December 2016

Dear Applicant

**Application pack for post of KS3 Teacher of English**

Thank you for your interest in the above vacancy.

Please find enclosed:

* the job advertisement
* the job description
* the person specification
* an application form
* guidance notes for applicants
* Criminal Records Declaration Form
* Childcare Disqualification Declaration Form
* school’s Equality in Employment Policy

The post is a full time permanent post, from 1 September 2017.

Please note that we are currently in the process of converting to Academy status. This is anticipated to take effect from 1 July 2017, and as such, you will then be employed by the Academy Trust. Until this takes place you will be employed by the Governing Body.

If you wish to apply for the post, you should return two documents:

**Application Form**

Please complete all parts of the application form as fully as possible and send this back with letter of application.

**Criminal Records Declaration Form**

This form explains that a satisfactory Enhanced Certificate of Disclosure of Criminal Convictions is an essential requirement for this post. You must complete either Box A or Box B. If you need to complete Box B you must disclose all unspent convictions, cautions, reprimands and warnings. Please note that any convictions, cautions, reprimands or and warnings in relation to sexual offending, violent offending and/or safeguarding cannot be considered to be “spent” and therefore should be disclosed.

It is important that the school has information about whether or not you have any convictions so that this can be discussed with you at interview. Failure to return the Criminal Records Declaration Form before interview (and, in the case of the successful candidate, failure to subsequently obtain a satisfactory Enhanced Certificate of Disclosure from the Disclosure and Barring Service) will unfortunately disqualify you from further consideration for this post.

Please note that disclosing criminal convictions will not necessarily prevent you being appointed. This information will be considered in light of its relevance to the post, as set out in the Criminal Records Code of Practice for Staff and Volunteers.

All applicants are required to complete Box C. This information is necessary to facilitate the appointment process if you are successful in your application for this post.

These forms should be returned to Dominique Flint, School Manager, by Thursday 12 January 2017, by 12 noon.

I look forward to receiving your application.

With kind regards

***Caroline Pryer***

Dr Caroline Pryer

Headteacher