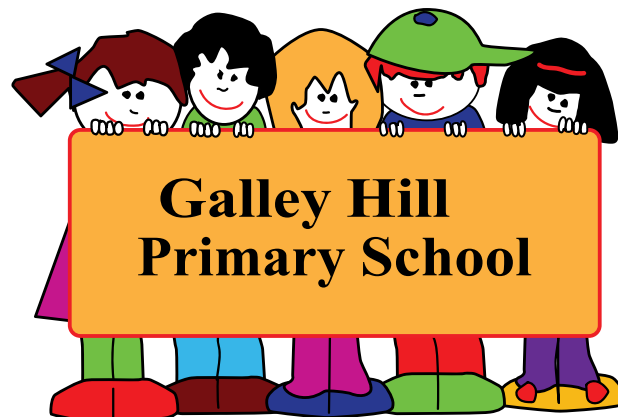




Recruitment and Selection of Headteacher

# APPLICATION PACK

Required to start 01 September 2019



**GALILEO MULTI ACADEMY TRUST**

*Galileo MAT, Room 201, The Innovation Centre, Vienna Court, Kirkleatham Business Park, Redcar, TS10 5SH*

*Telephone: 01642 777870 Email: [info@galileotrust.co.uk](mailto:info@galileotrust.co.uk) Website: [www.galileotrust.co.uk](http://www.galileotrust.co.uk)*

*Company Number: 10700526 Registered Country: United Kingdom*

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# INTRODUCTION



## Building Successful Learning Communities

Thank you for showing an interest in the exciting and challenging post of Headteacher at Galley Hill Primary School which became part of the Galileo family on 1st April 2018. We believe that this is an exciting opportunity to make a real difference to the lives of the young people in this area of Guisborough and to the community itself. With talented and committed leadership and the support of the central team, who themselves have outstanding experience in supporting school improvement; we believe this will be possible.

We have tried to give you a clear picture of our aspirations but please don't hesitate to contact us to explore ideas or ask for further information. If your own experience, energy and personal qualities and values support our aspirations then we look forward to receiving your application.

The Galileo Multi Academy Trust is a group of ten primary schools across the Redcar & Cleveland area. Galileo is a solid, unshakable, foundation defined by exceptional teaching experiences and shared values of learning, accountability, respect and integrity.

These values are at the very core of The Galileo Trust and firmly embedded in all of our schools. All leaders, teachers, staff, parents and children alike embrace the values to complement each individual schools's values and visions.

A key component of the Galileo vision is having strong family values. Galileo is a family that embraces schools to schools support and the sharing of good practice throughout the trust. Every school and every individual is included in the vision.

Galileo is a solid, unshakable, foundation defined by exceptional teaching experiences and shared values of learning, accountability, respect and integrity.

We actively encourage collaboration and work as a team to create and deliver the best possible education experiences for every pupil within the Galileo Trust. We truly work together to benefit the communities in which we serve and we very much hope that you will enjoy being part of our family.

***Anna Coulson***

**CEO**

Galileo Multi Academy Trust

***Nik Tunley***

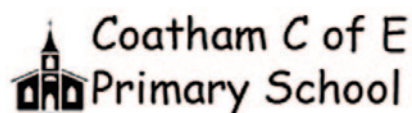
**Chair of the Trustee Board**

Galileo Multi Academy Trust

# THE GALILEO FAMILY

## Schools within Galileo Multi Academy Trust:

- Coatham CofE Primary School
- Galley Hill Primary School
- Green Gates Primary School
- Ings Farm Primary School
- John Emmerson Batty Primary School
- Lakes Primary School
- New Marske Primary School
- St Peter's CofE Primary School
- Westgarth Primary School
- Wheatlands Primary School



# VISIONS AND VALUES

The shared vision and values of Galileo and all the schools underpins the governance arrangements of the Academy Trust.

Galileo supports the independence and distinguishing characteristics of each of the schools and seeks to provide a level of autonomy proportionate to the success of the school. This gives Galileo its distinctiveness.

Recognising the value of collaboration and the advantage of a public association, Galileo will provide a voice on national issues affecting the Academy Trust and our schools, helping to communicate the Academy Trust's needs and concerns to those responsible for the funding and regulation of publicly funded schools.

Galileo has a commitment to supporting the schools within the Galileo family for the benefit of the communities served by the schools. Galileo expects schools to work together in the spirit of solidarity. The relationship between the Academy Trust and Local Governing Committees is one of partners sharing a common goal, drawing on each other's strengths in order to overcome any weaknesses and respond robustly to any challenges.

Galileo provides a strong, responsible foundation from which every school develops and grows. It provides a subtle yet crucial role, aiming always to be a trustworthy, reliable and inspirational organisation, delivering the best possible learning experiences.

The relationship between the Academy Trust and Local Governing Committees is one of partners sharing a common goal, drawing on each other's strengths in order to overcome any weaknesses and respond robustly to any challenges.



# GALLEY HILL PRIMARY SCHOOL



Galley Hill is an average sized primary school serving an area of general social advantage on the outskirts of Guisborough, although 20% of pupils attend from outside of the catchment area.

The number of pupils eligible for a free school meal is very low. The percentage of children with learning difficulties and/or disabilities is the same as the national average. The pupil population is mainly White British.

# JOB DESCRIPTION

## HEADTEACHER



**Job Title:** Headteacher, Galley Hill Primary School, Guisborough

**Salary:** L15 – L21 (£56,434 – £65,384)

*A higher salary range may be considered for an exceptional candidate*

**Closing date:** 5pm on Friday 22nd March 2019

**Start date:** 1st September 2019

Galileo Multi Academy Trust is seeking an exceptional Head teacher to lead Galley Hill Primary School which is an average sized primary school in Guisborough.

We require a strong, inspirational leader who is an outstanding primary practitioner and who has a proven track record of raising attainment and progress. You must have the drive and commitment to rapidly improve standards and lead the school into the next stage of its development.

For further information please download an application pack from [www.galileotrust.co.uk](http://www.galileotrust.co.uk).

Alternatively, you can contact Catherine Devereux, Director of Human Resources,

[catherine@galileotrust.co.uk](mailto:catherine@galileotrust.co.uk) or on 01642 777870. Please note completed applications must be returned to Catherine by email.

Visits to the school and informal discussions are encouraged; please contact Kim Crinion, Director of School Improvement on 01287 635540 or by email to [kim@galileotrust.co.uk](mailto:kim@galileotrust.co.uk)

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. All posts are subject to enhanced disclosure and barring service checks. We expect all adults to share our commitment to safeguarding and the health and wellbeing of our pupils.

# JOB DESCRIPTION

## HEADTEACHER



**Job Title:** Headteacher

**Accountable to:** CEO.

**Line Manager:** The CEO holds the responsibility for the line management and performance management arrangements for headteachers. The Director of School Improvement will hold headteachers to account on a day-to-day basis in terms of school improvement, as all trust staff work together to make our schools the very best they can be in every respect. This enables rigorous systems of accountability with regard to school standards and allows the CEO to focus on the wider ranging operational remit at every level.

### **Main Purpose of the Job**

Reporting to the Director of School Improvement, the Headteacher will have overall responsibility for the organisation, management and conduct of the Academy providing professional leadership and strategic direction to ensure the achievement of the highest possible standards in all areas of the academy's work.

### **Key Priorities**

- To work with Galileo Trustees and the Local Governing Committee, to ensure successful operation of the Academy and creation of a constructive and supportive achievement driven climate.
- To build strong relations with the local community and maintain a high profile for the School in the area.
- To ensure financial probity, regularity and value for money.

### **Duties**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document, which should be read in conjunction with this document. This job description is based on the National Standards of Excellence for Headteachers (January 2015).



# JOB DESCRIPTION

## HEADTEACHER

### Qualities and Knowledge

1. Hold and articulate clear values and moral purpose, focused on providing a world- class education for the pupils you serve.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors and members of the local community.
3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills, and that of those around you.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

### Pupils and Staff

1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice.

# JOB DESCRIPTION

## HEADTEACHER

### Systems and Process

1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
5. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

### The Self-Improving School System

1. Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

# JOB DESCRIPTION

## HEADTEACHER



Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

*The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. All posts are subject to enhanced disclosure and barring service checks. We expect all adults to share our commitment to safeguarding and the health and wellbeing of our students.*

# PERSON SPECIFICATION

## HEADTEACHER

### Part A: Application Stage

The following criteria will be used to short-list at the application stage:

#### Essential

A	ESSENTIAL TRAINING AND QUALIFICATIONS
1	Qualified Teacher Status
2	Degree (or equivalent)
3	Evidence of recent further professional learning
A	DESIRABLE TRAINING AND QUALIFICATIONS
1	Higher degree or post graduate curriculum or leadership and management qualification e.g. NPQH
2	Have completed or be working towards a qualification related to Headship

# PERSON SPECIFICATION

## HEADTEACHER

### Part A: Application Stage cont.

B	ESSENTIAL EXPERIENCE OF SCHOOL LEADERSHIP
1	Recent substantial successful experience as a Head or senior leader in primary education
2	Evidence of a range of different leadership and management roles and successful experience of working as part of a senior leadership team at a strategic level
3	Evidence of effective management and monitoring of financial resources
4	Evidence of making a significant positive impact on the development and improvement of a school, underpinned by a thirst & drive to continually improve.
5	Evidence of the implementation of successful strategies used to raise pupil progression, achievement and attainment
6	Evidence of the use of data to establish benchmarks, set targets for improvement and evidence of improved outcomes
7	Evidence of promoting effective relationships between staff, students, employers, Governors, parents, multi-agency partners and wider community
8	A proven track record of improving the quality of teaching and learning in school
B	DESIRABLE EXPERIENCE OF SCHOOL LEADERSHIP
1	Experience of leadership in more than one school

# PERSON SPECIFICATION

## HEADTEACHER

### Part A: Application Stage cont.

C	ESSENTIAL PROFESSIONAL KNOWLEDGE AND UNDERSTANDING
1	A clear understanding of what constitutes good practice in delivering inclusive education
2	Knowledge of strategies to achieve effective learning, teaching, assessment and engagement of pupils including the use of new technologies
3	Knowledge of local and national policies, priorities and statutory frameworks
4	Evidence of knowledge and understanding of risk management
5	Evidence of knowledge and understanding of safeguarding issues
6	A clear view on the intent, implementation and impact of a broad and balanced curriculum
C	DESIRABLE PROFESSIONAL KNOWLEDGE AND UNDERSTANDING
1	Knowledge of the role of Academy Trust members and Governors

# PERSON SPECIFICATION

## HEADTEACHER

### Part B: Assessment Stage

All items of the application stage criteria and the criteria below will be further explored at the assessment stage:

A	PROFESSIONAL KNOWLEDGE AND UNDERSTANDING
1	Understanding and experience of the use of Performance Management to ensure accountability in a school.
2	A profound commitment to the vision and ethos of the Academy and the maintenance of excellent standards.
3	A commitment to equality and diversity
4	High standards of integrity and a positive role model for pupils and staff
5	An ability to challenge and motivate others to create high performing team work and a forward thinking organisation committed to improvement where all members are valued
6	Excellent oral and written communication with a wide variety of audiences across professional and social boundaries within the Academy and in the community
7	An ability to analyse and interpret information to make calm, informed decisions and exercise good judgement even when under pressure
8	Evidence of rigorously monitoring, evaluating and reviewing performance and holding staff to account across all areas of school performance
9	An ability to influence key stakeholders, particularly families and the wider local community
10	The ability to initiate and manage change effectively
11	Knowledge and understanding of school leadership
B	PERSONAL ATTRIBUTES
1	Stamina, resilience, reliability and integrity
2	An understanding of the value of a successful work life balance for self and others
3	A high level of interpersonal skills with the ability to empathise with different points of view and win respect
4	Ability to motivate and inspire others.
5	Persuasive and confident in a range of different environments

# PERSON SPECIFICATION

## HEADTEACHER

The following methods of assessment will be used:

METHOD
Interview
Structured discussions with Central Team, Trustee Board and stakeholders
Technical Assessment of application against criteria
Presentation
Activities designed to provide evidence to assess against Person Specification

### Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced DBS Certificate
2	Additional criminal record checks if applicant has lived outside the UK
3	Medical clearance
4	Qualifications essential to the post
5	Two references from current and previous employers (or education establishment if applicant not in employment)



# JOB APPLICATION FORM

## GALILEO MULTI ACADEMY TRUST



For office use only

Applicants are required to complete all parts of this application form.  
Before completion please read the guidance notes at the back of this document.

Job Applied for:		Post Ref:
Surname:	Initials:	
Address:	National Insurance Number:	
	DFE Teachers' Reference Number: <i>(if applicable)</i>	
Address for Correspondence: <i>(if different)</i>	Home Telephone:	
	Mobile:	
	Work: <i>(optional)</i>	
	Email:	
When could you commence duties if appointed?		

**References:** Please give the name and contact details of **TWO** independent referees from whom NET will seek information regarding your suitability for this job. **ONE** of the referees must be your current or most recent employer. If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed to work with children. References will not be accepted from relatives or persons who only know you as a friend.

Name: Occupation: Address:   Postcode: Telephone Number: Email: Relationship to Applicant: Can we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	Name: Occupation: Address:   Postcode: Telephone Number: Email: Relationship to Applicant: Can we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>
In relation to work with children, NET will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to.	

# JOB APPLICATION FORM

## GALILEO MULTI ACADEMY TRUST



Job/Career History	
Current or Last Job: <i>(please indicate full or part time)</i>	Job Title:
Name and Address of Employer:	Date Appointed:
	Date Left <i>(if applicable)</i> :
	Current Earnings:
Telephone Number:	Scale or Grade:
Email:	Notice Required:

Brief details of current or last job:

# JOB APPLICATION FORM

## GALILEO MULTI ACADEMY TRUST



Previous Jobs <i>(list all employment including unpaid and voluntary work, most recent first)</i>				
Dates		Employer Name and Address	Job or jobs held with Employer	Reason for leaving
From	To			

Gaps in Employment <i>(if you have any gaps in your employment, please give reasons below)</i>

# JOB APPLICATION FORM

## GALILEO MULTI ACADEMY TRUST



Qualifications and Training		
Qualifications Obtained	Type and Level (GCSE, A Level, Degree etc)	Date Obtained

Non-Qualification Courses and Further Training		
Details		Date

# JOB APPLICATION FORM

## GALILEO MULTI ACADEMY TRUST



### Personal Statement

(Please provide a detailed statement of the skills, knowledge and experience that makes you suitable for this job)

### Data Protection

The personal information supplied by you on this application form will be used only to consider your application for employment with the Trust.

If you are shortlisted, contact will be made with the references you supply on the application form and a confidential reference will be sought from them.

The information you supply on the Equal Opportunities Monitoring Information Form will be used for those purposes stated and will only be retained in an anonymised form so that it cannot be linked to individual applicants. The information you supply will be retained only as long as necessary for the purposes of recruitment and monitoring.

# JOB APPLICATION FORM

## GALILEO MULTI ACADEMY TRUST

### Criminal Convictions

This appointment is excluded from the non-disclosure provisions under the Rehabilitation of Offenders Act 1974. Applicants must declare any convictions which for other purposes are "spent" and in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by the Trust. Any information will be treated confidentially.

Have you at any time received, or do you have a pending caution, bind over, reprimand, final warning or conviction?

Yes ☐ No ☐

Have you ever been convicted of a criminal offence by a Court of Law?

Yes ☐ No ☐

If you have answered yes to either of the above questions, please attach details including the offence and the date.

Nature of offence/s (i.e. conviction, caution, bind-over, reprimand)	Offence(s)	Date of Offence(s) (dd/mm/yyyy)	Disposal (if known)

An enhanced Disclosure and Barring Service (DBS) check will also be undertaken as part of the pre-employment clearances if you are successful.

### Are you a member of any Professional Body? *(please give details)*

Yes ☐ No ☐

Do you hold a current Driving Licence? Yes ☐ No ☐

Do you hold a current HGV/PSV or other specialist Driving Licence? Yes ☐ No ☐

Please specify:

### Are you related to any employee, trustee or governor of NET?

*Please state below his/her name(s) and the relationship.*

Yes ☐ No ☐ Unsure ☐

Details:

# JOB APPLICATION FORM

## GALILEO MULTI ACADEMY TRUST



### Declaration

I declare that the information on this application form is full, accurate and complete. I understand that if I provide false information or fail to provide full, accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of offer of appointment, or by my dismissal, without notice, if I have been appointed. I also understand that canvassing a NET employee whether directly or indirectly, will result in this application being disqualified.

Signed:

Date:

### Safeguarding Declaration

I declare that the information I have given on this form is complete and accurate and that:

- I am not barred or disqualified from working with vulnerable groups, children or young people
- I am not subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, Secretary of State or other regulatory body.

Signed:

Date:

**Please return completed forms to:**  
Catherine Devereux, Director of Human Resources  
[catherine@galileotrust.co.uk](mailto:catherine@galileotrust.co.uk)

# RECRUITMENT MONITORING FORM

For office use only

## Personal details

Full Name:

Title:

Gender:

Date of Birth:

Age:

Marital Status:

(Optional) Is your gender identity the same as the gender you were assigned at birth? Yes ☐ No ☐

Please state where you saw this job advertised:

## Ethnic Origin

Asian or Asian British

☐ Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Any other Asian background (please specify)

Mixed background

☐ White & Black Caribbean ☐ White & Black African ☐ White & Asian  
☐ Any other mixed background (please specify)

White

☐ English ☐ Other British ☐ Irish ☐ Any other white background (please specify)

Black or Black British

☐ Caribbean ☐ African ☐ Any other Black background (please specify)

Other Ethnic Groups

☐ Arab ☐ Gypsy/Romany/Irish Traveller ☐ Any other background (please specify)

## Religion (optional)

☐ Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐ Muslim ☐ Sikh ☐ None ☐ Other ☐ Prefer not to say

## Sexual Orientation (optional)

☐ Bisexual ☐ Gay/Lesbian ☐ Heterosexual/Straight ☐ Other ☐ Prefer not to say

Please ensure you return this form with your completed application form.



# RECRUITMENT MONITORING FORM

## Disability

Galileo is positive about disability and welcomes applications from disabled people. Please answer the section on disability, which we include to establish whether we need to make adjustments to enable you to take part in the selection process; take positive action in supporting employment for disabled people; establish whether you will be able to carry out a function that is intrinsic to the work concerned and/or establish that you have a disability where this is an occupational requirement (section 60 of the Equality Act 2010 refers). The Academy undertakes to interview any applicant who declares a disability detailed on the Application for Employment and who meets the minimum essential criteria for the job.

Do you have any of the following long-standing conditions?

- ☐ Deafness or severe hearing impairment?
- ☐ Blindness or severe visual impairment?
- ☐ A condition that limits one or more basic physical activities such as walking, climbing stairs, lifting/carrying
- ☐ A learning difficulty
- ☐ A long standing psychological or mental health illness
- ☐ Other, including long standing illness
- ☐ No, I do not have a long standing condition

Do you have any specific requirements for interview or testing that you wish us to know about?

*Please give details:*

## Where did you see this advertisement?

Please indicate below where you saw this advertisement – you can tick more than one box if appropriate.

- ☐ TES online

Please ensure you return this form with your completed application form.

# JOB APPLICATION FORM

## GALILEO MULTI ACADEMY TRUST



### General Issues

Your application will be assessed against the criteria listed on the person specification.

- CVs alone will not be accepted. You must complete the application form.
- Make sure all sections are completed clearly and as fully as possible.
- Make sure your application relates to the person specification.
- If you run out of space you may use additional pages.
- Make sure your application form is returned by the closing date.
- Keep a copy of your application; it will be useful to refer to for preparation if you are called for an interview.

If you have a disability that prevents you from completing the application form please contact Catherine Devereux, Director of Human Resources, at [catherine@galileotrust.co.uk](mailto:catherine@galileotrust.co.uk) or 01642 777870.

Current legislation means that you will be required to provide documentary evidence (for example National Insurance Number) showing that you are entitled to work in the United Kingdom. If you are shortlisted you will be asked to provide this at your interview.

### Personal Details and References

Please complete this section fully and clearly. This is important contact information.

We need to know if you are related to an employee of the Trust. This is to ensure that you are neither disadvantaged nor favoured in your application. You must not canvass the employee to gain employment. This will disqualify your application.

Referees must be able to produce information about your suitability for the post. References provided by relatives, friends or people with whom you live with are not acceptable.

You will need to provide the names of two referees. One reference must be your current or most recent employer. The second reference should be a previous employer or someone that can give information about you that is relevant to the job. If you are a school or college leaver please give the name of your head teacher or tutor. Alternatively if you have had a Saturday or other part time job the person you worked for may be prepared to act as a referee.

It is advisable to contact your referees at an early stage to let them know that you wish to give their names and ensure that they are willing to act as a referee.

If you are shortlisted, contact will be made with the referees you supply on the application form. If, however, we should not contact a referee prior to interview, please say so on the application form.

No offer of employment will be made until references, that are satisfactory to the Trust, are received.

### Job/Career History

Please state your current or last employer's name, address, telephone number, email address in full. Do not go into too much detail but list the main activities of the job.

In the previous jobs section please account for all the time since you left school, college or university. List your jobs, with the most recent first, stating month and year and mentioning any gaps in employment. Include voluntary work particularly if you have not been in paid work.

# JOB APPLICATION FORM

## GALILEO MULTI ACADEMY TRUST



### Qualifications and Training

List the qualifications you possess indicating grades.

List any formal, informal or on the job training you have received which you consider relevant to the post.

Some posts require the post holder to be able to travel between locations. This does not necessarily mean use of car; the actual mode of transport can vary depending on the distance to be travelled. Other posts may specify that driving is essential. For this reason you are asked to state whether or not you hold a current valid driving licence. Please complete this section fully.

### Personal Statement

This is your opportunity to tell us why you are suitable for the job. Read the job description and person specification carefully to see what skills and experience you have that relate to those required by the job. Think about examples you can give to provide evidence of this.

Consider what you have done in the past; at home; at school; at college; in paid work; unpaid work; or in a hobby.

These may be useful to show how you meet the items on the person specification. For example running a home can show skills such as organising or budgeting, being active in a club or other groups can show teamwork, communication or organising skills.

Your completed application form will be used to decide whether or not you progress to the next stage of the selection process. No assumptions will be made about your experience. It is vital that you have told us how you meet the selection criteria.

Please do not forget to sign your application.

### Equal Opportunities and Monitoring

Galileo values the diversity of the communities we serve. We therefore strive to ensure that our services reflect the needs of all the people within the community. All individuals can expect to receive equal access to employment, promotion and training.

This policy is based on the recognition that we live and work in a diverse society in which everyone has individual abilities and needs.

We are working towards an environment where all employees, residents and service users receive equal treatment regardless of gender, marital status, family circumstances, sexual orientation, age, disability, race, colour, religion, ethnic, national or social origin.

We ask you to assist us in monitoring our policies and practises by completing the recruitment monitoring form.

# HOW TO APPLY

## **Closing date**

Friday 22nd March 2019

## **Shortlisting date:**

Monday 25th March 2019

## **Interviews**

3rd - 5th April 2019

## **Start date**

01 September 2019

## **Job Description**

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

## **Person Specification**

This specification sets out which criteria will be used to shortlist candidates for interview.

### **Applying**

If you decide to apply for this post please complete the accompanying application form. Your formal letter of application (supporting statement) should be no longer than 3 sides of A4 and should address the selection criteria detailed in the Person Specification. Please return your completed application by email to **Catherine Devereux at [catherine@galileotrust.co.uk](mailto:catherine@galileotrust.co.uk)**

## **Additional Information**

If you would like any additional information about this post or would like an informal discussion, please contact Kim Crinion, Director of School Improvement on 01287 635540 or by email to **[kim@galileotrust.co.uk](mailto:kim@galileotrust.co.uk)**

## **Where to Find Us**

The full postal code address of Galley Hill Primary School is:

**Campion Drive  
Guisborough  
TS14 8DW**