**Headteacher**

**Village Primary School**

**Application Pack**

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PRINCE REGENT STREET TRUST

Company Registered Number: 11474011 | CEO: Julia Armstrong

C/O Hartburn Primary School, Adelaide Grove, Hartburn, Stockton-on-Tees, TS18 5BS

Tel: 01642 425116| Email: [admin@princeregenttrust.co.uk](mailto:admin@princeregenttrust.co.uk)

[www.princeregenttrust.co.uk](http://www.princeregenttrust.co.uk)

Hello,

Thank you for showing an interest in our Headteacher vacancy. This is a unique opportunity for any future headteacher or current headteacher.

This is your chance to shape the direction of Village Primary, fostering an environment where pupils and staff alike can thrive. We are looking for a leader who is:

* An experienced senior leader within a primary school.
* Kind, and can lead by example and will embody our Trust values.
* Committed to high standards and achieving educational excellence.
* Adept at building strong relationships with pupils, staff, parents, and the wider community.
* Passionate about education and committed to pupils’ success.
* Skilled in fostering an inclusive and supportive school culture and ethos.
* Innovative in their approach to leadership, teaching and learning and enhancing the quality of education.

Village is a high performing school, well renowned within the local community. The school was judged as good by Ofsted once again in March 2023 and has achieved much success in recent years.

Our Trust community is a wonderful place to be. You will be supported by an experienced team who appreciate the importance of autonomy and value your contribution to the school and to the Trust. Being a headteacher in our Trust is not a lonely job: we encourage collaboration and promote positive relationships at every level.

We very much look forward to hearing from you as you progress your interest in the post to an application.

If you would like to arrange an informal conversation, or find out further details about the role, please contact myself via [julia.armstrong@princeregenttrust.co.uk](mailto:julia.armstrong@princeregenttrust.co.uk)

Kind regards.

N:\Louise P\Admin HR\JA Signature.PNG

**Mrs Julia Armstrong**

**CEO**

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**Trust Objectives and Activities**

The mission of our Trust, and the reason for our being, is fundamentally one of sustainable school improvement; we strive to provide our pupils with the unique educational experience that they so richly deserve. All five of our primary schools are rated good or outstanding by Ofsted, yet are different in so many ways. We have a very successful primary ethos which enables all pupils to maximise their potential whilst our individual schools retain their autonomy. We have a common aim to inspire the imaginations of children in our care; to support them to develop in ways which stand them in good stead for their future lives and responsibilities as individuals, employees and citizens.

Our desire to share our expertise is underpinned by three key principles: ‘**Excellence**, **Opportunity** and **Partnerships**’. The principles have heavily influenced our vision, values, strategy and culture. As a trust we recognise that every school is different, and, as a result, their needs are different. The level of autonomy given to each school is an important distinction; there is no one-size-fits-all at Prince Regent Street Trust and each school’s unique identity is promoted and celebrated. We empower schools to go further via a high level of strategic challenge and accountability, dedicated expertise and resources, and extensive opportunities for collaboration and partnership working. Through this model we enable headteachers, senior leaders and teachers to do what they do best: provide the highest quality teaching and learning experiences for the children in their care.

We promote an open, friendly and collaborative culture, and offer a supportive, caring and developmental environment for our central team, our staff and our pupils. Staff wellbeing and professional development is a strategic priority for us. We invest in individuals, providing a range of quality, research-based continuing professional development and career-enhancing opportunities. We recognise that effective and strategic leadership at all levels is key to the success of any school and as such, we have created a bespoke programme of development opportunities for governors; senior, middle and curriculum leaders; teaching and non-teaching staff; and pupils. Unique opportunities result in success and sustainability for individuals and schools.

**About Village Primary School**

Village Primary School is based in Thornaby within Stockton on Tees.  The school is a one form entry primary with a yearly intake of 30 children. The School Nursery has 26 places for three- and four-year-olds as well as offering a thriving early childcare provision for two-year-olds. In addition, the school also offers care for parents and carers who require before and after school flexibility for their children. The school is very proud to be at the centre of the Thornaby community and within the larger family of Stockton on Tees. We strive to ensure our pupils are caring, well-educated, well-behaved and law-abiding citizens who show respect for others, for the environment and our heritage. The school provides a secure, inclusive environment, with a family atmosphere and an ethos which promotes British Values.

The school motto is ‘**Explore**, **Dream**, **Discover**’. This demonstrates a love of learning and our belief that children should explore new concepts, objects and ideas in a variety of hands on ways. We also have high aspirations and encourage our children to work towards any career goal that they set their mind towards. This motto runs throughout our curriculum and influences the delivery of subjects. Our goal is to achieve awe and wonder through new learning and a passion for lifelong learning and development.

Village Primary School takes great pride in being an evidence-informed school with regards to teaching, learning and pedagogy. Our approaches are rooted in established methods of teaching mixed with a confidence to personalise and adapt the curriculum for the community that we serve, having the very highest expectations of progress, conduct and behaviour for learning. We take pride in everything that we do and challenge ourselves to be the very best within a nurturing environment. Our pupils are shining examples of our school ethos; their conduct is exemplary and they demonstrate impeccable manners on a daily basis. Pupils are encouraged to take ownership of their learning and to show initiative, so that they become active participants in their own learning and success. Everything that we do revolves around the safety, wellbeing and education of our pupils.

Our children enjoy an engaging curriculum filled with real-life experiences which foster independence, collaboration and a determination to succeed. It is our job to help children become ready for the next phase in their education, equipped for the 21st century and the global world that we occupy. The staff have an in-depth understanding of the needs of the pupils and work co-operatively towards shared goals that always have children at their heart.

We actively promote a culture of resilience where children feel safe and encouraged to problem solve, question, debate and express opinions. They are encouraged to try new things, make mistakes and learn from experience. We feel it is vital to equip them with the skills they need for the digital age and the world of employment.

We take pride in our consistent teaching approaches implemented across the school from Nursery to Year 6 and make it our key business to help develop and educate the whole child. Learning is hands on across the age phases so that all learning styles and backgrounds are catered for. Indeed, through listening, hard work and sequential pedagogy, we feel that children of all ages and backgrounds can make rapid progress. Our classes enjoy learning through themed topics, which include rich experiences to bring the curriculum to life. All children throughout school learn inside and outside of the classroom. We also take the children on a diverse range of educational visits in our local community and further afield. Indeed, we are so proud of our local heritage and the rich history that it has provided us with.

**Headteacher – Village Primary School**

Prince Regent Street Trust wishes to appoint a Headteacher of Village Primary School.

**Contract Details**

Required for January 2025 (earlier if possible or as soon as available in agreement with current employer).

**Salary Scale**

**L16 - L20** *£68,400 - £75,331*

*(Pay award pending, does not reflect recent government announcement of 5.5% increase to salaries)*

We are able to offer you an exciting professional opportunity in a small, popular school which is well supported by parents, governors, the Trust and the local community.

Village Primary is a school with 231 highly motivated and well-behaved pupils on roll, based in the Thornaby on Tees. The school has been part of Prince Regent Street Trust since 2018. The Trust is seeking to appoint a Headteacher who can demonstrate outstanding practice, and harness the skills and enthusiasm of all staff and pupils.

The successful candidate should be keen to further their develop knowledge and skills in all aspects of school leadership and someone who will play the key role in shaping the future of our school, helping to provide the very best for every child and family in the community. In return, the appointed Headteacher will work with a dedicated and committed staff to build on the considerable successes and achievements of the school.

We are looking to appoint an experienced, inspirational and motivational leader who:

* Passionately cares about children’s learning and development.
* Has excellent leadership, managerial and interpersonal skills.
* Has a strong commitment to embedding high standards of teaching and learning and in continuing to raise standards.
* Is passionate about inclusion.
* Can motivate the whole school community.
* Can effectively deploy resources to maximum effect.

The Trust is growing, and cooperating and working in partnership with leaders from other schools will be an essential part of the role. You should be willing to share your experience and expertise with others as well as learn from them.

Please look carefully at the following materials and complete the application form included. Applicants are asked to document their skills and experience that they will bring to the post. We would like a covering letter, of no more than 1000 words, which details how you meet the criteria within the personal specification and why you feel that Village Primary School and Prince Regent Street Trust are right for you.

Visits to school are warmly encouraged and applicants are able to select from the dates shown below.

Thursday 12th September

Thursday 19th September

Thursday 26th September

Please contact Stacey Neal, Senior Administrator, to ensure you secure your place. All tours of the school will be at 4pm and will be approximately 45 minutes. You will have the opportunity to interact with staff and see some of the after-school provision we offer.

**Stacey Neal:** [Enquiries@thevillageprimary.org.uk](mailto:Enquiries@thevillageprimary.org.uk) **/ 01642 676768**

**Village Primary School**, Windsor Road, Thornaby, Stockton-on-Tees, TS17 8PW.

**Website:** <https://www.thevillageprimary.org.uk/>

**OFSTED:** <https://reports.ofsted.gov.uk/provider/21/146020>

The closing date for applications: 12noon, **Monday 30th September 2024**

The shortlisting selection process will be held on **Wednesday 2nd October** and interviews are scheduled to be on **Thursday 10th October 2024**.

**Disclosure**

This post is subject to an enhanced DBS check. The school and Trust are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The post is subject to rigorous pre-employment safeguarding checks, which will be undertaken before an appointment is confirmed.

The appointment is in accordance with the School Teachers’ Pay and Conditions Document and other education and employment legislation, to provide professional leadership to the school which secures its success and improvement, ensuring high quality education for all its pupils and good standards of learning and achievement. The job description reflects the National Standards for Headteachers.

**Applicants must only apply using the application form provided.**

**CVs will not be accepted.**

**Job Description**

**Status of Post**

This is a senior post within the Trust’s staffing structure, which carries with it membership of the Leadership Group. This post holder is accountable to the CEO. The post will require you to work in partnership with the Headteachers across the Trust, the School’s Local Governing Body and the Trust Central Team to ensure continuous and sustained improvement.

**Main purpose of the role:**

* To provide strategic leadership and management
* Leadership and management of pupils’ attainment and progress
* Leadership and management of staff
* Leadership and management of the curriculum
* Leadership of teaching and learning
* Management of resources and premises
* Leadership and management of the school within its community
* Promoting and safeguarding the welfare of children and young people
* Act as an advocate for Prince Regent Street Trust

**Key tasks**

**Shaping the Future**

* Support the Executive Leadership Team in promoting and developing a vision for the future of the Trust; demonstrating inspirational leadership and creativity
* Play a lead role in the school improvement planning process,
* Exemplify the application of agreed policies, priorities and expectations, so as to set an outstanding example to other colleagues
* Develop and enhance a culture of teamwork, in which the views of members of the school community are valued and taken into account
* Play a key role in the monitoring of pupil and staff performance
* Take an active part in school self-evaluation, contribute to the writing and reviewing of the schools SEF and the implementation of the School Development Plan.
* Provide strategic direction and lead key areas of the School Development Plan.

**As a member of the Leadership Team**

* Maintain a high profile as an example of best and leading practice, bringing out the potential for leadership in others, and stimulating colleagues with a positive, active and supportive attitude.
* To challenge and support all others in developing professionally, both formally and informally.
* To work alongside the CEO and Director of School Improvement to use a range of intelligence and data sources to set realistic yet challenging targets for pupils within the school.
* Present an accurate, coherent and evidence-based account of the Schools’ performance to a range of audiences.
* Develop positive working relationships with pupils, staff, parents and governors, and be prepared to give feedback about their views and needs to the Executive Team.

**Leading Teaching and Learning**

* Support in the development of an environment that promotes and secures effective teaching and learning, high standards of achievement and exemplary behaviour.
* Determine, organise, implement and monitor the curriculum and assessment, and ensure that statutory requirements are met.
* Ensure that pupils develop effective study skills and positive attitudes in order to learn more effectively and with increasing independence.
* Determine and implement policies that support and promote excellent outcomes for children.
* Monitor and evaluate the quality of teaching and learning, and standards of achievement of all pupils through appropriate methods.
* Develop and maintain effective links with the community, including business and industry, to extend the curriculum and enhance the educational experience.
* Share responsibility for the analysis of performance data, to ensure priorities are appropriate and improvement in standards is promoted.
* Coach and develop staff to maximise impact.

**Developing self and managing others**

* Contribute to the creation of a positive Trust ethos, in which every individual is treated with dignity and respect and promote safeguarding to ensure the welfare of children and young people is paramount.
* Make a distinctive contribution to the wider school team and to the continued development of the Trust’s schools
* Contribute to the development of collaborative approaches to learning within the Trust.
* Monitor the effectiveness of colleagues’ teaching and wider professional development and its impact
* Lead, manage and organise meetings as appropriate in support of the Trust’s aims.
* Set high expectations for your own performance and that of others.
* Engage in relevant professional development opportunities as necessary.

The work of the School and Trust changes and develops continuously, which in turn requires staff to adapt and adjust. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with national prescription on teachers’ terms and conditions of employment and/or any relevant school improvement priorities set from time to time. Any major changes will involve discussion and consultation. Whilst the main duties and responsibilities of the post are set out above, each individual task to be undertaken has not been identified. Employees will be expected to comply with any reasonable request from their line manager to undertake work related to teaching and learning that is not specified within this job description and which is commensurate with the level of the post.

**Person Specification**

| **Category** | **Essential** | **Desirable** | **Identified** |
| --- | --- | --- | --- |
| **Application** | * Fully supported in references * Well-structured application indicating a detailed understanding of important educational issues and style of management | * Knowledge and understanding of current issues and their relevance for this school | Application / references |
| **Qualification** | * Qualified Teacher Status * Further professional leadership qualifications or evidence of study – NPQH / MA | * Evidence of continuous development and willingness to self-improve – NPQs / SENDCo / Previous NLE & SLE deployments | Application |
| **Experience** | * Ability to communicate and relate to all members of the school’s community * Curriculum management – planning, teaching, learning and assessment * Experience as a Primary School Senior Leader * Experience of successfully leading and motivating a team in school * Experience of the successful management of change which has resulted in raising standards * Experience of developing, leading, planning for and managing staff with due regard to current Teaching Standards * Experience of relating performance management to staff professional development * Experience of curriculum development and of monitoring the impact of the curriculum on pupil achievement * Experience of the development and implementation of statutory safeguarding procedures. * Experience of contributing to the school’s self-evaluation cycle | * Experience of working across the primary age range * Experience of statutory assessment requirements * Previous experience as DSL or Deputy DSL * Recent training in relation to Early Reading expectations and best practice | Application / interview |
| **Professional Development** | * Evidence of relevant CPD relating to leadership and management within the last 2 years |  | Application |
| **Skills and Knowledge** | * Understand the challenges of leading a fully inclusive school * Demonstrate good inter-personal skills and an approachable style of leadership * Skills in motivating staff to achieve outstanding standards * Ability to communicate effectively * Excellent oral and written communication skills with an ability to negotiate at all levels. * Ability to build on current achievements and continue to raise standards * Ability to develop or embed a clear vision for the school and inspire and motivate others * Ability to lead and work as part of a supportive, yet challenging team * Have a clear understanding of the needs of primary age children including those with additional needs * Have a clear understanding of the current Ofsted Inspection framework * Be E-confident and able to understand and promote the benefits of ICT and future technology in an educational context | * Ability to interpret and implement new legislation, policies and directives. * Ability to analyse information from a wide variety of sources and solve complex problems. * Ability to demonstrate sound leadership in managing transition between key stages for pupils across the school, and with partner schools. | Application / reference / interview |
| **Personal Attributes** | * Ability to develop the children spiritually, morally, socially and culturally whilst supporting a broad, creative and inclusive curriculum * Appreciation of the importance of exploration and development of effective and innovative approaches to school improvement * Ability to build and sustain effective working relationships and partnerships with staff, governors, board members, parents/carers and the wider community and demonstrate enthusiasm and sensitivity while working with others * Ability to work in partnership with schools, key agencies and organisations * Ability to create a learning culture of high expectations within the organisation, which is valued by staff, pupils and parents. * Commitment to personal development. * Be willing to work outside normal hours. * Flexibility, mental resilience and well-developed self-management skills in order to meet the demanding nature of the role * Motivation to work with, and to achieve the best for, the children in your care * Ability to form and maintain appropriate relationships with children |  | Application / reference / interview |

**Job Application Form**

# Before completing this application form, please read the enclosed guidance notes

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| **Job applied for:** | **Post ref:** |
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| **Surname/Family name:** | **Initials:** |

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| **Personal Details** | |
| Home Address    **Post Code**  **National Insurance Number** | **Telephone:**  **Home:**  **Mobile:**  **Work (if appropriate):**  **E-mail address:** |

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| **Declaration** |
| I declare that the information on this application form is full, accurate and complete and I understand that if I provide false information or fail to provide full, complete and accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of offer of appointment, or by my dismissal, without notice, if I have been appointed. I also understand that canvassing of Members or employees of the Trust whether directly or indirectly, will result in this application being disqualified  Signed:       Date: |

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| **The role and You:** |
| Demonstrate the skills and experience that you will bring to the post. We would like a covering letter, of no more than 1000 words, which details how you meet the criteria within the personal specification – and why you feel that Village Primary School and Prince Regent Street Trust are right for you. |

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| **The role and You (continued):** |
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| **References: Please give the name, address and telephone number of two independent referees from whom the Trust will seek information regarding your suitability for this job. One of the referees must be your current or most recent employer.** | |
| **Name:**  **Occupation:**  **Address:**    **Post Code**:  **Tel No:**  **E-mail address**:  **Can we contact Prior to interview** | **Name:**  **Occupation:**  **Address:**         **Post Code**:  **Tel No:**  **E-mail address:**  **Can we contact Prior to interview** |

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| **Job/Career History** | |
| **Current or last job**  **Name and address of employer**    **Tel. number:** | **Job title:**  **Date started**:  **Date left (if applicable):**  **Current earnings:**  **Scale or Grade:** |

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| **Brief details of current or last job:** |

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| **Previous Jobs** | | |
| **List all employment including unpaid and voluntary work (most recent first)** | | |
| **Dates Employed** | **Employer Name and Address** | **Job or jobs held with employer** |
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| **Qualifications and Training** | | | |
| **Qualification obtained** | **Type and level (e.g. GCSE, A Level, Degree etc.)** | | **Date Obtained** |
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| **Non Qualification Courses and Further Training** | | | |
| **Details** | | **Date** | |
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| **Are you a member of any Professional Body (please give details)** |
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| **Driving and Mobility** |
| Do you have a current driving licence  Do you have a current HGV/PSV or other specialist driving licence  Please specify: |
| **Data Protection Information** |
| The personal information supplied by you on this application form will be used only to consider your application for employment with this Trust.  If you are shortlisted, contact will be made with the referees you supply on the application form and a confidential reference will be sought from them.  The information you supply on the Equal Opportunities Monitoring Information Form will be used for those purposes stated only and will be retained in an anonymised form so that it cannot be linked to individual applicants.  The information you supply will be retained only as long as necessary for the purposes of recruitment and monitoring |

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| **Please email the completed form to:**  **JULIA ARMSTRONG – Chief Executive Officer**  [**admin@princeregenttrust.co.uk**](mailto:admin@princeregenttrust.co.uk) |

**Recruitment Monitoring Form**

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| **Personal Details**  **Full Name:**       **Title:**  **Other (please state):**  **Date of Birth:**       **Age:**       **Gender:**  Marital status:    (Optional) **Is your gender identity the same as the gender you were assigned at birth**? Yes  NO  **Please state where you saw this job advertised:**  **Ethnic Origin** *(Please indicate your ethnic origin – clicking on the box will place an X against your selection)*   |  |  |  | | --- | --- | --- | | Asian or Asian British  Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background, please specify | Black or Black British  Caribbean  African  Any other Black background, please specify | **Other ethnic groups**  Arab  Gypsy/Romany/Irish Traveller  Any other background, please specify | | Mixed background  White and Black Caribbean  White and Black African  White and Asian  Any other mixed background, please specify | White  English  Other British  Irish  Any other white background, please specify |  |   **Religion (mark one box only) (Optional)**  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  None  Other  Prefer not to say |

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| **Sexual Orientation (Mark One box only) (Optional)**  Bisexual  Gay/Lesbian  Heterosexual/Straight  Other  Prefer not to say  **Disability**  Prince Regent Street Trust is positive about disability and welcomes applications from disabled people.  Please answer the section on disability, which we include to establish whether we need to make adjustments to enable you to take part in the selection process; take positive action in supporting employment for disabled people; establish whether you will be able to carry out a function that is intrinsic to the work concerned and / or establish that you have a disability where this is an occupational requirement (Section 60 of the Equality Act 2010 refers).  As a Disability Symbol User, the Trust undertakes to interview any applicant who declares a disability as detailed on the Application for Employment and who meets the minimum essential criteria for the job.  Do you have any of the following long-standing conditions?  Deafness or severe hearing impairment  Blindness or severe visual impairment  A condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying.  A learning difficulty  A long-standing psychological or mental health condition  Other, including any long-standing illness  No, I do not have a long-standing condition  Do you have any specific requirements for interview or testing that you wish us to know about? Please give details:   |  | | --- | |  | |

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| **General Issues** |
| Your application will be assessed against the criteria listed on the person specification.   * CVs alone are not acceptable. You must complete the application form. * Make sure all sections are completed clearly and as fully as possible. * Make sure your application relates to the person specification. * If you run out of space you may use additional pages. * Make sure your application form is returned by the closing date. * Keep a copy of your application; it will be useful to refer to for preparation if you are called for interview.   Current legislation means that you will be required to provide documentary evidence (for example National Insurance Number) showing that you are entitled to work in the United Kingdom. If you are shortlisted you will be asked to provide this at your interview. |
| **Personal Details and References** |
| Please complete this section fully and clearly. This is important contact information.  Referees must be able to produce information about your suitability for the post. References provided by relatives, friends or people with whom you live are not acceptable.  You will need to provide the names of two referees. One referee must be your current or most recent employer. The second referee should be a previous employer or someone who can give information about you that is relevant to the job. If you are a school or college leaver please give the name of your head teacher or tutor. Alternatively if you have had a Saturday or other part time job the person you worked for may be prepared to act as referee.  It is advisable to contact your referees at an early stage to let them know that you wish to give their name and ensure that they are willing to act as a referee.  If you are shortlisted, contact will be made with the referees you supply on the application form. If, however, we should not contact a referee prior to interview, please say so on the application form.  No offer of appointment will be made until references, that are satisfactory to the Trust, are received. |
| **Job/Career History** |
| Please state your current or last employer's name, address and telephone number in full. Do not go into too much detail but list the main activities of the job.  In the previous jobs section please account for all time since you left school, college or university. List your jobs, with the most recent first, stating month and year and mentioning any gaps in employment. Include voluntary work particularly if you have not been in paid work. |

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| **Qualifications and Training** |
| List the qualifications you possess indicating grades.  List any formal, informal or on the job training you have received which you consider relevant to the vacancy.  Some posts require the post holder to be able to travel between locations This does not necessarily mean use of a car; the actual mode of transport can vary depending on the distance to be travelled. Other posts may specify that driving is essential. For this reason you are asked to state whether or not you hold a current driving licence. Please complete this section fully. |
| **The Job and You** |
| This is your opportunity to tell us why you are suitable for the job. Read the job description and person specification carefully to see what skills and experience you have that relate to those required by the job. Think about examples you can give to provide evidence of this.  Consider what you have done in the past: at home; at school; at college; in paid work; unpaid work; or in a hobby.  These may be useful to show how you meet the items on the person specification. For example running a home can show skills such as organising or budgeting, being active in a club or other groups can show teamwork, communication or organising skills.  Your completed application form will be used to decide whether or not you progress to the next stage of the selection process. No assumptions will be made about your experience. It is vital that you have told us how you meet the selection criteria.  Please do not forget to sign your application form. |
| **Equal Opportunities and Monitoring** |
| Prince Regent Street Trust values the diversity of the community it serves. We therefore strive to ensure that our services reflect the needs of all people within the community. All individuals can expect to receive equal access to employment, promotion and training as well as equal treatment in respect of all the services delivered by the Council.  This policy is based on the recognition that we live and work in a diverse society in which everyone has individual abilities and needs.  We are working towards an environment where all employees, residents and service users receive equal treatment regardless of gender, marital status, family circumstances, sexual orientation, age, disability, race, colour, religion, ethnic, national or social origin.  We ask you to assist us in monitoring our policies and practices by completing the recruitment monitoring form. |