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| **Executive Headteacher/Headteacher Application Form** |

Thank you for your interest in working with us. We strive to create a fair and inclusive workplace that is as diverse as the communities we serve. We positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy, and maternity, race, religion or belief, sex and sexual orientation.

Attached with this form are the Job Description, Person Specification and Equality Monitoring Form for the role you wish to apply for. If you require large print or other reasonable adjustments to be made to support your application, please contact the Resourcing Team.

Please complete the details below and return it to: c.iddon@mspru.manchester.sch.uk. Please note that CV’s cannot be accepted.

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| **Vacancy Details – please write or type in black ink** |
| School: Manchester Secondary Pupil Referral UnitJob Title of Post Applied for: HeadteacherClosing Date: Friday 6 September 2024 at 9 am |

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| **Advertising origin** |
| Where did you hear about this vacancy?  |

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| Should you be selected for interview, please indicate dates (if any) when it would be impossible for you to attend:  |

The details supplied by you on this form are confidential but will form part of the personnel record of the successful candidate.

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| **Personal Details**  |
| Title: |  |
| First name(s): |  |
| Last name:  |  |
| Previous name (s):  |  |
| Address: |  |
| Postcode:  |  |
| Contact number:  |  |
| Email address: |  |
| Preferred method of communication: |  |
| National Insurance No. (if known)  |  |

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| **Eligibility to work in the UK** |
| Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless they have documentary proof showing an entitlement to work in the UK. If selected for interview you will be asked to provide proof of your work entitlements.Do you have an entitlement to work in the UK? Yes No  |

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| **Rehabilitation of Offenders**  |
| This post involves working with children, young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act. You must therefore complete the disclosure that will be sent to you if you are shortlisted. Failure to return the disclosure within the time specified on the document could result in the withdrawal of your application.  |

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| **Disclosure & Barring**  |
| If you are offered the position the Disclosure and Barring Service will be contacted to assess the possible existence and content of an enhanced criminal record. Any such information will be strictly confidential and will only be used to consider your suitability for the post for which you are applying. By submitting your application, you are confirming that should you be offered the position you consent to these checks taking place.  |

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| **Other Applicant Details**  |

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| Are you currently, or have you previously been employed by this organisation?  | Yes No  |
| If yes, please provide dates from and to and reasons for leaving (if applicable) | Date from: Date to: Reason for leaving if applicable:  |

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| Are you related to a Councillor, Governor or Senior Officer of this Organisation?  | Yes ☐ No ☐ |
| If yes, please provide details:  | Name: Relationship:  |

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| Are you in receipt of a public service pension?  | Yes ☐ No ☐ |

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| If you are returning to teaching, have you been granted Infirmity Retirement by the Department for Education?  | Yes ☐ No ☐If **yes**, please provide the date: |

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| **Previous Employment Declarations** |
| Have you ever been dismissed from employment for any reason other than redundancy?  Yes ☐ No ☐ |

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| **Teaching Qualification**  |
| Are you a qualified teacher? Yes ☐ No ☐ **DFE Number**:   | Please state the date and name under which you are qualified: |
| Have Are you subject to any conditions or prohibitions placed on you by the NCTL (or other) in the UK?  Yes ☐ No ☐ If yes, please provide details: |
| Leadership experience (tick as appropriate): | Early Years  |
| KS1 |
| KS2 |
| KS4 |
| Special |

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| **References:** |
| **References must be provided for the whole period of three years preceding application for this post.** If you are currently in employment, you must provide details of your present employer. It is expected that Headteachers and Executive headteachers should name a member of your schools governing board or trust. In addition to this if you are not currently working in an education setting but have done so in the past, please provide the reference details of the last employer where you worked with children.References are not accepted from relatives or people writing solely in the capacity of a friend. Testimonials are also not accepted.References will be sought from the named contacts provided and we will ask your referees for comments on your suitability for the post request details on attendance, sickness levels and salary. |
| **1st Referee**Name:Job Title:Address:Capacity in which known and for how many years: Telephone Number:Email Address: | **2nd Referee**Name:Job Title:Address:Capacity in which known and for how many years:Telephone Number:Email Address: |
| Your referees will only be contacted if you are selected for interview and will be sought prior to interview. We reserve the right to request alternative references during the processing of your application. |

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| **Education and Qualifications** |
| Successful applicants will be required to provide original documentary evidence of all qualifications stated below. |
| **A. Secondary & Further Education**  |
| Name of Schools/Colleges/Further Education Providers | **From**  | **To** | **Qualifications obtained (please indicate level, Awarding Body, Subjects and Grades)** | **Date of Award**  |
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| **B. Higher Education**  |
| Name of University’s or Education Providers | **From**  | **To**  | **Qualifications obtained (please indicate level, Awarding Body, Class Subjects and Grades)** | **Date of Award**  |
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| **Employment Experience - Current** |
| **Name of present establishment:** | **Employing Body:**  | **Date of Appointment:****Date of Termination:** |
| **Post held:** | **Salary: £****Allowances:** | **Reason for Leaving:** |

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| **Teaching Experience - Previous** |
| **Previous teaching appointments listed. Please put most recent first.** |
| Name of School/Education Service/College/LEA | Full Time/Part Time | Title of post and grade | Age range | Main responsibilities held | DatesFrom and to & reason for leaving |
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If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided on this form must provide a complete chronology from age 16. Please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.

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| **Further information regarding gaps in education/employment and other experience** |
| Dates | Reason for gap  |
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| **CONTINUING PROFESSIONAL DEVELOPMENT** |
| Please provide details of significant aspects of your Continuing Professional Development over the last three years. Explain how it has:* Made a difference to your current role
* Prepared you for leadership and management
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| **Personal Statement** |
| Your personal statement should not exceed more than 3 sides of A4. In your personal statement you should demonstrate how well your knowledge, skills and experience meet the requirements of the person specification and job description, paying particular attention to the Headteacher Standards. |
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| **Additional Information and Special Interests in Support of Your Application** |
| You may use this space to provide any additional information you wish, including any relevant interest, unpaid activity, voluntary or community work.  |
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| **Declarations** |
| I confirm that I am not subject to any immigration controls or restrictions, which prohibit my working in the UK.I confirm that the information supplied by me in this application is complete and correct to the best of my knowledgeI understand that any false information, any relevant omission or misleading statements may disqualify me from employment or result in my dismissal. **YES ☐** |

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| **Work with children or vulnerable adults** Please note that a high level of vetting is undertaken on candidates and that the definition of working with children and vulnerable adults is widely drawn. Further information about the Disclosure and Barring Service can be found at [www.disclosure.gov.uk](https://euc-word-edit.officeapps.live.com/we/www.disclosure.gov.uk) The post that you have applied for meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If you have indicated that you have a conviction, you will be required to reveal any convictions, cautions, final warnings and reprimands at the point of being shortlisted, but these will not be looked at unless you are selected for the position. All applicants who are offered employment will be subject to a disclosure and barring check, and a check will be made with the Disclosure and Barring Service before the appointment is confirmed. The School is an equal opportunities employer and is committed to eliminating prejudice in employment and taking positive action to counter the effects of disadvantage. We recognise that people with criminal convictions face discrimination when seeking employment, and so have procedures as part of the recruitment and selection process to guard against further disadvantage. ANY INFORMATION WILL BE TREATED IN THE STRICTEST CONFIDENCE AND YOU WILL ONLY BE PREVENTED FROM OBTAINING EMPLOYMENT IF THE SCHOOL CONSIDERS YOU HAVE A CRIMINAL RECORD THAT MAKES YOU UNSUITABLE FOR THE POST IN QUESTION. The School will ignore convictions that are not relevant to the post you are applying for. If a conviction may be relevant, the appointing panel will carefully consider the nature of the offence and the requirements of the post. The panel will also look at when the offence occurred and if there is a pattern of unrelated offences. Some serious offences will, however, almost certainly prevent the panel from making an appointment. The Code of Practice issued by the Disclosure and Barring Service, which guides the School’s use of Disclosures in recruitment, is also available from HR upon request.  |

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| Disabled Applicants  |
| If you are successfully appointed, every effort will be made to supply aids or equipment where required to enable you to carry out the full duties of the job. If you feel that due to the nature of your impairment, you may not be able to do a certain aspect of the job then the panel will give full consideration to redesigning the job. If you wish to bring such a matter to the panel’s attention at this stage, please do so in the space below. |

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| Period of Notice  |
| If offered the job, how soon could you start?  |

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| **Public Funds**  |
| Public funds must be protected and therefore the information you have provided on your form may be used to prevent and detect fraud. The information may also be shared, for this purpose, with other organisations which handle public funds.I confirm that to the best of my knowledge the information I have provided in this application (including home address and self-declaration) is correct and true. I am under 65 years of age. I realise that if it is found that I have deliberately given false or misleading information I am liable to be disqualified from further consideration or, if appointed, to be dismissed immediately and without notice.Signature:Date: |

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| **Data Protection Legislation**  |
| We are committed to safeguarding your personal information. Whenever you provide such information, we are legally obliged to use it in line with all applicable laws concerning the protection of personal information, including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (these laws are referred to collectively in this Privacy and Cookies Policy as the “data protection legislation”). The School will use the information given on this application for recruitment and selection, personnel management and for employment purposes in respect of successful candidates. The information you give us will be kept confidential and your personal information will not be disclosed to third parties without your prior consent except where necessary to confirm factual information provided by you, or to protect public funds, including the prevention and detection of fraud and/or otherwise required by law.Documents associated with Recruitment and Selection for unsuccessful candidates will be retained for a period of 6 months.  |

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| I confirm that the information contained in this application is correct, I understand that my application may be rejected or that I may be dismissed without notice for withholding or giving false information. I also give my consent to the processing of data contained or referred to in this application in accordance with Data Protection Legislation.  |
| Signed:  |
| Date:  |

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| Monitoring Equality and Diversity |

We strive to create a fair and inclusive workplace that is as diverse as the communities we serve. We positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy, and maternity, race, religion or belief, sex and sexual orientation.

The information in this section will be treated in the strictest confidence, this page will be removed before the recruitment panel sees your application form. The results will be used to produce overall statistics about recruitment and selection and to take action to prevent discrimination.

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| **Sex**  |
| Male ☐ Female ☐ Prefer not to say ☐ |

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| **Ethnic Origin** **What is ethnic origin? Ethnic origin refers to the members of an ethnic group who share the same cultural identity. This does not mean country of birth or nationality.**  |
| **White British -**  English, Welsh, Scottish, NI, British  ☐ Irish ☐ Irish Gypsy or Irish Traveler ☐ Roma ☐ Eastern European  ☐ Other White (please specify) ☐  |
| **Asian/Asian**=   British ☐ Indian  ☐ Pakistani ☐ Kashmiri  ☐ Bangladeshi  ☐ Chinese  ☐ Vietnamese ☐ Any other Asian background ☐  |
| **Mixed multiple ethnic groups -**  Black Caribbean and white ☐ Black African and white ☐ Asian and Black ☐ Black African and Asian ☐ Mixed British ☐  Asian and white ☐ Black Caribbean and Asian ☐ Other mixed/multiple ethnic group (please specify) ☐  |
| **Black African Caribbean Black -**  Black Caribbean ☐ Black African ☐ Black British ☐ Somali ☐ East African Asian ☐ Other Black (please specify) ☐  |
| **Middle Eastern and Central/Western Asian -**  Arab british  ☐ Egyptian ☐ Iranian ☐ Iraqi ☐ Kurdish ☐ Libyan  ☐ Middle East  ☐ Sudanese ☐ Yemeni ☐ Afghani ☐ Syrian ☐ Turkish ☐ Kuwaiti ☐ Israeli ☐ Other Middle Eatsen/Central/Western Asian (please specify) ☐  |
| **Any other ethnic group – please specify**  |
| **Prefer not to say**☐  |

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| **Gender**  |
| Intersex ☐ Non Binary ☐ Prefer to self-describe ☐ Male ☐ Female ☐ Prefer not to say ☐  |

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| **Trans Status**  |
| Do you identify as Trans? Yes ☐ No ☐ Prefer not to say ☐ |

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| **Sexual Orientation** **We are monitoring sexuality in order to demonstrate our commitment as an equal opportunities employer, to highlight any possible inequalities and remove any unfairness or disadvantage** |
| Bisexual ☐ Gay ☐ Heterosexual/Straight ☐Lesbian ☐Other (please specify) ☐Not known/Not sure ☐Prefer not to say ☐ |

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| **Religion or Belief – Do you identify with any religion or belief?**  |
| No ☐ Prefer not to say ☐ Buddhist ☐ Christian ☐ Hindu ☐ Jain ☐ Jewish ☐ Muslim ☐ Sikh ☐ Any other religion or belief (please specify) ☐  |

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| **Disability****The School’s definition includes people with physical, mental or sensory impairments who experience or have experiences, restrictions or discrimination in taking part fully in mainstream society.**  |
| The School adopts the Social Model of Disability. This means that it is social and environmental factors, rather than medical conditions or impairments, which create disabling barriers. Add linkDo you consider yourself to be a disabled person under the social model?Yes ☐ No ☐ Prefer not to say ☐ |