Headteacher, West Newcastle Academy

Thank you for your interest in the Headteacher position at our school. Please complete all sections of this form as thoroughly as possible. Section B will be detached from your application prior to shortlisting to support a fair and inclusive review process.

Section A

Education and Qualifications

Please list your academic and professional qualifications, starting with the most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification (e.g., Degree, NPQH) | Institution | Date Awarded (MM/YYYY) | Grade/Result |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* Teacher Reference Number (TRN):

Professional Experience

Current / Most Recent Employment

|  |  |
| --- | --- |
| Job Title |  |
| School/ Organisation |  |
| Employment Dates | (DD/MM/YYYY to DD/MM/YYYY) |
| Key Responsibilities and Achievements |  |

Please briefly list your previous **relevant** employment

|  |  |
| --- | --- |
| Job Title |  |
| School/ Organisation |  |
| Employment Dates | (DD/MM/YYYY to DD/MM/YYYY) |
| Key Responsibilities and Achievements |  |

*(you can copy this table if you need further additions)*

|  |  |
| --- | --- |
| Job Title |  |
| School/ Organisation |  |
| Employment Dates | (DD/MM/YYYY to DD/MM/YYYY) |
| Key Responsibilities and Achievements |  |

Letter of Eligibility

Please share with us your eligibility for the role by answering the following questions.

Leadership Experience

Please describe your leadership experience, highlighting how it has prepared you for a Headteacher role. (Maximum 500 words)

Vision for Education

Outline your vision for education and how you would implement it as Headteacher of our school. (Maximum 500 words)

Skills and Competencies

Please provide specific examples demonstrating your proficiency in the following areas. Additional areas will be assessed at interview:

* Staff Management and Development: (Maximum 200 words)
* Financial Management and Resource Allocation: (Maximum 200 words)
* Data Analysis and School Improvement: (Maximum 200 words)

Declaration

I declare that the information provided in this application form is true and complete to the best of my knowledge and belief. I understand that any offer is subject to references which are satisfactory to the school, a satisfactory DBS certificate and Barred List Check. I understand that any false statement or omission may lead to the withdrawal of any offer of employment or termination of employment.

*Signature:* (Type your full name if submitting electronically)

*Date:* (DD/MM/YYYY)

Please return this completed form to [apply@westnewcastleacademy.org](mailto:apply@westnewcastleacademy.org) by 3rd October 2025.

Section B

This section will be detached before your application is reviewed by the Panel. This is to support us in reviewing all applications as equitably as possible.

1. Personal Details

Title: (Mr/Ms/Mx/Dr/Other)

First Name(s):

Last Name:

Preferred Name (if different):

Date of Birth: (DD/MM/YYYY)

National Insurance Number:

Please confirm you are eligible to work in the UK (we will not be able to support a visa application:) (Yes/No)

2. Contact Information

Current Address:

Street:

Town/City:

Postcode:

Home Telephone:

Mobile Telephone:

Email Address (we will use this as the primary method of communication during the application process):

3. References

Please provide the names and contact details of two professional referees. One must be your current or most recent line manager. Referees will only be contacted with your permission and at a later stage of the recruitment process.

First Referee

* Name:
* Job Title:
* Organisation:
* Relationship to you:
* Email Address:
* Telephone Number:

Second Referee

* Name:
* Job Title:
* Organisation:
* Relationship to you:
* Email Address:
* Telephone Number: