

Teacher Reference Group – Department for Education

Application form

January 2016

# Teacher Reference Group:

The Department for Education is committed to ensuring that all appointments are made in a way that is open, transparent and fair to all applicants. All appointments are made on merit. If you have difficulties in completing the application form, please contact [Recruitment.TRG@education.gsi.gov.uk](mailto:Recruitment.TRG@education.gsi.gov.uk).

## Personal details

**Surname First name Title**

**Honours**

**Address**

**Postcode**

**Home phone Mobile**

**Preferred Email address**

## Ministerial appointments currently held

Candidates for appointment are required to give full information about any Ministerial appointments they hold. Please ensure that you include full details of the body to which you have already been appointed, the period of appointment and annual remuneration or daily fees paid.

Do you currently hold any Ministerial appointments made by or on behalf of Ministers?

No  Yes

## Period of appointment

Please enter the date in the format of dd/mm/yyyy, e.g. 01/01/2005, to indicate the start and end of your appointment. If you do not know the exact dates then estimate mm/yyyy e.g. 01/2005.

**Body**

**Period of appointment**

**From To**

**Payments received**

**Government Department**

**Body**

**Period of appointment**

**From To**

**Payments received**

£

**Government Department**

## Declaration of interests

Do you have any business or personal interests that might be relevant to the work of the Department for Education or the post for which you have applied, which could lead to a real or perceived conflict of interests were you to be appointed? (Failure to disclose such information could result in an appointment being terminated.)

No  Yes

If yes, please give the details below:

## Ensuring public confidence

Should you be successful in your application, is there anything about your professional or personal history which, if brought into the public domain, may cause embarrassment or disrepute to the organisation? Failure to disclose such information could result in an appointment being terminated.

No  Yes

If yes, please give the details below, including dates:

## About convictions

Have you received a prison sentence or suspended sentence of three months or more in the last five years in respect of a conviction which is not spent for the purposes of the Rehabilitation of Offenders Act 1974? Failure to disclose such information could result in an appointment being terminated

No  Yes

If yes, please give the details below, including dates:

## References

Please give details of two referees who will support your application, at least one of whom must be from a line management capacity related to your most recent professional and/or voluntary activity. If you are invited to interview we will contact them at this stage. An appointment will not be offered until we have received satisfactory references.

### Referee 1

**Name Relationship**

**Address**

**Postcode Postcode**

**Email address** **Home phone** **Mobile**

### Referee 2

**Name Relationship**

**Address**

**Postcode Postcode**

**Email address** **Home phone** **Mobile**

## Eligibility criteria

To be considered eligible for membership as a teacher member you must be currently employed as a classroom teacher (see “Information pack for applicants” for definition), and have an extensive teaching timetable of at least 60%.

Please indicate if you

are currently a serving classroom teacher, and not on a senior leadership team

**School Name Length of Service**

**School Address**

**Postcode Postcode**

**School Type (Acaedemy, free, maintained etc)** **School Phase (Primary, Secondary)**

**Position in school Teacher Reference Number** **(TRN)**

have an extensive timetable of at least 60%

have the agreement of your headteacher to join the group

|  |
| --- |
| **Headteacher Name**    I confirm that ……………………………………….(name of teacher) is currently teaching at …………………………..(name of school) and has a teaching timetable of more than 60%. I would support their membership of the DfE teacher reference group, and release them for up to 5 meetings a year.  **Signature Date** |

## Skills and Experience

Successful applicants will meet the person specification criteria described in the “Information pack for applicants”. Please describe your skills and experience in relation to each competency, using examples to support your description.

Your response for each of the criteria should not exceed 300 words, please use A4 (font size 12, Arial).

## Essential criteria

1. Please tell us how you use effective teaching methods in your classroom to improve educational outcomes for all of your pupils.
2. Please tell us how you work to improve your own subject knowledge and that of others.
3. Please recount a time when you have used evidence to inform your teaching and school level decisions, and / or encouraged others to do so.
4. Please demonstrate how you have implemented changes in national policy within your own classroom, department or school.
5. Please tell us about when you have had to think creatively and challenge the way things are done, and the result of this (for example, approaches to pedagogy, assessment, data management, professional development, lesson planning or use of resources).

## Desirable Criteria

1. Please demonstrate your understanding of the local and national educational context, and how it affects classroom teaching; giving examples where possible.
2. If applicable, please tell us about your involvement in inproving education beyond your own school (e.g. training groups of teachers, sharing good practice across schools, participating in education research).

## Your CV

Please attach a brief, up to date, CV (no more than 2 sides of A4) outlining your employment history, any relevant voluntary work, public service or other experience, together with any relevant professional, academic or vocational qualifications. Your CV will be used to assist the assessment of your expertise.

## How you found out about this post

To help us to target our recruitment activity more effectively and publicise posts in the future, it would be helpful if you could let us know how you found out about the vacancy.

How did you find out about this post?

## Personal declaration

To the best of my knowledge and belief, the information given in this form is complete and correct. I understand that if I am appointed and any of the information I have provided is subsequently found to be untrue then my appointment may be terminated. I confirm and accept these conditions

Yes  No

## Next steps

Please return your completed application form, CV and monitoring form to [the following mailbox: [**Recruitment.TRG@education.gsi.gov.uk**](mailto:Recruitment.TRG@education.gsi.gov.uk)](mailto:the%20Mailbox.NCTLRECRUITMENT@education.gsi.gov.uk)**.**

The closing date for applications is **12 noon on** **Friday 22 January 2016**.

You will receive an acknowledgement from us on receipt of your application.

Thank you.

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# Monitoring Information

Monitoring information is not used in the selection process and will not be seen by the panel assessing your application. However, as these are public appointments, basic information about those appointed is made public in a variety of official publications, including press releases.

## Date of birth (monitoring information only)

## Gender (monitoring information only)

Male  Female

## Ethnic Origin (monitoring information only)

**White** **Black/Black British Chinese/Other**

British  African  Chinese

Irish  Caribbean  Any other Ethnic background

Any other White background  Any other Black background

**Asian/Asian British Mixed**

Bangladeshi  Asian & White

Indian  Black African & White

Pakistani  Black Caribbean & White

Any other Asian background  Any other Mixed background

## Disability (monitoring information only)

Many people do not consider themselves to be disabled, but under the Disability Discrimination Act you can consider yourself disabled if you have a physical or mental impairment or long term health condition, and the effects are expected to last, or have lasted for a year or longer, and have a substantial effect on your ability to carry out day to day activities; OR your day to day activities would be limited without medication, treatment or adjustments (for example the use of inhalers, physiotherapy, a hearing or visual aid or insulin)

Taking this into account, do you consider yourself to be a disabled person?

No  Yes