

HEADTEACHER APPLICATION FORM

Please use black ink/ print when completing this form

1. Application for appointment of Headteacher at:

(School/ College)

2. Last Name First Names

Title Any Previous Last Names

Address

Post Code:

Daytime Tel No. Evening /Mobile Tel No.

E-mail

3. Education and qualifications (If part-time study, state and give details throughout). N.B. details of courses studied and not completed successfully must also be given.

(a) Secondary / Further Education

| Name of school/college | Dates | | Subject and Qualification | Grade and date awarded | |
|------------------------|-------|----|---------------------------|------------------------|--|
| | From | To | | | |
| | | | | | |

(b) Higher Education and Courses leading to other relevant qualifications

Such as those leading to qualified status or graduate status and to membership of professional institutions.

| Higher Education: Establishments attended | Dates | | Qualification obtained and date of award | Subjects | |
|--|-------|----|--|----------|------------|
| | From | To | | Main | Subsidiary |
| | | | | | |

4. Present appointment

Local Authority

School/College/ Establishment Number on Roll

Post Held (specify any additional allowances)

(If part-time, please give details) Date appointed

Subjects, age groups taught and other responsibilities

Notice required and / or date available if appointed

Salary Scale Incremental point Gross Salary £

5. Previous experience If part-time appointment please state. A separate curriculum vitae should **not** be enclosed in substitution. **A continuous employment history is required from when you left full time education.**

(a) Teaching (most recent employment first)

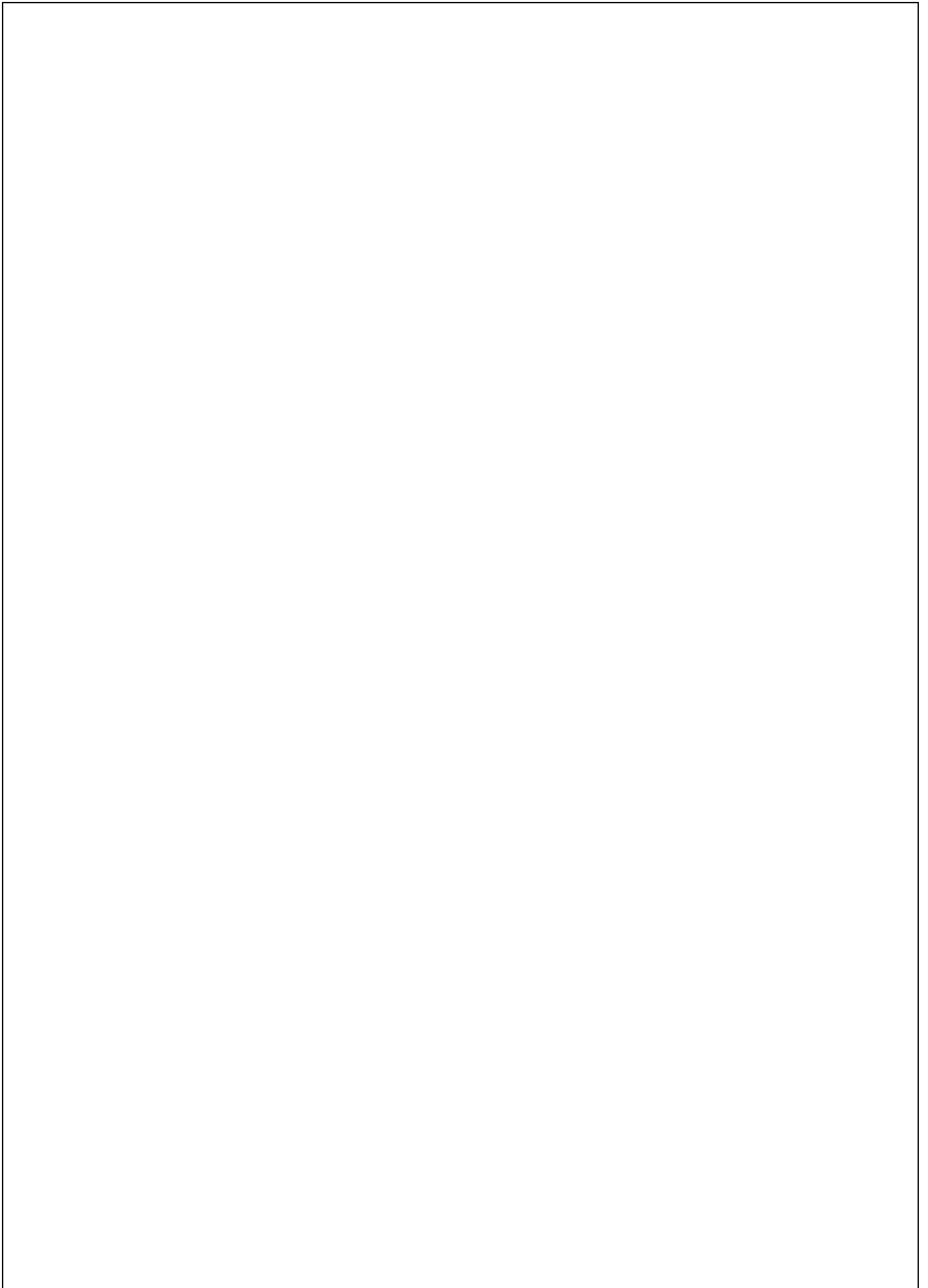
| Local Education Authority and School/College | Type of School | No. on Roll | Age Range | Status of Post, subjects taught | Reason for Leaving | Inclusive Period (month & year) | |
|--|----------------|-------------|-----------|---------------------------------|--------------------|---------------------------------|--|
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b) Other paid employment (including Service in H.M. Forces, industry. State responsibilities and reasons for leaving. Please indicate details of gaps in employment here.

6. Statement in support of application.

Applicants should confine this to two sides of A4.

An additional letter is not required.



7. Confidential References (Please ensure referees know this reference is being requested)

Names, addresses and status of two people who can comment on your leadership/management skills and suitability for this post. The referees should be your most recent employer and an LA representative. References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are "time expired" and any child protection concerns.

(1) Present or most recent Employer

Name

Address

Tel No (inc. STD code)

Fax No

Email address

Please circle HT / CofG / OTHER

(2) LA representative or equivalent (please state)

Name

Address

Tel No (inc. STD code)

Fax No

Email address

Please circle LA / OTHER

(3) Voluntary Aided Schools (Christian reference). Candidates should give the name and address of a Vicar, Parish Priest or other Church Leader (as appropriate) who can vouch for their personal faith commitment.

Name

Address

Tel No (inc. STD code)

Email address

Occupation

8. Further information

National Insurance No.

DfE No. (as provided by the DfE letter. You may be asked to provide this.)

Qualified Teacher Status? YES NO Date

Registered with the GTC? YES NO

If qualified after 7 May 1999, statutory induction year completed? YES NO

National Professional Qualifications for Headteachers? YES NO Date

Leadership Programme for Serving Headteachers? YES NO Date

Where did you see the advertisement for this post?

9. Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are "spent".

Have you ever been convicted of any criminal offences warned or reprimanded in or been officially cautioned relation to any such offence? YES NO

Are you included in any list of people barred from working with children by the Independent Safeguarding Authority (ISA) or the General Teaching Council? YES NO

If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.

PLEASE NOTE;

- If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Criminal Records Bureau**. This will require you to complete a separate CRB application form and to provide a range of more than one piece of documentary evidence of your identity.
- Although a criminal record **involving offences against children** is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
- Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
- **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the ISA.**
- Copies of the County Council's policy on the employment of ex-offenders and the CRB Code of Practice are available on request.
- Copies of disclosure certificates are retained by the Local Authority until after the commencement of employment. The fact that a disclosure has been processed, with dates, is then recorded on our computerised personnel record system and the disclosure certificate itself is destroyed, in accordance with the Data Protection Act 1998.

10. Please state whether, to the best of your knowledge, you are related to a County Councillor, senior member of Hampshire Children's Services Department, or a governor or senior employee of a school maintained by this Authority. **YES / NO.** If YES, please state the nature of relationship and the name of the County Councillor, senior member of Hampshire Children's Services Department, governor or senior employee of the school.

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11. From 1 April 2004 it became mandatory for all those appointed to their first substantive headship post in the LEA-maintained sector (including nursery schools and non-maintained special schools) to hold the NPQH or be 'working towards' it as a result of being accepted on to the NPQH programme. If the latter, then those appointed needed to have achieved NPQH within four years. This was the situation with the original NPQH model which has now been superseded.

The current NPQH model designates applicants as "trainee headteacher" following a) successful application assessment and b) by fulfilling the requirements of the two day Assessment and Development Event.

With effect from April 1st 2009, no applicant can be appointed to a substantive headship post unless NPQH has been achieved.

The requirement to hold or be working towards NPQH will not apply to the headteacher of a school, including an independent school, in the UK or abroad who was appointed prior to 1 April 2004 or to those appointed as acting headteachers.

| | | Yes | No |
|--|--|-------|----|
| Do you hold NPQH? | | | |
| Are you Exempt from the requirement to hold NPQH? (if yes please give reasons below) | | | |
| | | | |
| Signature: | | | |
| Print Name: | | Date: | |

You will be required to produce evidence that you meet the NPQH requirements on attending interview.

TO BE COMPLETED AT INTERVIEW

NPQH status has been checked and confirmed

Yes

No

Date:

Signature

Chairman of Panel

12. I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes in accordance with the Data Protection Act 1998. This may including analysis for management purposes and statutory returns.

In signing this form I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

Where applicable, I will be subject to the regulations on political restrictions as defined in Local Government and Housing Act 1989.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

Signature of Candidate

Date

October 2010

Who does not need to have NPQH?

- Anyone appointed to become a headteacher before 1 April 2004 (either in the maintained or the independent sector, at a non maintained special school, a CTC, an Academy or a PRU) who is either:
 - a serving headteacher applying for another headship
 - a returning headteacher who is not currently employed at a school (for example, someone on a career break or on secondment to an LEA), or
 - a headteacher who has served as a head at the equivalent of a maintained school or an independent school abroad.
- Those applying for acting headship posts;
- Those applying for posts as the leader of a PRU;
- Those applying for headships of Academies or CTCs;
- Those applying for headship posts in the independent sector;
- Those applying for posts leading sixth form colleges or FE institutions
- (although a principals' qualification is currently under development);
- Those applying for their first headship post in England (at a maintained school or non-maintained special school) who hold a national professional headship qualification from one of the other countries of the UK:
 - the NPQH in Wales
 - an accredited qualification which meets the Scottish Standard for Headship, or
 - the Professional Qualification for Headship in Northern Ireland
 - (PQH:NI).

Extract from NPQH guidance DfE ref: DfE/0087/2004 issued January 2004. Full guidance can be found in the document which is available online:

<http://www.ncsl.org.uk/mediastore/image2/npqh-regulations-guidance.pdf>