



Bellbird

Primary School

Head Teacher Application Pack



**THE BELLBIRD PRIMARY SCHOOL
SAWSTON, CAMBRIDGESHIRE**

Closing Date: 5pm 2nd March, 2020
Interviews: 12th & 13th March, 2020





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Letter from Chair of Governors

Dear Candidate,

As Chair of Governors, I am delighted that you have expressed interest in the post of Co- Headteacher at The Bellbird Primary School. This is a 0.5 FTE appointment.

At The Bellbird School, our intention is to develop a Co-Headship to meet the expanding demands of the role.

The Bellbird School came into existence as a result of amalgamating the previously separate infants and junior schools and then relocating everyone to the new building in 2010. Since then the school has grown and our PAN has increased from 45 to 60 children this year and we are now a 2 form entry school. We had a new extension completed last year in order to accommodate 14 classrooms. Whilst the school has grown in numbers, it has also successfully developed standards and achieved an Ofsted Good rating in 2015 and 2019. It is an exciting time for this growing and vibrant school.

The Bellbird Primary School is at the heart of a thriving and growing community just south of Cambridge. This is a wonderful area with high tech and biotech industry rapidly expanding and drawing new families to our area. As our school expands to meet a growing population, we are looking for someone who shares in the strong values we seek to instil. We can offer the successful candidate an exciting opportunity to further our vision of an outstanding all-round education for our children, and to lead the school in the next phase of its development, supported by an active and committed governing body.

Our school has wonderful links with parents and the wider community and we can boast a highly effective PTA (FABS – Friends at Bellbird Primary School) whose fundraising enhances school life and support for all our children, including giving every child in the school a cycle helmet and swimming lessons. We also have a well-established and in-demand breakfast club and after school club, with its own rooms and staff.

I hope that this application pack will provide you with all the information you need but please feel free to contact me, or the school, directly should you have any questions.

We would encourage you to visit us so that you can see why we are so proud of our children and our school – and we look forward to hearing from you.

Yours sincerely,

Dr Tim Wreghitt OBE
Chair of Governors



Letter from the Head Teacher

Dear Candidate,

I was delighted to be appointed as Headteacher in 2017 as I very quickly recognised what a fantastic and unique community makes up The Bellbird School.

The children are delightful in both their spirit and their thirst for learning. They love coming to school and it is an absolute pleasure to welcome them each day, as they make their way joyously to their classrooms. They are proud of their own achievements, those of their peers and the school itself, as is clearly evidenced in the super celebration assemblies held weekly and attended by many of our families.

It is a privilege to work with a hardworking, dedicated staff who are passionate about our school and providing the best possible opportunities for all of our pupils. Our families and governors are hugely supportive, as is the community in general with whom we have very strong links. The children take great delight in community events such as litter picking, carol singing in various venues around the village and of course taking part in the annual Sawston Fun Run!

I have always been an advocate of job share roles and have myself worked successfully in job-sharing teaching posts for many years. I truly believe that the benefits of a successful one can add genuine extra value to many different roles within a school setting, including Headship. Manageable and effective communication are crucial to the role as well as a development of deep trust and self-assuredness. Working as a job share allows time for growth in other areas of life, which in my past experience, has ultimately impacted positively on my work in education.

This is a role for someone who enjoys working collaboratively, not competitively, and who shares a common vision and belief about how and what to drive forward in order for the school to continue to thrive and flourish.

As a senior leadership team at The Bellbird, we work closely together, sharing and challenging each other's' ideas within a trusted and honest relationship and we look forward to welcoming someone who enjoys working in such a synergistic way too, to complement our team.

I believe passionately in professional development for all of our staff, wherever they may be on their journey in education; we are all lifelong learners!

If you are compassionate and committed about learning and supporting children to 'soar to success' at The Bellbird, and excited about the opportunity to work in a creative and collaborative job sharing role in Leadership, I would love to meet you and hear about your experiences and ideas.

Please do come and visit our delightful school, to discover the sense of care, community and teamwork for yourself.

With best wishes

Katie Kendall
Headteacher



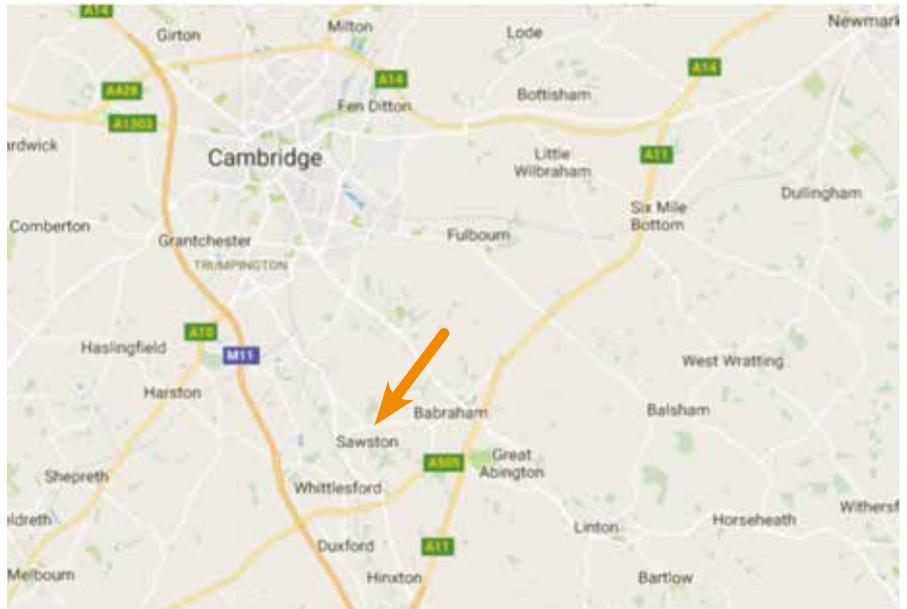
School Location

Sawston is a large, thriving and supportive community village situated to the south of Cambridge. The Bellbird is located in the centre of the village with the majority of pupils and parents walking to school each day.

Sawston is very well situated. A 5 minute drive can get you to any of the M11, A11 and A505 roads providing excellent links to the north, south, east and west. Sawston is also central to the rapidly growing science and biotech industries that are in our area. The [Wellcome Trust Genome Campus](#) is 3 miles away,

the [Babraham Institute](#) 3 miles away and the new [global headquarters of AstraZenica](#) being built at the [Cambridge Biomedical Campus](#), 5 miles away; all bringing new families into the area.

Five miles north is Cambridge and indeed many people cycle to the city using the network of cycle paths available. The train can take you from Cambridge to Kings Cross in just 50 minutes. Stansted Airport is just a 30 minute drive to fly you all over the world.



Cambridge itself is a timeless place, characterised by charming architecture and is home of the world renowned University of Cambridge. There are plenty of independent arts and concert halls to enjoy, food to taste and cultural spots to experience. In contrast to its genteel image, the city is a hotbed for innovation. As well as the biotech industry, there are several technology parks surround the city creating Silicon Fen with digital businesses like [ARM](#), [Apple](#), [Microsoft](#) and [Amazon](#) who are trialling their drone delivery service near Babraham. Addenbrooke's Teaching Hospital is also a major employer in the area with an ever expanding medical campus.

The Bellbird has strong links with the University. We are in partnership with teacher training at Homerton College; The Bellbird accepts teacher-training placements throughout the year so that they can gain experience in school.



Our School Key Facts

Address: The Bellbird Primary School
Link Road, Sawton, Cambridge Cambridgeshire CB22 3GB

Telephone: 01223 833216

Email: office@thebellbird.cambs.sch.uk

Website: www.thebellbird.cambs.sch.uk

Age range	4 to 11 years old
Type of school	Community primary
PAN	60
Number of classes	14
Number of children on roll	364 (Capacity 420)
OFSTED	March 2019
SEND	48 children (13.27%)
Free School Meals	37 children (10.16%)
Attendance 2015 to 2016	96%
Finance	Good financial position. See appendix

The Bellbird Primary School opened its doors in September 2007, following the amalgamation of John Falkner Infant and John Paxton Junior Schools and in April 2010 moved into a new building located on Link Road, Sawton. A 5 classroom extension was added in 2019 providing us with 14 classrooms, a new performance area at the end of our atrium, additional car park spaces and cycle/scooter shelters. Last year, we had another extension with 4 new classrooms added to the school, allowing us to be a 2 form entry school with a PAN of 60.

We have strong links with other primary schools within our cluster area as well as a strategic partnership with the local Sawton Village College secondary school. We contribute positively to and support the local village and church communities, enhancing the role of the school within the village. In order to create an inclusive school where everyone can flourish, whatever their background, we promote an ethos of respect and empathy, where diversity is valued and celebrated – both within school and the wider world. Safeguarding and welfare is extremely important and pupils are taught the virtues of kindness, appreciation and about the needs of others and how best to meet them. We foster open and honest communication with parents, carers and specialists and actively seek to engage with all members of The Bellbird in a positive and supportive manner.

In March 2019 Ofsted continued to rate The Bellbird as a 'Good' School. We aim to be an outstanding school.



Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.

Vision and Values

- To provide a safe, caring, loving environment that promotes core values in our children, preparing them for their next school and in later life. We aim to equip them with the self-esteem, confidence, respect, resilience and tolerance to be responsible and contributing members of a global society.
- To inspire and achieve consistently outstanding attainment and progress by our children, challenging and supporting all pupils.
- To be recognised as the school of choice for families in the local community, balancing academic progress with the physical, moral, social and cultural development of their children.
- To be recognised as a school of choice for staff working in the education sector, providing a happy, productive working environment that supports and develops its staff.
- We encourage children to take ownership of and responsibility for their learning, so they have the confidence and curiosity to ask questions, solve problems and respond to quality feedback. Children are praised for hard work, determination and having a positive attitude.

We will achieve our vision by:

- Ensuring all decisions are made, prioritising and keeping the best outcomes for our children in mind at all times.
- A school-wide focus on accelerating pupils' progress and learning in all areas such that every child is enabled to achieve their full potential.
- Constantly striving to adopt best practice in teaching and learning, either identified within the school and cascaded as necessary, or resourced through collaboration with other schools and educational establishments.
- Making best use of our wonderful outdoor space and facilities through a diverse offering of sports, recreational and cultural activities during and after school hours that help to develop healthy, active and creative children.

A People Place by William J. Crocker

- If this is not a place where tears are understood, Where do I go to cry?
- If this is not a place where my spirits can take wing, Where do I go to fly?
- If this is not a place where my questions can be asked, Where do I go to seek?
- If this is not a place where my feelings can be heard, Where do I go to speak?
- If this is not a place where you'll accept me as I am, Where can I go to be?
- If this is not a place where I can try to learn and grow, Where can I be just me?



- Retaining and enhancing our high calibre, dedicated team of staff – providing an environment that supports and develops its employees, delivering outstanding leadership, teaching, safeguarding and care across the school as a result.
- Effectively, and with rigorous overview, managing and allocating our funding and resources to support our vision and aims.
- Integrating our equality policies and behaviour in all we do, to promote tolerance, respect and an understanding of physical, cultural and spiritual diversity.
- A focus on partnership and two-way communication with the families at the school, to fully engage them in their children’s education and school life and enlist their support of the school.
- It is our aim for all children to leave The Bellbird as independent learners with self-belief and an abiding respect for others. We aim to instil a lifelong love for learning and a strong grounding for future success.

PTA – FABS

We have the most wonderful PTA committee. A small group of dedicated parents and staff run the Friends at Bellbird School (FABS). FABS organises events for the whole school community such as children’s discos, magic shows, summer and Christmas Fairs, jumble sales, quizzes and other fund raising events. The funds raised through these activities are donated to the school which uses them to purchase extra items to help the children, such as coaches for outings, summer swimming lessons for Years 2 – 6, library furniture and books, artificial grass play areas and trim trails, ipads and many other items. FABS has gone from strength to strength in recent years and are an integral link between parents and the school.

After School Club - FLASH

We are very lucky to have dedicated before and after school care for our pupils indeed some parents choose our school because we are able to offer this. The Bellbird Primary School Out of School Club is called FLASH. Our out of school club accepts up to 55 school aged children (Reception – Year 6), have use of a new fully equipped room and playground area. The Breakfast club opens for an hour from 7:45am until the start of the school day and the after school club runs from 3:15pm – 6:00pm during term time. Holiday clubs run from 8 am until 5:00pm on most professional days and part of the school holidays. Our aim is to create a welcoming, friendly social setting in which the children can enjoy before and after school. The club is extremely popular.





School Grounds

The Bellbird School has extensive grounds with a large playing field and maturing environmental areas. It has dedicated Key Stage 1 and Key Stage 2 play areas and a separate safe area for Foundation Stage children. It also has an allotment, which is used by the whole school and a pond area with a Bug Hotel. We recently gained the Eco Schools Bronze award and the Cambridge News Science Project of the Year for our ongoing project to grow our own wheat, mill it and turn it into bread for the Harvest Festival. Part of the new building scheme provided the school with new and additional play equipment and playground markings to help us complete the 'Daily Mile' challenge.





Is This You?



Cares about developing and nurturing the whole child

Wants to spend time with the children / get to know them

Is fun!

Has previous Senior Management experience

STAFF

Has a clear vision of how to continually improve our school

Has a good sense of humour





School Finances

Extracts from 2019-20 Budget Report

Revised Budget 2018-19 £	Actual 2018-19 £	REVENUE BUDGET SUMMARY INCOME	Budget 2019-20 £	Forecast 2020-21 £	Notes
1,162,043	1,162,043	Funds delegated by county council	1,258,966	1,321,521	1
66,714	67,251	SEN Funding	72,966	55,030	
52,080	52,250	Pupil Premium	59,360	59,360	
69,818	115,646	Lettings, Flash fees, bank interest & other income	93,200	89,700	2
1,000	1,440	Adult meals income	1,500	1,500	
22,014	23,697	Donations/private funds/FABS/grants	4,500	4,500	
18,653	18,653	PE/Sports Grant	18,670	18,670	
56,100	60,500	Infant Free School Meals Grant	55,990	55,990	
1,448,422	1,501,480	TOTAL INCOME	1,565,152	1,606,271	
		Expenditure			
693,281	688,078	Teaching staff	763,938	824,580	3
225,211	227,933	Education support staff (Teaching Assistants)	263,934	273,998	
35,423	35,513	Premises staff (caretaker and cleaners)	39,313	41,156	
64,085	64,841	Admin staff	67,880	69,421	
72,687	75,778	FLASH staff, catering staff & mid-day supervisors	85,518	91,132	
8,090	6,592	Indirect employee costs	7,090	7,090	
10,000	7,147	Staff development and training	6,000	6,000	
4,660	4,660	Supply teacher insurance	5,361	5,361	
1,437	1,437	Staff related insurance	1,621	1,621	
25,910	23,276	Building maintenance	26,000	26,000	
3,300	3,280	Grounds maintenance	3,300	3,300	
4,200	4,905	Cleaning	5,500	5,500	
3,500	2,148	Water and sewerage	3,500	3,500	
21,500	22,179	Energy	24,000	24,000	
49,903	55,709	Rates	56,823	56,823	
1,613	1,800	Refuse collection	1,807	1,807	
48,165	48,337	Learning resources (not ICT)	46,020	41,020	
9,000	9,274	ICT resources	11,000	11,000	
19,166	15,604	Admin costs	17,800	17,800	
9,000	11,020	Catering contract	9,200	9,200	
68,420	63,892	Catering supplies	78,253	78,253	
46,564	52,431	Agency staffing	20,150	16,350	
27,196	24,159	Support services - curriculum	16,500	16,500	
25,793	25,808	Support services- other	27,160	27,160	
25,500	8,000	Revenue contributions to capital spend	0	0	4
1,503,604	1,483,801	TOTAL EXPENDITURE	1,587,668	1,658,572	
55,182	(17,679)	Deficit (surplus) for the year	22,516	52,301	5
119,865	119,865	Reserves brought forward	137,544	115,028	
64,683	137,544	Reserves carried forward	115,028	62,727	6



Notes to Revenue Budget Summary

1. Funds delegated by the county council

Our overall 2019-20 funding from the county council is up by £97k or 8.3% compared to 2018-19 despite the imposition of a 'cap' on our gains from the National Funding Formula. Of this increase however, approximately £44k is due to our increased pupil numbers, making it more realistic to say that we have gained £53k or 4.5% between years.

2. Lettings, FLASH fees, bank interest and other income

The extra income during 2018-19 included £26k more for FLASH and other variations. 2019-20 budgets assumed at more realistic levels due to the rise in numbers and the move to a new room.

3. Teaching staff

- 1) 2019-20 includes 13.5 classes. From September 2020 it includes 13 classes. (now being modelled at 14 classes).
- 2) Both budget years include Head Teacher, Deputy Head Teacher PPA and release time
- 3) Includes full year effect of previous pay awards and provision for the 2019 and 2020 pay awards, including the effects of the Minimum Wage plus progression in 2019.

4. Revenue contribution to capital spending

Our need for 2018-19 revenue funding for the playground and ICT equipment proved less than planned following receipt of capital grants and other contributions. However, this will can into play in 2019-20.

5. Deficit (surplus) for year

Our planned deficits for 2019-20 and 2020-21 are provided for in our overall financial plan.

6. Reserves carried fwd

The reserves figure at 31/3/19 includes £5k of unused PE/Sports Grant funding which is earmarked for future use. The projected reserves figures at the end of the next two financial years are comfortably in excess of the county council's requirement that we have around £40k at the end of each financial year and they have indicated that they will agree the proposed budget.



Selection Process

Co-Head Teacher (part time 0.5 FTE) required for September 2020 start date. Salary range: L16 – L21

School visits:

You are warmly welcomed to visit our school before completing your application. Please contact Mrs Diane Baslington, School Business Manager (01223 833216).

Closing date for applications: 5pm, Monday 2nd March 2020

Applicants are invited to complete the attached application form and submit a letter of application. Your letter of application should address the attributes identified in the Person Specification with particular emphasis on how you would use your skills and experience to manage change and continue the development of the school. It should not exceed 1000 words in length. Curriculum Vitae will not be accepted. Completed applications should be submitted to: EPM Ltd, St John's House, Spitfire Close, Ermine Business Park, Huntingdon, Cambs, PE29 6EP; or by email to headship@epm.co.uk

Short listing: Tuesday 3rd March, 2020

The Head Teacher Recruitment Panel will consider all applications received by the deadline and invite for interview those candidates who best fulfil the selection criteria outlined in the Person Specification. Shortlisted candidates can expect to hear from the Chair of the Recruitment Panel by email shortly after the meeting.

Interview dates: Thursday 12th & Friday 13th March, 2020

Candidates will be asked to take part in a variety of activities and meet in various formal and informal contexts with pupils, staff and members of the school. Shortlisted candidates will be provided with further details.

Offer of Appointment: 7.00pm, Friday 13th March, 2020

Members of the governing body will meet to receive recommendations from the Recruitment Panel and to ratify the appointment of the new Head Teacher. Interview candidates can expect to hear from the Chair by telephone shortly after this meeting.

The Bellbird Primary School is an equal opportunities employer. We welcome applications from all sections of the community and applicants will not be discriminated against on the basis of race, religion, ethnic origin, nationality, age, gender, sexual orientation, disability or marital status.



Person Specification

The post holder will be able to demonstrate via their application and/or the interview process:

Qualifications, Training and Experience	Essential	Desirable
Qualified teacher status	x	
Effective Senior Management experience in a primary school	x	
Hold National Professional Qualification for Headship NPQH		x
Experience of leading and managing a team in an educational environment	x	
A thorough knowledge and understanding of the primary curriculum and recent developments	x	
Evidence of recent in-service training	x	
Experience of working constructively with governors	x	
Experience of working with, and collaborating on, traded services		x
Experience of DSL		x
Evidence of at least good classroom practice	x	
Competence summary	Essential	Desirable
A proven ability to motivate, lead and interact with staff, pupils and parents/carers	x	
Able to inspire outstanding levels of teaching standards	x	
Able to put in place strategies to support SEN and higher achieving children	x	
Ability to plan strategically with a sense of priorities	x	
Able to use appropriate leadership styles in different situations	x	
Able to demonstrate high level organisational skills	x	
A record of involvement in school extracurricular activities, educational visits, etc		x
Substantial experience of curriculum innovation and development that has resulted in raised standards		x
Experience of financial management at a whole school level		x
The ability to analyse and present data and information coherently	x	
Excellent oral and written skills	x	
The ability to deploy staff and resources economically, efficiently and effectively	x	
Work-related personal requirements	Essential	Desirable
Personal impact and presence	x	
Self confidence and emotional resilience	x	
Adaptability to changing circumstances and new ideas	x	
Good interpersonal skills including the ability to deal sensitively with people, work collaboratively with others and resolve conflict	x	
An ability to work under pressure and meet deadlines	x	
The ability to grasp and communicate a complex vision in simple and easily understood terms to a variety of audiences	x	
Commitment to safeguarding and promoting the welfare of children	x	
A strong sense of accountability for fulfilling the requirements of this post on an ongoing basis	x	



Job Description

The Bellbird Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

The Co-Head Teacher will (in collaboration with the other Co-Head Teacher) carry out his/her professional duties in accordance with and subject to the National Conditions of Employment for Head Teachers and the School Governance Regulations.

The Co-Head Teacher will (in collaboration with the other Co-Head Teacher) be responsible to the governors for the conduct, management and administration of the school, subject to any policies which the Department for Education and the governors may make

Accountabilities

In collaboration with the other Co-Head Teacher:

1. CHILDREN

- a) Ensure the safeguarding of all children is a high priority.
- b) To be the lead Designated Child Protection Officer

2. TEACHING

- a) Participate, to such an extent as may be appropriate having regard to other duties, in the teaching of pupils at the school, including the provision of cover for absent teachers
- b) Ensure an aspirational culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning and the learning of others
- c) Ensure a consistent and continuous school-wide focus on students/pupils' achievement, using data and benchmarks to monitor progress in every student's learning.
- d) Implement strategies which secure high standards of behaviour and attendance, pupil welfare and citizenship.
- e) Ensure collaboration with other agencies in providing for the intellectual, spiritual, moral, cultural, physical, social and emotional wellbeing of the pupils.

3. MANAGEMENT OF STAFF

- a) Ensure high standards of teaching.
- b) Lead, motivate, deploy and manage staff.
- c) Establish an appropriate staff structure and define staff tasks, responsibilities and job descriptions.
- d) Develop and implement policy and procedures for staff development, appraisal and support.

4. MANAGEMENT OF CURRICULUM

- a) Determine, implement and review the curriculum to ensure breadth, balance and relevance to all pupils whatever their abilities, aptitudes and needs.

5. FINANCIAL MANAGEMENT AND OTHER RESOURCES

- a) Take joint responsibility (in collaboration with the other Co-Head Teacher) for the management of all the school's financial resources.



- b) Determine short, medium and long term priorities for the school having regard to any financial implications and the ability to meet these from foreseen income.
- c) Deploy and manage the school's financial and human resources efficiently and effectively to achieve the school's educational goals and priorities in line with the school's strategic plan and financial context.
- d) Ensure school buildings and facilities meet the needs of the pupils and staff and are of the highest standard of cleanliness and repair and compliant with health and safety regulations.

6. MANAGEMENT OF THE SCHOOL WITHIN THE COMMUNITY

- a) Establish and maintain communication with employers and links with supporting external agencies and the media.
- b) Represent the school to other groups and the local community.
- c) Support and encourage the involvement of parents and carers in the life and work of the school.
- d) Promote links with local primary and secondary Head Teachers.

7. MANAGEMENT AND GOVERNANCE

- a) Advise and assist the governing body in the exercise of its functions.
- b) Draft the school development plan for consideration by the governing body.
- c) Work with the Governing Body to analyse and plan for the future needs and further development of the school within the local, national and international context.

NOTES

The Co-Head Teacher may be asked by the Governing Body to undertake other duties reasonably regarded as falling within the duties and responsibilities of the post. This job description will be reviewed annually at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the post holder.





Employment Application Form: Headteacher

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please ensure that you complete all sections of Part 1 and Part 2 of the application. Please note that providing false information will result in your application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted. Please return your application to:-

Vacancy Job Title	Head Teacher
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PART 1

1. INFORMATION FOR SHORTLISTING AND INTERVIEWING

Initials _____ Surname or Family name _____

2. LETTER OF APPLICATION

Please enclose a letter of application. Please refer to the applicant information pack which may include instructions on completion of the letter of application

3. CURRENT / MOST RECENT EMPLOYMENT: if teaching

Name, address and telephone number of current school	
1. Type of school	Boys: <input type="checkbox"/> Girls: <input type="checkbox"/> Mixed: <input type="checkbox"/> Age range: Number on Roll:
2. Type of school	
Job title Please enclose a copy of your current job description	
Subjects/age groups taught	
Date appointed to this post	
Salary	
Date available to begin new job	



4. CURRENT / MOST RECENT EMPLOYMENT: if non-teaching

Name and address of employer	
Job title Please enclose a copy of your current job description	
Date appointed to this post	
Salary	
Date available to begin new job	

5. FULL CHRONOLOGICAL HISTORY

Please provide a full history in chronological order since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job Title or Position	Name and address of school, other employer, or description of activity	Number on roll and type of school, if applicable	F/T or P/T	Dates		Reason for leaving
				From	To	
				DD/MM/YYYY	DD/MM/YYYY	

Please enclose a continuation sheet if necessary



6. SECONDARY EDUCATION & QUALIFICATIONS

Examinations Passed	Date(s)	Subjects and Grades
'A' Level or Equivalent		
Other (please specify)		

7. HIGHER EDUCATION

Names and Addresses of University or College and/or University Education Department	Dates From To	Full or Part-time	Courses/subjects taken and Passed	Date of Examination and Qualifications Obtained	Age Groups for which Trained



8. PROFESSIONAL TRAINING ATTENDED AND/ OR DELIVERED

Please list relevant courses attended/delivered in the past 3 years.

Subject and Organising Body	Trainer or trainee?	Date(s)	Duration

9. NATIONAL PROFESSIONAL QUALIFICATION FOR HEADSHIP (Please give details).

From 8th February 2012 the NPQH became optional for appointment as a headteacher in a school. Nevertheless prospective employers are entitled to prefer candidates with NPQH.



10. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS

11. REFEREES

Give here details of two people to whom reference may be made. The first referee should normally be your present Headteacher, or Director of Children’s Services in the case of serving Headteachers in LA Schools, Chair of Governors or Trustees in other cases. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is “time expired” and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

First referee	
Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	
Second referee	
Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

Please indicate whether you give your consent for references to be requested before interview, by ticking the appropriate boxes below.

Reference 1: YES NO

Reference 2: YES NO



12. REFERENCE DECLARATION

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The referee's relationship with the candidate
- Details of the applicant's current post and salary
- Performance history
- All formal time-limited capability warnings which have not passed the expiration date
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date
- All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns
- Details of any child protection concerns, and if so, the outcome of any enquiry
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

By signing the below I consent to my named referees being contacted in accordance with the above.

Signature of Applicant

Date

Print Name

You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer that you wish to withdraw your consent.



PART 2

INTERNAL REF . NO. _____

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes. If you are called to interview you may be asked about the answers you have given to questions 15 to 19 and question 14 if relevant to the job.

13. PERSONAL INFORMATION

1. Surname or family name	
2. All previous surnames	
3. All forenames	
4. Title	
5. Current Address	
6. Postcode	
7. Resident at this address since	
8. Home telephone number	
9. Mobile telephone number	
10. Email address	
11. DfE reference number	
12. Do you have a current full driving licence?	YES NO
13. Did you qualify as a teacher after May 1999?	YES NO If Yes, in which school was induction completed?
14. Have you ever been subject to a child protection investigation by your employer or any other organisation?	YES NO If YES please state separately under confidential cover the circumstances and the outcome including any orders or conditions. This will not be opened unless you are called to interview.
15. Do you require sponsorship (previously a work permit)?	YES NO If YES please provide details under separate cover.
16. Are you related to or have a close personal relationship with any pupil, employee, or governor?	YES NO If YES give details separately under confidential cover. This will not be opened unless you are called to interview.
17. Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?	YES NO If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).



14. COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND OVERS

It is the school's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of "protected" cautions and convictions which do not need to be disclosed by a job applicant can be found on the Disclosure and Barring Service website.

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child's fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.

15. PROHIBITION FROM TEACHING

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

16. Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our [Privacy Notice] and [Data Retention Policy] which can be found on our [website].

The person responsible for Data Protection in our organisation is [name of Data Protection Officer] and you can contact them with any questions relating to our handling of your data. You can contact them by [name, email/contact number].

1. The information you have provided on this form will be retained in accordance with our data retention policy.
2. To read about your individual rights and/or to complain about how we have collected and processed the _____ information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled you can contact the Information Commissioners Office via their website.

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

17. NOTES

- (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".
- (b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.



- (c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
- (d) This authority/organisation is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

18. DECLARATION

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form.

Signature of Applicant

Date

Print Name



PART 3

EQUALITY AND DIVERSITY MONITORING

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act 2018, as outlined in section 15.

Ethnic Group - Workforce Census Code - Please tick			
White	WBRI	British English Welsh Northern Irish Scottish	
	WIRI	Irish	
	WIRT	Traveller of Irish Heritage	
	WROM	Gypsy / Roma	
	WOTH	Any Other White background	
Mixed	MWBC	White and Black Caribbean	
	MWBA	White and Black African	
	MWAS	Any White and Asian	
	MOTH	Other Mixed background	
Asian or Asian British	AIND	Indian	
	APKN	Pakistani	
	ABAN	Bangladeshi	
	CHNE	Chinese	
	AOTH	Other Asian background	
Black or Black British	BCRB	Black Caribbean	
	BAFR	Black African	
	BOTH	Any Other Black background	
Other ethnic group	ARAB	Arab	
	OOTH	Any Other Ethnic Group:	
Prefer not to say	REFU		

Religion - Please tick	
No religion	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion write in	
Prefer not to say	

Disability Do you consider that you have a disability? Please tick	
Yes Please complete the grid below	
No	
Prefer not to say	
My disability is:	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long standing illness	
Other	
Prefer not to say	

Sexual Orientation - Please tick	
Bi-sexual	
Gay	
Lesbian	
Heterosexual	
Other	
Prefer not to say	

Personal relationship - Please tick	
Single	
Living together	
Married	
Civil Partnership	
Prefer not to say	

Gender - Please tick	
Female	
Male	
Transgender	
Prefer not to say	





Bellbird

Primary School

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