



Please return this application form to:

Mr J McAtear (Headmaster)
Hartismere School
Castleton Way
Eye
Suffolk IP23 7BL

Tel: 01379 870315
Fax: 01379 870554
Email: office@hartismere.com

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 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 may be handwritten (in black ink) or typed.

Application for appointment as

A. PERSONAL DETAILS (See Notes 1 and 2)

Surname	<input style="width: 95%;" type="text"/>	Address	<input style="width: 95%; height: 30px;" type="text"/>
Title	<input style="width: 95%;" type="text"/>	County	<input style="width: 95%; height: 30px;" type="text"/>
Forenames	<input style="width: 95%;" type="text"/>	Post Code	<input style="width: 95%; height: 30px;" type="text"/>
Any surname used previously e.g. Maiden name	<input style="width: 95%;" type="text"/>	Telephone Number	<input style="width: 95%; height: 30px;" type="text"/>
Date of Birth	<input style="width: 95%; height: 30px;" type="text"/>	Mobile Number	<input style="width: 95%; height: 30px;" type="text"/>
DFE Teacher Ref No	<input style="width: 95%; height: 30px;" type="text"/>	Email address	<input style="width: 95%; height: 30px;" type="text"/>
National Insurance No	<input style="width: 95%; height: 30px;" type="text"/>		

B. PRESENT POST (OR MORE RECENT POST IF UNEMPLOYED) (See Note 3)

Appointment held	<input style="width: 95%;" type="text"/>		
Date appointed	<input style="width: 95%; height: 30px;" type="text"/>	Date left	<input style="width: 95%; height: 30px;" type="text"/>
Name and address of LEA or other employer:	<input style="width: 95%; height: 60px;" type="text"/>		STATUS: Qualified Teacher <input type="checkbox"/>
			Probationary Teacher <input type="checkbox"/>
		Licensed Teacher <input type="checkbox"/>	Instructor <input type="checkbox"/>
		Overseas Trained Teacher <input type="checkbox"/>	
Name, address and type of school/establishment	SALARY DETAILS Give points awarded for:		
<input style="width: 95%; height: 60px;" type="text"/>	Qualifications/Experience	<input style="width: 95%; height: 30px;" type="text"/>	
	Responsibilities	<input style="width: 95%; height: 30px;" type="text"/>	
	Recruitment/Retention	<input style="width: 95%; height: 30px;" type="text"/>	
	Excellence	<input style="width: 95%; height: 30px;" type="text"/>	
	Special Needs	<input style="width: 95%; height: 30px;" type="text"/>	
	Total	<input style="width: 95%; height: 30px;" type="text"/>	
Number on roll <input style="width: 30px;" type="text"/>	Age range <input style="width: 30px;" type="text"/>	Salary (& Group No.)	£ <input style="width: 60px;" type="text"/> p.a.
Age range of pupils taught	<input style="width: 95%; height: 30px;" type="text"/>		

C. SECONDARY EDUCATION

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

D. FURTHER AND HIGHER EDUCATIONUniversity, Polytechnic,
College, Dept or Inst of
Education

From	To	FT/PT	Qualification	Level	Main Subject

E. OTHER QUALIFICATION e.g. membership of professional bodies

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F. INDUSTRIAL/COMMERCIAL EXPERIENCE AND SERVICE IN HM FORCES

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

G. PERSONAL INTERESTS

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H. 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

I. SPECIAL AREAS OF TEACHING INTEREST

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J. RELEVANT COURSES ATTENDED RECENTLY (Give subject, duration, date and location)

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K. 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	<input type="text"/>	Status	<input type="text"/>
	Address	<input type="text"/>	Telephone No	<input type="text"/>
			Post Code	<input type="text"/>
2.	Name	<input type="text"/>	Status	<input type="text"/>
	Address	<input type="text"/>	Telephone No	<input type="text"/>
			Post Code	<input type="text"/>

L. HEALTH (See Note 5)

Give details of any serious physical or mental illness during the past five years or any current disability.

Please give details of any reasonable adjustments you require to be made to the recruitment selection process because of a medical condition or disability, or state "None".

M. CONVICTIONS (See Note 6)

Any applicant for a post involving children and young people must declare any criminal convictions, 'spent' or otherwise. The school will need to check the successful applicant's details with the Police and will carry out a CRB check.

Details of convictions (state nil if appropriate)

DECLARATION

To the best of my knowledge the information on this form is correct. I understand that canvassing of Governors, the Headmaster 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.

Signed Date

Details of your application including your personal details will be stored in our archives and database for up to 12 months following completion of this recruitment process (longer for successful applicants).

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

- a) Hartismere 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
- b) The Local Authority is required by the Department for Education to provide annual statistical information on the ethnic composition of its teaching force. All successful candidates for teaching appointments will be asked to complete a confidential questionnaire to be used for the preparation of these statistics,

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 most important to include details of the composition of your present salary in Section C. This should have been notified to you by your present employer during the last year. If you have not been employed as a teacher since September 1993 then give details of your last known salary and allowances paid.

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 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.

b) Applicants for other 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.

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 from an approved medical practitioner before a post is offered.

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. The definition of a 'teacher' includes a warden of a community centre, leader of a youth club or similar institution and a youth worker.

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.

Any information may be given on a separate sheet from your application form and will be kept completely confidential. It will be considered only in relation to an application for positions to which the Exception Order applies.

In addition, the school, on Home Office advice, will require the successful candidate to agree to a police check for convictions which may or may not be relevant to the appointment. A separate authorisation form will need to be completed after the interview.

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.

CRB checks will be carried out for all posts.

Job Description: Core Element

This list of components applies to all staff, full/part-time on CPS and above. Additional components are attached where appropriate.



1. You are responsible for the teaching, control and safety of classes/groups of pupils/students as designated by the timetable, cover arrangements, duty rota or other means. You must implement as appropriate:
 - the requirements of the curriculum and other schemes of work;
 - the approaches agreed by the department, senior staff and governors, including special needs arrangements;
 - an approach which utilises resources;
 - an approach which fully recognises the differentiation between the needs of pupils;
 - the requirements of specially timetabled arrangements designed to broaden the curriculum, e.g. "crash timetable" sessions and activity days;
2. You must collect and prepare materials for supporting the highest standards of learning and lesson implementation, to mark/ correct pupils'/ students' work, maintain records of work and records of achievement and attainment.
3. You must have full regard for teaching the subject(s) on your timetable in relation to on-going developments, and the current and emergent requirements of the National Curriculum and associated initiatives.
4. You are to take part in all relevant meetings as laid down in the directed time budget, including Professional Development sessions/ days, full staff meetings, departmental meetings, consultative/tutor meetings, parents' evenings and others which may be arranged. You will need to attend external meetings at which representation is required.
5. It will be necessary to maintain an active awareness of the progression of education from 5 - 18, and to participate fully in primary and 16+ liaison.
6. You are to liaise with all necessary internal or external agencies, in consultation with senior staff and to participate fully in report writing, assessment and other documentation procedures that are employed.
7. You will be expected to maintain a full awareness of the Aims & Objectives of the School to play a full part in its development and to participate in the liberal education of pupils, and to encourage and foster the health of the school and all its members and agencies.
8. You will be required to be a form tutor.
9. You will be expected to maintain and encourage the highest standards in all academic, pastoral, behavioural and social aspects of school life, and to plan and monitor, with our support, your own professional development.
10. You must conform to the contractual obligations as prescribed by current Teachers' Pay & Conditions Regulations, and will be required to carry out such tasks as the Headmaster may additionally require.
11. You will be expected to play a full part in ensuring children are fully protected.