



Woods Loke Community Primary School

Headteacher: Mr. J. Crawley

Butley Drive
Oulton Broad
Suffolk
NR22 3EB

Teaching Post Application Form

HOW TO COMPLETE THIS FORM

The accompanying notes should be read carefully before attempting to complete this form. When fully completed this form should be **returned to Woods Loke** at the above address **together with a separate supporting statement** enlarging on the information on the form and referring specifically to the requirements of any job description provided. The statement and this form may be handwritten (in black ink) or typed.

Application for appointment as

A. PERSONAL DETAILS (See Notes 1 and 2)

Surname

Address

Title

Forenames

County

Any surname used previously

Post Code

e.g. Maiden name

Date of Birth

Telephone Number

DFE Teacher Ref No

Mobile Number

National Insurance No

Email address

B. SECONDARY EDUCATION

Schools	From	To	Examination Results (subject, level and grade)	Date

C. FURTHER AND HIGHER EDUCATION

University, Polytechnic,
College, etc.

From	To	FT/PT	Qualification	Level	Main Subject

D. INDUSTRIAL/COMMERCIAL EXPERIENCE AND SERVICE IN HM FORCES

Company or Establishment	Nature of business	Position held	FT/PT	From	To

E. PREVIOUS TEACHING EXPERIENCE (Earliest first, in chronological order)

Name/type of school/college and employing Authority	Age range	Number on roll	Age groups taught	Post held, status, salary and allowance	FT/PT	From	To

F. PRESENT POST (OR MORE RECENT POST IF UNEMPLOYED) (See Note 3)Appointment held Date appointed Date left

Name and address of LEA or other employer:

STATUS: Qualified Teacher ☐Probationary Teacher ☐Licensed Teacher ☐Instructor ☐Overseas Trained Teacher ☐

Name, address and type of school/establishment

SALARY DETAILS Give points awarded for:

Qualifications/Experience Responsibilities Recruitment/Retention Excellence Special Needs Total Number on roll Age range Salary (& Group No.) £ p.a.Age range of pupils taught

G. PROFESSIONAL QUALIFICATIONs OR MEMBERSHIP OF PROFESSIONAL BODIES

H. PERSONAL INTERESTS

I. TRACK RECORD OF STUDENT ACHIEVEMENT (please give details)

J. KEY ACHIEVEMENTS

K. TEACHING STRENGTHS AND AREAS FOR DEVELOPMENT

L. DETAILS OF INVOLVEMENT IN EXTRA CURRICULAR ACTIVITIES

M. REFERENCES (See Note 4)

Please give the names of two referees who have had a professional interest in your work as a teacher.

1.	Name		Title	
	Address		Telephone No	
			Mobile No	
	Postcode		Email	
2.	Name		Title	
	Address		Telephone No	
			Mobile No	
	Postcode		Email	

ENTITLEMENT TO WORK IN THE UK

To comply with the Asylum and Immigration Act 1996 all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see an appropriate official document (for example, a document showing your national insurance number, if you have one, your birth certificate, passport etc). Do not send these now. Further information will be sent to you if you are selected.

Do you require a work permit to work in the UK? Yes

☐

No

☐

If you already have a work permit, please give the expiry date

N. REHABILITATION OF OFFENDERS ACT (See Note 6)

This post is exempt from the Rehabilitation of Offenders Act 1974 and the successful applicant will be required to apply for an enhanced DBS Certificate with Barred list checks. This post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS.

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 website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of interview. You will 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.

RELATIVES

Please give details of any relatives you have who work for Hartismere trust, giving their name and position.

DECLARATION

I confirm that the above information is complete, accurate and correct and I understand that any offer of employment is subject to (a) references which are satisfactory to the school (b) a satisfactory DBS certificate with barred list checks (c) a satisfactory online presence search. I understand that canvassing of Governors, the Headteacher or other members of staff of the school, giving false information or omitting to give information could disqualify my application, or, if appointed, could lead to dismissal. I confirm that I have not been disqualified from working with children, cautioned and sanctioned in this regard.

In submitting this form I give my consent for personal data to be processed in accordance with the Data Protection Act 1988.

Signed

Date

Details of your application including your personal details will be stored in our archives and database for 6 months following completion of this recruitment process (longer for successful applicants).

Please give details of any reasonable adjustments you require to be made to the interview process because of a medical condition or disability or state “*none*”.

Woods Loke Primary School

NOTES TO ACCOMPANY FORM OF APPLICATION FOR A TEACHING POST

1. COMPLETION OF FORM

Please note that a separate curriculum vitae is not regarded as an adequate alternative to full completion of the application form and the provision of a relevant supporting letter.

2. EQUAL OPPORTUNITIES

Woods Loke operates a policy of equal opportunities irrespective of an applicant's or employee's sex, marital status, colour, race, nationality, ethnic or national origin or religion age, Trade Union membership or non-membership. Applications will be welcome from persons with a disability who have the necessary attributes for a post

3. PRESENT POST

a) Status

Candidates should ensure that they have indicated clearly their teaching status, as this has an effect on the level of salary paid. Teachers qualified for Further Education may not have qualified status in schools catering for pupils of statutory age. Applicants whose qualifications were obtained abroad must provide written evidence from the Department for Education that their qualified status is valid in England and Wales. The possession of a DFE reference number does not automatically indicate qualified status.

b) Salary

It is important to include details of the composition of your present salary on page 1. This should have been notified to you by your present employer during the last year.

Candidates currently paid on Head or Deputy Head scales should please indicate the group number and salary only for their present post.

4. REFERENCES

a) Applicants for teaching posts

The first referee should be the Headteacher or Principal of your present (or most recent) school, college or place of employment.

The second referee should be another person who is familiar with your professional work.

b) Applicants for Headship and Deputy Headship posts

The first referee should be your present employer. This would normally be the Chief, Area or Divisional Education Officer, as appropriate.

For candidates currently at Deputy Headteacher level or below, the second referee should be the present (or most recent) Headteacher or Principal. A serving Headteacher should give the name of another person who is familiar with their professional work.

c) General

The school reserves the right to approach any previous employer for a reference and may specifically ask for details of any disciplinary offences.

5. HEALTH

The school reserves the right, in appropriate circumstances, to require applicants to produce a certificate of fitness to work from an approved medical practitioner if after a post is offered it becomes apparent that the applicant has a medical condition.

6. CONVICTIONS

Rehabilitation of Offenders Act, 1974 (Exceptions Order, 1975)

Please note that applicants for teaching posts are not entitled to withhold information about past convictions, 'spent' or otherwise, under the terms of the above Act. The Act made a specific exception in respect of teachers in schools or establishments for further education and any other employment which is carried out wholly or partly within the precincts of a school or further education establishment which involves access to persons under the age of 18 as part of the employee's normal duties.

You must disclose any past convictions at the time of your application. In the event of employment being offered and taken up, any failure to disclose such convictions is likely to result in disciplinary action by the school which may lead to dismissal.

7. SAFEGUARDING

Hartismere is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Enhanced DBS checks will be carried out for all posts.

Hartismere School

Person Specification:

We require someone with:

- A consistent track record of very high levels of pupil achievement
- A strong track record of teaching to a very high standard
- A strong track record of very high levels of student engagement and behaviour
- A strong track record of very high levels of personal organisation
- A strong track record of commitment to extra curricular activities

Job Description: Core Element

1. To ensure very high standards of achievement and progress at all Key Stages amongst those pupils taught regularly in lessons or in the department led.
2. To plan high quality, differentiated lessons in accord with the school's guidance and provide copies of such planning where requested by the School's senior managers.
3. To ensure teaching in the department is of a very high standard.
4. To provide high quality, regular written feedback to pupils on how to improve the standard of their work in accord with school policies and the direction of the Headmaster.
5. To set and mark regular, high quality homework in accord with school policies and the direction of the Headmaster.
6. To maintain a high standard of educative classroom display material and contribute to departmental, year and whole school display activities.
7. To ensure very high standards of behaviour amongst students in the classroom so that children are able to learn free from disruption.
8. Working in accord with whole school policies and direction to ensure good behaviour in corridors and social areas of school
9. To provide supervision for pupils during one early morning, one break and one after school session each week in accord with the direction of the school's senior managers
10. To dress in a businesslike manner in accord with school policies and the direction of the Headmaster.
11. To apply school policies for example in relation to school uniform, the use of mobile phones and so on, as directed by the Headmaster.
12. To establish positive relationships with and provide high quality pastoral care to a tutor group where the School assigns one, managing such sessions in accord with the direction of the School.
13. To contribute to whole school cross and inter curricular activities as directed by the School.
14. To implement school programmes and policies in relation to literacy, numeracy, PSHE, careers and vocational education as required by the School.
15. To provide regular support for curriculum enrichment activities throughout the school.

16. To complete the school's requirements for the collection of data and the writing of parental, SEN and other reports as directed by the Headmaster.
17. To attend meetings, including departmental, pastoral and other meetings, as required by the Headmaster.
18. To be present at and fully support parental consultation, celebration evenings and other activities which represent the school in accord with the direction of the Headmaster.
19. Any other responsibility as may reasonably be assigned by the Headmaster.