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**Headteacher Reference Groups**

**Application form**

**July 2019**

**Headteacher Reference Groups**

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.HTRG@education.gov.uk](mailto:Recruitment.HTRG@education.gov.uk).

**Personal details**

**Surname First name Title**

**Honours**

**Contact address (including postcode)**

**Contact phone number**

**Preferred email address**

**Eligibility criteria**

To be considered eligible for membership on either reference group, please confirm that you meet the following criteria:

currently employed in a Headteacher role (‘Principal’; ‘Executive Headteacher’ etc.) OR;

currently employed in a MAT executive leadership role (‘CEO’; ‘Director of Primary’ etc.) and have experience as a Headteacher within the last 5 years

**School/MAT name Length of service in current role**

**School/MAT address (including postcode)**

**Postcode**

**School type (academy, free, maintained etc., or MAT) School phase (primary, secondary)**

**Title in school**

you do not hold a Department for Education public appointment[[1]](#footnote-1); or serve on a current DfE advisory group or Headteacher Board.

You lead a school in which one of the below criteria applies, OR; you lead a MAT where at least one school within the MAT meets one of the below criteria:

at least 90% of eligible Year 1 students meet the required standard of phonic decoding in the Phonics Screening Check in 2017/2018 (if Primary) OR

at least 45% of pupils were entered for EBacc in 2017/18 (if Secondary) OR

you believe that an exception applies[[2]](#footnote-2)

**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 real or perceived conflicts of interest 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 Department? 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 current role. 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 to you**

**Address (including postcode)**

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

**Referee 2**

**Name Relationship to you**

**Address (including postcode)**

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

**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 of the following three criteria, using examples to support your description and showing evidence of impact.

Your response for each of the criteria should not exceed 300 words; anything exceeding this will not be considered. Please use font size 12, Arial.

1. Demonstrate that you have a strong track record in improving pupil outcomes. (300 words max)
2. Demonstrate how you have supported school improvement beyond your own school and contributed to the wider school system (e.g. school-to-school support; teacher training; participating in education research etc.) (300 words max)
3. Demonstrate how you have implemented national policy change and have an understanding of the challenges and opportunities policy change brings across a variety of contexts. (300 words max)

**Your CV**

Please attach a brief, up to date, CV. This should outline your employment history, any relevant voluntary work, public service or other experience and any relevant professional, academic or vocational qualifications. Your CV will be used to support the assessment of your application.

**Additional information**

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 this opportunity.

How did you find out about this post?

If you are not successful in this appointment, would you be happy for the Department for Education to keep your information on record and engage with you regarding wider opportunities to contribute to policy development in future? This might involve accommodating school visits, joining other advisory groups, or participating in user-research. Your involvement in any opportunities would be entirely voluntary and agreeing to be contacted places no obligation to be involved.

Yes  No

**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.HTRG@education.gov.uk](mailto:Recruitment.HTRG@education.gov.uk)**.** Please use the following reference codes in the subject line of your email, depending on which group you are applying for:

Primary Headteachers Reference Group

PRIMARY-[LASTNAME]-[FIRSTNAME]

Secondary Headteachers Reference Group

SECONDARY-[LASTNAME]-[FIRSTNAME]

The closing date for applications is **5pm** **on** **Friday 2 August 2019**

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. All information is anonymised and only used for statistical purposes.

**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)**

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

1. Information about DfE’s public bodies can be found here: <https://www.gov.uk/government/publications/department-for-education-non-executive-appointments> [↑](#footnote-ref-1)
2. Exceptions that might apply are: for candidates leading schools without this performance data (such as special schools; alternative provision; middle and junior schools) in which case we would expect strong school performance; for candidates who have lead schools or trusts within the past 2 years who meet this criteria. Those wishing to apply under these circumstances will be considered on a case by case basis and can contact the mailbox with any questions. [↑](#footnote-ref-2)