**Candidate Pack**

**Maths Teacher**

**(Mastery in Maths)**

**MPS + TLR 2B**

**Contents of Pack**

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* Core Responsibilities of a Classroom Teacher
* Safeguarding Statement/Safeguarding Recruitment Statement
* Teaching Post Application Form Guidance Notes
* Teaching Application Form (PDF and Word version) – as a separate file if pack is emailed/downloaded from website.

**Ferryhill Business & Enterprise College**

**Merrington Road, Ferryhill, Co. Durham, DL17 8RW**

**Telephone: (01740) 651554 Fax: (01740) 654980**

**e-mail: ferryhill@durhamlearning.net web: www.fbec.co.uk**

Headteacher: K.Brennan, Deputy Headteacher: T Pinkney , Chair of Governors: K. Lumsdon

Dear applicant

Thank you for taking the time to apply for the position of a Maths teacher whose responsibility will be Mastery in Maths. Ferryhill is a vibrant school with welcoming staff and an outstanding reputation for both pastoral care and academic success. The College is currently ranked in the top 15% of all schools in England and has, in the past, been in the top 100 most improved.

As part of the process to apply for the role, could I ask that the Teaching Post Application Form is completed along with a supporting letter. **Please do not complete the additional information section on the application form as the supporting letter will replace this section.** This should be no longer than 1 side of A4 (Ariel font 12, single spaced) and should identify:

1. How your skills and experience and results make you suitable for the position.
2. Your vision for the school

**If candidates are shortlisted they will be asked to submit a list of their results for the past two years, compared to FFT or other estimate. Such information should be anonymised and should not contain any pupil data or names. Results should be verified via references or signed by a member of Senior Leadership.**

For your benefit I have included a person specification for the position although some of the wide responsibilities can be negotiated as part of a collaborative team.

As a matter of protocol, we will request references immediately on receipt of your application unless you tell us not to do so. We will contact you either by telephone or email if you are invited for interview, but if you have not received a response within 30 days please assume you have been unsuccessful.

Finally, I would like to wish you all the very best with your application and I will look forward meeting you in the near future. If you have any questions, or you would like to arrange a visit would you please contact the school to arrange an appropriate time.

Kind Regards



Kevin Brennan

Headteacher

**Maths Teacher responsible for Mastery in Maths**

Applications are invited for the post of Maths Teacher responsible for Mastery in Maths from September 2017. We wish to employ a great teacher who can drive forward this key area in school. The main focus of the post is to support achievement in Maths.

The successful candidate would need to demonstrate the following:

* Highly successful teaching, with lesson observations that are good or outstanding in Maths
* A proven track record of mid-leadership and raising standards
* A clear understanding of the role of data, self-evaluation and intervention on raising standards
* Excellent classroom practice
* Strong leadership and management with **clear evidence of impact**
* Excellent interpersonal skills
* Experience of developing innovative support strategies for key students

If you wish to speak informally about the role and/or your application, please contact Mr K Brennan (Head Teacher)

Any applicants interested in this position are invited to contact the Head Teacher to discuss your application. **We would strongly recommend a visit to the school if you are interested in this position.**

**Closing date for applications is Monday 22nd May 2017**

**Interview dates will be confirmed with successful candidates.**

✓ The college is committed to safeguarding children. All candidates will need to demonstrate a commitment to the welfare and safety of children and young people. Any offer of employment will be conditional upon receipt of two supportive references and a successful DBS check.

‘The County Council is an Equal Opportunities Employer. We want to develop a more diverse workforce and we positively welcome applications from all sections of the community’

✓✓ Applicants with disabilities will be invited for interview if the essential job criteria are met.

Ferryhill Business & Enterprise College   
  
*‘Inspiring learners to succeed as enterprising individuals’*

Ferryhill College is an 11-16 mixed comprehensive specialist college. Some 600 students are drawn principally from five primary schools in Ferryhill, Ferryhill Station and Chilton. Excellent liaison with our partner primary schools allow for curriculum links, effective information transfer, and initiatives such as ICT and summer schools, cluster out of hours learning programme and a KS2/3 Transition Teacher.

The college’s mission is to provide a caring, orderly environment in which all learn and develop to their full potential. We work in partnership with our community to ensure that quality teaching meets everyone’s needs. We set high standards, find ways to continuously improve and recognise our successes. The School was inspected in 2014 by Ofsted and was judged to be **Good** with **Outstanding Features**. Ofsted reports can be viewed on the Ofsted website. In the past five years the college has seen a radical improvement in its GCSE performances. The College is now ranked in the top 6% of schools in England for English, the top 9% of schools in England for Maths last year and the top 15% of schools in England overall. In previous years, we have also been judged in the top 100 schools in England for overall school improvement.

Ferryhill Business & Enterprise College values its people very highly – students, staff, governors and visitors. Staff members are friendly, supportive, hard-working and determined. We place great emphasis on ‘getting things right’, setting and achieving high standards. Our performance is improving over time, this is a tribute to teamwork and partnership. Our school is well regarded by parents where 97% of parents tell us that teaching at the school is good and that their children are happy.

You may gain a flavour of Ferryhill Business & Enterprise College by visiting our website on [www.fbec.co.uk](http://www.fbec.co.uk) and the Durham County Council website [www.durham.gov.uk](http://www.durham.gov.uk) will give you a wider area perspective. We would be delighted to welcome you to college for a tour, to meet members of our community, and to explain how we are ‘inspiring learners to succeed as enterprising individuals’.

Kevin Brennan

Headteacher

**Responsibilities for a Maths Teacher with responsibility of Mastery in Maths**

* Support the department to achieve high academic standards and high quality Mathematics provision for all students and groups of students e.g. MAT, SEND and Pupil Premium.
* Support the Director of Learning in developing a high quality Mathematic curriculum that enthuses students to participate in all aspects of the subject, with a particular focus on those who are MAT, SEND and those who are Disadvantaged and in receipt of the Pupil Premium.
* Have a clear understanding of the processes surrounding formalised SEND support and how this can be used to enhance achievement in Maths.
* Support the Director of Learning in devising, implementing, monitoring and updating schemes of work and policies for their subject area, to meet statutory, LA and school needs.
* Supporting the Director of Learning in ensuring that teaching and learning styles meet the needs of all students.
* Track progress of MAT, SEND and Disadvantaged across English and Maths. Plan, organise, monitor and evaluate a coherent programme of master classes to eliminate gaps in students understanding with a particular focus on MAT, SEND and Disadvantaged.
* To develop a specific material to support achievement in Maths for those with specific learning needs.
* Link with Learning Coordinators, Heads of Year and Leadership Team to ensure that the highest standards of behaviour, attendance, punctuality and attainment are maintained.
* Liaise with Learning Coordinators and Assistant Headteacher (Raising Achievement) to ensure effective intervention is in place for MAT, SEND and Disadvantaged students.
* Support the Director of Learning in producing a departmental improvement plan in line with the School Improvement Plan to ensure continuous improvement, to link with ULT to monitor and evaluate its implementation.
* Attend relevant meetings in and out of school.
* Carry out any other reasonable duties as negotiated with the Head teacher.
* Candidates will be required to work across a MAT as and when required.

**The Mathematics Department**

The Maths department at FBEC is incredibly successful and in 2015 was ranked in the top 9% in England. Over the past three years we have seen a progressive rise in both Value Added and A\* – C rates.

Typically, the Maths department exceeds it targets. It does so by being well organised and deploying its Maths staffing in creative and novel ways to maximise impact. Staff within the department are incredibly hard working and the top quality GCSE results have been ‘hard earned’ by the department and its pupils. Staff willingly run additional sessions for students, often giving up time after school and on occasion, even in holidays.

The department is over seen by a successful Head of Department and second in Maths. They work alongside three other teachers, as well as a raising achievement teacher who is employed from outside the school. The department also benefits from an award winning member of support staff.

As a matter of protocol the department run a significant programme of mastery and revision classes throughout the year. This is possible as the school have purposefully brought in extra teachers due to the importance of the subject. This investment will continue in the long term and is central to the schools drive to raise whole school achievement.

Students value Maths at FBEC. The department performs very well in student surveys and a large number of pupils tell us that Maths is one of their favourite subjects.

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| --- | --- | --- |
| CATEGORY | ESSENTIAL | DESIRABLE |
| APPLICATION | * Supportive reference/s * Well structured supporting letter (no longer than 2 sides of A4 – Ariel font 12) |  |
| QUALIFICATIONS | * Qualified Teacher status * Degree | * Further professional Qualifications, particularly in leadership |
| EXPERIENCE | * Experience of working successfully and co-operatively and as a member of a team in a school * Successful teaching in Mathematics, with lesson observations that are good or outstanding * A proven track record of raising academic standards in Mathematics * A proven track record of developing appropriate Mathematics curriculum * A clear understanding of the role of Data, Self-Evaluation and Intervention on raising standards * An ability to understand and meet the needs of MAT, SEND and Disadvantaged students would be a particular advantage | * Teaching experience in more than one establishment * Evidence of responsibilities over and above class teaching * Teaching experience in Key Stage 3 and 4 * Value added or residual analysis showing good progress for students in Mathematics over 2 years * Experience of administrative procedures * Successful contribution to school improvment |
| PROFESSIONAL DEVELOPMENT | * Undertaken Personal Development activities covering curriculum and management with the last two years | * Evidence involvement in development of staff / contribution to CPD. |
| SKILLS | * Ability to communicate effectively in a variety of situations * Developing leadership skills * High level of emotional intelligence | * Can offer a range of teaching styles and possibly other subject/s |
| SPECIAL KNOWLEDGE | * A clear vision and understanding of the needs of Secondary students including those with Special Needs, Gifted and Talented and or Disadvantaged (PP) * Appreciates the role of school within its community and vice versa * Supportive of the school’s safeguarding procedures | * Use of ICT in supporting all aspects of school and professional life |
| PERSONAL ATTRIBUTES | * Ability to demonstrate enthusiasm and sensitivity whilst working with others; * Ability to initiate and manage change with successful outcomes; * Caring attitude towards staff, students and parents; * Emotional stability, can cope with pressure and use humour to good effect; * Ambition to progress further in due course; * Ability to think and plan strategically; | * Flexibility and adaptability in order to be able to mix and work with a wide range of people * Interests beyond teaching/school |

**Job Description**

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| --- | --- |
| **Post Title:** | Core Responsibilities of a Classroom Teacher |
|  |  |
| **Purpose:** | * To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. * To monitor and support the overall progress and development of students as a teacher/ Form Tutor * To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. * To contribute to raising standards of student attainment. * To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth. |
|  |  |
| **Reporting to:** | Headteacher |
|  |  |
| **Responsible for:** | The provision of a full learning experience and support for students. |
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| **Liaising with:** | Head/Deputies, teaching/support staff, LEA representatives, external agencies and parents. |
|  |  |
| **Working Time:** | 195 days per year. Full-time |
|  |  |
| **Salary/Grade:** |  |
|  |  |
| **Disclosure level** | Enhanced |
| **MAIN (CORE) DUTIES** | |
| **Operational/ Strategic Planning** | * To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department. * To contribute to the Curriculum Area and department’s development plan and its implementation. * To plan and prepare courses and lessons. * To contribute to the whole school’s planning activities. |
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| **Curriculum Provision:** | To assist the Director of Learning, to ensure that the curriculum area provides a range of teaching which complements the school’s strategic objectives. |
|  |  |
| **Curriculum Development:** | To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school’s Mission and Strategic Objectives. |
|  |  |
| **Staffing**  **Staff Development:**  **Recruitment/ Deployment of Staff** | * To take part in the school’s staff development programme by participating in arrangements for further training and professional development. * To continue personal development in the relevant areas including subject knowledge and teaching methods. * To engage actively in the Performance Management Review process. * To ensure the effective/efficient deployment of classroom support * To work as a member of a designated team and to contribute positively to effective working relations within the school. |
|  |  |
| **Quality Assurance:** | * To help to implement school quality procedures and to adhere to those. * To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. * To review from time to time methods of teaching and programmes of work. * To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school. |
|  |  |
| **Management Information:** | * To maintain appropriate records and to provide relevant accurate and up-to-date information for the College MIS system, registers, etc. * To complete the relevant documentation to assist in the tracking of students. * To track student progress and use information to inform teaching and learning. |
|  |  |
| **Communications:** | * To communicate effectively with the parents of students as appropriate. * Where appropriate, to communicate and co-operate with persons or bodies outside the school. * To follow agreed policies for communications in the school. |
|  |  |
| **Marketing and Liaison:** | * To take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools. * To contribute to the development of effective subject links with external agencies. |
|  |  |
| **Management of Resources:** | * To contribute to the process of the ordering and allocation of equipment and materials. * To assist the Director of Learning to identify resource needs and to contribute to the efficient/effective use of physical resources. * To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students. |
|  |  |
| **Pastoral System:** | * To be a Form Tutor to an assigned group of students. * To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole. * To carry out a range of appropriate activities during tutor group sessions. * To liaise with the relevant Learning Coordinator to ensure the implementation of the school’s Pastoral System. * To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life. |
|  | * To evaluate and monitor the progress of students and keep up-to-date student records as may be required. * To contribute to the preparation of Action Plans and progress files and other reports. * To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. * To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff * To contribute to citizenship and enterprise according to school policy * To apply the Behaviour management systems so that effective learning can take place. |
|  |  |
| **Teaching:** | * To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere. * To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. * To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. * To ensure that ICT, Literacy, Numeracy and Business and Enterprise are reflected in the teaching/learning experience of students * To undertake a designated programme of teaching. * To ensure a high quality learning experience for students which meets internal and external quality standards. * To prepare and update subject materials. * To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus. * To maintain discipline in accordance with the school’s procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. * To undertake assessment of students as requested by external examination bodies, departmental and school procedures. * To mark, grade and give written/verbal and diagnostic feedback as required. |
|  |  |
| **Other Specific Duties**: | |
| * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * To support the school in meeting its legal requirements for worship. * To promote actively the school’s corporate policies. * To continue personal development as agreed. * To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate. * To undertake any other duty as specified by STPCB not mentioned in the above.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.  Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. | |

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| This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. |

**Safeguarding Statement**

The following statement is attached to job adverts and application forms:

*“To protect the public, the post for which application is being made is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. It is not, therefore, in any way contrary to the Act to reveal any information you may have concerning convictions which would otherwise be considered as “spent” in relation to this application and which you consider relevant to the applicant’s suitability for employment. Any such information will be kept in strictest confidence, and used only in consideration of the suitability of this applicant for a position where such an exemption is appropriate.*

*This reference should be treated in confidence within DCC, however please be aware that if the applicant makes a subject Access request under section 7(3) of the DPA 1998 we may have to disclose the contents of the reference.”*

**Durham County Council - Children & Young People’s Services**

**Safeguarding Recruitment Statement**

***Applicants are advised that:***

* When applying, you must provide a full employment history, including periods of unemployment, with dates (to the nearest month) and the names and addresses of previous employers.
* Durham County Council, Children & Young Peoples Service reserves the right to contact your present employer and any previous employer.
* Employers will be asked about disciplinary offences, including those which have expired.
* The post for which you are applying is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. Failure to do so will disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice.
* If successful in the selection process, you should be aware that you will be required to undergo a check carried out by the Criminal Records Bureau to identify that you are a suitable person to work with children. Further checks will be made at regular intervals thereafter.
* An individual disqualified from working with children through any of the various means available is guilty of an offence if he or she knowingly applies for or accepts any work in a regulated position, i.e. classified as working with children. (Criminal Justice and Court Services Act 2000).
* Confirmation of your identity will be undertaken through the production of birth certificate / marriage or divorce certificate / passport, and educational / professional qualifications will be verified.
* Durham County Council, Children & Young Peoples Service will only offer appointments if the above checks are satisfactory; and will allow no unsupervised access to children before completion of all checks.
* Preliminary interviews will be used to ensure applicants have a full understanding of the requirements of the job and its difficulties; young people may be involved in the selection process.

A probationary period of six months is standard practice for all new appointments to local Government.

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| **Teaching Post Application Form Guidance Notes** |

If you need any help to complete this form, please contact the Human Resources and Organisational Development, Workforce Planning Team 0191 372 8364. They can provide information and application forms in other formats. They can also help you complete your application form and provide details of access to County Council buildings.

**Please read this information before completing the enclosed Application Form**

These notes are intended to help you complete the enclosed application form section by section. The person specification provided with the details of the post, lists the criteria against which each candidate will be assessed. Invitation for interview is based on the information contained in the Application Form – complete it in a well-planned and positive way, use words such as ‘I plan’, ‘I am responsible for’. The candidates shortlisted will be the ones who most closely meet the criteria on the person specification.

**General Points**

* Please complete the form using type or black ink so that it can be photocopied.
* Please check that the form is for the correct post and take note of the closing date. If you are unable to complete the application form before the closing date, for example, due to requiring the form in a large print, then at the Lead Officer’s discretion, written information detailing how you meet the essential criteria may be accepted until the standard application form can be completed.
* Please ensure that you include as much relevant information as possible on the application form. Any information provided on CV’s will not be considered for shortlisting purposes. If little or no information is provided on the application form it will be impossible to assess your suitability and therefore progression to the shortlist for interview will be unlikely.
* If you do not have enough space on the form at any point you may continue on a separate sheet of paper, however, personal details, e.g. name, should not be included on any supplementary sheets.

**Equal Opportunities Monitoring Form**

* Please complete this section (1 to 7) to enable us to monitor our recruitment process in relation to our Equal Opportunities Policy. The information you provide will be treated with the utmost confidence and will be used only for statistical purposes to ensure that all candidates are treated fairly. This part of the application form will be detached before the selection process begins.

**First Section**

* This first section of the application form will be detached before the selection process begins. It asks for some basic details about you and the post that you are applying for, especially with regards to the post reference number, the post title, the school and the location and the closing date for the post. Full completion of this information by you helps to ensure that your application is not unduly delayed in transit to the relevant Recruitment Officer.
* Details of your Surname, Title, Previous Surname(s), Date of Birth, Forename(s), National Insurance Number, Address and Telephone Numbers (Mobile and Work if convenient) are required together with an email address (if convenient).
* Indicate (by ticking) whether the post is open to job share and if so if you wish to apply in a job share capacity.
* Please state where you saw the job advertised.
* Indicate whether you consider yourself to be a person with a disability. This may include a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities**.** Long standing means that is has lasted, or is likely to last, for over a year. If you answer yes please detail any specific requirements to assist us with an interview so that the necessary arrangements can be made.

**When completing the Important Information Box** about Criminal Convictions. The Rehabilitation of Offenders Act 1974 enables criminal convictions to become spent’ or ignored after a ‘rehabilitation period’. A rehabilitation period is a set length of time from the date of conviction. After this period, with certain exceptions, an ex-offender is not normally obliged to mention the conviction when applying for a job or obtaining insurance, or when involved in criminal or civil proceedings. Cautions, reprimands and final warnings are considered ‘spent’ immediately they are given. Some jobs are exempted from this Act. If this post requires an Enhanced or Standard Disclosure (refer to advert and job description) then you should provide details of ALL convictions, cautions, reprimands and final warnings. Where the post is subject to an Enhanced Disclosure, other relevant non-conviction information, such as police enquiries and pending prosecutions should also be declared. If this post does not require an Enhanced or Standard Disclosure then details of ‘unspent’ convictions only are required. Relevant criminal convictions and other associated information will be discussed at the interview to assess job related risk.

The length of the rehabilitation period depends on the sentence given – not the offence committed. For a custodial sentence, the length of time actually served is irrelevant: the rehabilitation period is decided by the original sentence.

Custodial sentences of more than 2½ years can never become spent. The following sentences become spent after fixed periods from the date of conviction:

|  |  |  |
| --- | --- | --- |
| **Sentence** | **Rehabilitation Period** | |
|  | People aged 18 or over when convicted | People aged under 18 when convicted |
| Prison sentences <1> of 6 months or less | 7 years | 3 ½ years |
| Prison sentences <1> of more than 6 months to 2 ½ years | 10 years | 5 years |
| Borstal (abolished in 1983 ) | 7 years | 7 years |
| Detention centres (abolished in 1988 ) | 3 years | 3 years |
| Fines<2>  Community rehabilitation order Compensation  Community punishment order  Community punishment & rehabilitation order  Curfew orders  Drug treatment and testing | 5 years | 2 ½ years |
| Absolute discharge | 6 months | 6 months |

<1> Including suspended sentences, youth custody (abolished in 1988) and detention in a young offender institute.

<2> Even if subsequently imprisoned for fine default. With some sentences the period varies:

|  |  |
| --- | --- |
| **Sentence** | *Rehabilitation Period* |
| Probation <3>, supervision, care order, conditional discharge or bind over | 1 year or until the order expires (whichever is longer) |
| Attendance centre orders | 1 year after the order expires |
| Hospital orders  (with or without a restriction order) | 5 years or 2 years after the order expires (whichever is longer) |

<3> For people convicted on or after 3 February 1995 (from which date the rehabilitation period for a probation order was changed under the terms of the Criminal Justice and Public Order Act 1994).

* **When completing the Declaration box**: under the Council’s new Constitution you are required to state in writing whether to the best of your belief you are the parent, grandparent, partner, child, step child, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Councillor or Officer (any employee) of the Council or a partner of such persons. Canvassing of Members of the Council or any Committee of the Council or any appointing officer directly or indirectly for any appointment with the Council is prohibited and shall, if deemed appropriate, disqualify you for that appointment.
* After reading the guidance notes including the information regarding Criminal Convictions you need to sign and date the Declaration to declare that the information you have given on the Application Form is true in all respects. If you choose to send the application form electronically you will be asked by the Lead Officer (or the relevant Recruitment Officer) to sign and date the Declaration when you attend for interview.

**Right to Work in the UK.** The Asylum and Immigration Act of 1996 requires employers to ensure that anyone who is taken on as an employee has the right to work in the UK. The successful candidate will be asked to provide documentary proof of their right to work in the UK***.***

**Section A**

**Education**

* Please provide full and accurate details about your education and training, paying particular attention to the grade achieved in each examination. All qualifications must be supported by relevant certificates, but please do not attach certificates. If successful these will be requested at a later date.

**Section B**

**Employment Details**

* Please provide details of your present and previous appointments (permanent or temporary) as requested.
* Additional Employment:

If you are successful in gaining an appointment and already have additional ongoing employment, it may be necessary to ask you to sign a waiver clause, signifying your consent to work an average of no more than 48 hours per week in your combined employment. This agreement is sought in compliance with the Working Time Regulations 1998. More guidance can be found on [www.direct.gov.uk](http://www.direct.gov.uk) . Young Workers (those over the minimum school leaving age but under 18) are:

* entitled to 12 consecutive hours rest between each working day;
* two days’ weekly rest;
* a 30 minute in-work rest break when working longer than four and a half hours;
* limited to working 8 hours per day/40 hours per week;
* Prohibited from night work between 10 p.m. and 6 a.m. or between 11 p.m. and 7 a.m.

The next section asks you to demonstrate that you have the essential and where possible desirable experience, skills and knowledge as stated on the Person Specification of the post that you are applying for. Candidates who do not evidence that they meet the essential qualifications and experience listed on the person specification will not be shortlisted. You can use continuation sheets if necessary.

**Section C**

**Full Employment History**

Please provide **full** details of all previous posts you have held, including those with Durham County Council (if applicable) starting with the most recent first. You will also need to include any dates (if applicable) when you have not been in employment. Please use continuation sheets if necessary.

**Section D**

**Additional Information**

Please provide details of

* Subject(s) Secondary School only
* Department of Education Ref
* General Teaching Council No.
* To which Superannuation Act (if any) you are now subject? E.g. Local Govt, Teachers etc.

To be completed in case of General Application only

* In which area(s) of the County do you wish to teach?
* Do you want full time, part time, permanent or temporary work?
* Have you already given notice to your present employer?
* If Yes when will you be able to commence?
* If No how much notice are you required to give?

Overleaf on page 8, if you have any additional information please complete this section to provide any additional skills information about yourself not already detailed in Section B which you feel is relevant to this teaching post. This may include any particular skills and qualities which will help the Governors/Appointment Panel to assess your suitability. The skills and qualities you include may be from work, on work experience or in a voluntary or other setting. Please use continuation sheets if necessary.

**Section E**

**Referees**

For all positions in contact with children and vulnerable adults the Council has the right to seek references from any or all previous employers and line managers prior to interview. All references will be verified by the Council with the referee to ensure authenticity.

Give name, job title, and relationship to referee and address of two people, who must know you well to whom a reference may be made. Referee 1 should be your present (or most recent) employer, or if you are a recent school leaver, should be the Head Teacher of your last school. Next of kin or immediate relatives should not be named as referees.

Please note appointment will only be confirmed subject to satisfactory references.

Finally, please check that you have completed your post reference number, post title, school/location and closing date and all personal details on the first section of the application form and that you have signed and dated the declaration. When submitting an electronic application form you will be asked to sign and date the declaration if invited to the interview stage.

**Complaints**

The aim of the recruitment and selection procedure is to afford every candidate a fair and appropriate process which accommodates individual needs and ensures that every appointment is made on merit in an effective and consistent way. We welcome any feedback on the procedure*.*If you feel you were not afforded this provision, then you should contact the Head Teacher or alternatively, if the post is for Head Teacher contact the Chair of Governors. This must be done within 5 working daysof the end of the time that you were told. Should you require advice with regard to making a complaint, please contact the Human Resources and Organisational Development.

**Thank you for your interest shown in the Durham County Council.**