**Head Teacher’s Welcome**

Dear Applicant, Thank you for your interest in teaching at Ellwood Community Primary School. I hope that you find the information pack useful and that you consider applying for a role at our school.

Ellwood School has been at the heart of the local Community since 1878, when it was attended by the ancestors of many well-known local families. The school has seen many changes in the structure of education during its history - and the building has been adapted and extended to meet the needs of our pupils today.

We strive to be the best we can be. We have high aspirations for all our pupils, staff and the community. We want our children to be confident individuals, lifelong learners and global citizens and achieve their very best. Our school motto is: Believe, Achieve, Belong

*Believe* - We believe all children have potential and should believe in themselves. We believe in them, our staff, parents, governors and our community. We believe together, we achieve more.

*Achiev*e - We want every child to succeed and achieve their full potential. This could be academically, personally or socially. We also want the school community to achieve its very best.

*Belong* - We want our children to belong. We want them to belong to their class, school and community. We want them to feel that they will always be welcome at Ellwood and will feel valued.

**Application Guidance**

Please read these Guidance Notes carefully before completing the application form. The application form is the first step in the recruitment process, which may lead to an interview and the possible offer of a job. It is therefore important that you complete the application form as fully as you can. We do not accept CV’s and therefore the information that you supply on the application form and your supporting letter is the only information that we consider when deciding whether you should be shortlisted.

Please read the job description, person specification, advertisement and any other papers carefully, before filling in the form, and use this information to make your application relevant to the post.

• Do use the application form which can be downloaded from the school website. Applications completed on other application forms may be rejected.

• Please use black ink or type your application form – this helps when the applications are photocopied.

• Do not send a CV with your application – we believe that asking all applicants to complete an application form ensures fairness and consistency in our recruitment process.

• Do send a supporting letter that includes a personal statement about your suitability for the role, your passions and any skills or experience that you feel are relevant to the post.

• Do not submit the same application form for more than one job.

• Tailor each application to fulfil the requirements for a particular job.

• Please endeavour to keep your application form neat and tidy – the application form provides our first impression of you!

• The selection criteria used for shortlisting are the skills, abilities, knowledge and experience required to do a specific job. No assumptions will be made about these criteria. It is therefore vital that you tell us how you meet the selection criteria.

The Application Form and Supporting Letter Personal Details – In accordance with the Data Protection Act and GDPR, the information you provide on the application form will be used solely for the purpose of the recruitment procedure and will not be used or passed on to any third party for any other reason.

References – In order to speed up the process of appointment we will make a request for references before we interview you, unless Ellwood Community Primary School operates a policy of equal opportunity and fair treatment for employment and development. To assist in monitoring the effectiveness of this policy, and for this reason only, applicants are asked to give details of their ethnic origin, sex and any disability. The information you provide is used solely for monitoring purposes. It will be treated as confidential and will be detached from your application form on receipt. The information will not be seen by those who decide on the list of applicants to be invited to interview.

Education, Qualifications & Training – Please include all your education, qualifications & training, both informal and formal. You will be asked to produce certificates confirming qualification at a later stage. Present/Recent Employment – Starting with your present employer, please complete this section in date order, beginning with your most recent job and listing all work undertaken, paid and voluntary, since leaving school. Please account for any breaks/gaps in employment history since leaving full time education. Please continue this section on a separate sheet if necessary.

Supporting Letter/Personal Statement – This section is the most vital part of the form. You may be one of many people applying for a job, so your application needs to stand out by showing your suitability against the person specification. You should provide examples of how you meet the skills, abilities, knowledge and experience identified, these can be non-work based if necessary

The school is legally required to carry out a number of pre-appointment checks. The information you are being asked to provide in the application form is required so that the school can comply with those legal obligations should your application be successful. In order to be considered for a position at the school, you must complete the application form. A CV will not be accepted in place of a completed application form. Please note that the Trust may carry out online searches on applicants as part of the shortlisting exercise