Dates of appointment (from mm/yy to mm/yy):

Designation of post:

School:

Dates of appointment (from mm/yy to mm/yy):

Designation of post:

School:

Dates of appointment (from mm/yy to mm/yy):

Designation of post:

School:

Dates of appointment (from mm/yy to mm/yy):

Designation of post:

**Continuing professional development (CPD):**

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.

**The key areas of headship:**

Please give details of your achievements and expertise in the following key areas of the [National Standards for Headteachers](https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers/headteachers-standards-2020). Please refer to the job description and person specification. 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.

**A. Strategic leadership.**

**B. Educational excellence.**

**C. Operational management.**

**D. Securing accountability.**

**E. Safeguarding.**

**Additional information (no more than two sides of A4)**

**Privacy notice:**

The information detailed in this application form will be used in order to process your application and in line with our Recruitment and Selection process. The lawful basis for processing this information is with a view to entering into a contract with you.

Your information may be shared internally with teams that have a legitimate business need to access it, with school officers involved with the recruitment process, and externally where required for the recruitment process, for example, to obtain references or where background checks are required. We will only share your information 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.

For further information about how we use your data please see the school privacy notice on our website recruitment homepage <http://www.allertongrange.com/working-for-us/vacancies/> [Privacy and data (leeds.gov.uk)](https://www.leeds.gov.uk/privacy-statement/privacy-notice)

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).

**Rehabilitation of offenders.**

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act

1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and

convictions can be found on the [Ministry of Justice DBS filtering guide](https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide) or in the document [Which cautions and convictions will be removed from a standard or enhanced DBS?](http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf) on [www.unlock.org.uk](http://www.unlock.org.uk)

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process.  If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the Teaching Regulation Agency (TRA)? **YES / NO**

**References.**

Please provide details of three people who will act as referees for you. One referee must be the Chair, Vice Chair of Governors and or Headteacher, if you are currently employed in a senior post in school. Your second reference should be from someone in your LEA who has a working knowledge of your professional competencies and your impact in your current post.

References will be sought on short listed candidates and we may require additional references from any other establishment listed.

*Our references request the named contact to verify suitability, experience and qualifications. This will include questions on disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns.*

**Referee One:**

Title:

Name:

Occupation:

Address (including postcode):

Telephone number:

Email **(must be provided)**:

Capacity in which known:

**Referee Two:**

Title:

Name:

Occupation:

Address (including postcode):

Telephone number:

Email **(must be provided)**:

Capacity in which known:

**Referee Three:**

Title:

Name:

Occupation:

Address (including postcode):

Telephone number:

Email **(must be provided)**:

Capacity in which known:

**Declaration.**

I confirm that the above information is complete and accurate, and I understand that any offer of employment is subject to a) references which are satisfactory to the school, b) a satisfactory DBS certificate and check of the barred list, c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned, or sanctioned in this regard.

Signature:

Date:

**Equal Opportunities**

Allerton Grange School and Leeds City Council is committed to fair treatment of all our existing and potential customers, our existing and potential employees, and our partners.  We are committed to ensuring that our practices and services are free from unlawful discrimination and they meet the needs of all sections of the community.

We would appreciate it if you could complete the equality monitoring questions below.  This will help us in monitoring the fairness and effectiveness of our service delivery and employment practices and to develop future policies and services.  You are under no obligation to provide the information requested and it will not make any difference to the service you receive if you do not answer them.  However, the more information we can collect the more effective our equality monitoring will be. The categories included have been informed by the National Census 2011 and characteristics protected by equality legislation as well as other questions that are relevant to local communities in Leeds.

The information you supply will be used for monitoring and reporting purposes around the fairness and effectiveness of our service delivery and employment practices only. You will not be identified in any statistics that the council publishes. The information you supply will be treated in the strictest confidence and will be held in accordance with the GDPR and Data Protection Act 2018. If we need to share any information with a third party, we will make sure the same levels of protection are in place.

**Sex and gender identity:**

Male (including trans male)

Female (including trans female)

Non-binary

Other

\*If other, please state:

I prefer not to say

Is your gender the same as the sex you were assigned at birth?

Yes

No

I prefer not to say

**Date of birth:**

Date:

I prefer not to say

**Ethnic origin:**

Please indicate which best describes your ethnic origin:

1. White

English

Welsh

Scottish

Northern Irish

British

Irish

Any other white background – please state:

1. Mixed / multiple ethnic group

White and Asian

White and Black African

White and Black Caribbean

Any other mixed/multiple ethnic group – please state:

1. Asian or Asian British

Asian or Asian British - Bangladeshi

Asian or Asian British - Chinese

Asian or Asian British - Indian

Asian or Asian British - Kashmiri

Asian or Asian British – Pakistani

Any other Asian background – please state:

1. Black or Black British

Black or Black British - African

Black or Black British – Caribbean

Any other Black background – please state:

1. Other ethnic groups

Other ethnic groups - Arab

Other ethnic groups - Gypsy or Traveller

Any other background – please state:

I prefer not to say

**Disability:**

Do you consider yourself to be disabled?

Yes

No

I prefer not to say

If you have said yes, you consider yourself to be disabled, what is the nature of your impairment?

Physical impairment

Visual impairment

Hearing impairment

Mental health condition

Learning disability or cognitive impairment

Long-standing illness or health condition

I prefer not to say

**Sexual orientation:**

Please indicate which best describes your sexual orientation (please note: if you are under the age of 16 years old you do not need to complete this section):

Heterosexual / straight

Lesbian / gay woman

Gay man

Bisexual

Other – please specify:

I prefer not to say

**Religion or belief:**

Please indicate which best describes your religion or belief:

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

No religion

No belief

Other

\*If other, please state:

I prefer not to say

**Carers:**

The council considers a 'carer' is someone who provides care for a relative, neighbour or friend who is dependent on them because they cannot manage without their help because of physical or mental ill-health, disability, frailty, sensory impairment, old age or substance misuse. In the context of employment, a ‘working carer’ is someone who balances these unpaid caring responsibilities with full or part-time employment.

Please indicate whether you consider yourself to be a carer:

Yes

No

I prefer not to say

**Where you live:**

What is the first part of your postcode?

For example, LS10:

I prefer not to say

Thank you for completing this equality monitoring form.