

Information for Applicants for Leadership Roles in East Sussex Maintained Schools - February 2023

Please read the guidance notes contained within the application form, as well as the information below:

Application Form

It is imperative that the application form is completed in full and signed. Please follow the instruction to use black ink or typescript as your form may be scanned or photocopied. If you are submitting your application form electronically, you will be asked to sign the form should you be invited to interview.

When submitting your application, it is important that you relate your skills, experience and abilities against the person specification, identifying against each criterion, examples of your expertise. The shortlisting panel cannot guess or make assumptions. Please make sure you complete the application form that was sent to you with the application pack as this will be the most up to date version.

Please complete each section of the application in full. Please do not replicate part of the application form elsewhere to complete it in your own style. It is important for the purposes of gathering information for our safer recruitment process that applicants follow the format of the application form. This ensures that the panel is presented with the information that is required for short listing and that the information is presented by applicants in a consistent way.

Please do not attach a previously prepared CV as an alternative. It is important that we are able to compare candidates' experience by drawing on the same range of information.

Personal statements in support of an application will often need to be longer than the space provided on the form, and these should be attached to the application on a separate sheet. Please refer to the information contained within the recruitment pack for the length and presentation of your personal statement.

Letter of Application

In addition to the application form, we ask that you write a covering letter briefly describing the extent to which your experience has prepared you for the post for which you have applied.

The selection panel will look to see how well you have focused your application on the needs of the school in addition to relating your skills and knowledge to the person specification with supporting evidence which demonstrates how you meet the range of criteria.

Referees

School leadership vacancies:

For your application for **any** of the following vacancies, irrespective of your current role please see below the requirements for referees:

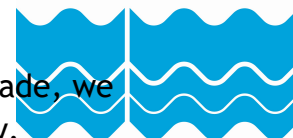
- **Executive headteacher or headteacher** - irrespective of your current teaching/school leadership role please provide the name, role, and contact details of the chair of governors of your current or most recent school **and** the Director of Children's Services (CSD) or Multi Academy Trust (MAT) Chief Executive Officer (CEO).
- **Head of school** - irrespective of your current teaching/leadership role please provide the name, role, and contact details of your executive headteacher/headteacher of your current or most recent school.
- **Deputy headteacher** - irrespective of your current teaching/leadership role please provide the name, role, and contact details of your executive headteacher/headteacher of your current or most recent school.
- **Assistant headteacher** - irrespective of your current teaching/leadership role please provide the name, role, and contact details of your executive headteacher/headteacher of your current or most recent school.

Voluntary Aided or Controlled Schools - Church of England (CE), Catholic

If a third reference is required for Voluntary Aided (VA) or Voluntary Controlled (VC) school the letter from the chair of governors or school will state this.

Candidates for VA schools: Should give the name and address of the Parish Priest, Vicar, Minister or Pastor as appropriate. The governing board for the recruiting school will take up church references.

References will be taken up if you are short listed in advance of the selection process. In view of the nature of the post no offer of employment can be made without these. If, for any reason, you feel unable to give your present or most recent employer as a referee, or cannot consent to referees being contacted prior to interview, please send a covering letter explaining why.



In the event we seek references prior to a provisional job offer being made, we will not seek information relating to sickness absence or medical history.

If you do not wish for us to contact your referees or previous employers prior to interview, please indicate below, giving your reason why:

We ask that you do not include photocopies of open testimonials. We will always write to your current or previous employer for a professional judgement of your suitability for the post. If you have been employed in your present school for less than five years, the governing body may wish to seek further supporting information from your previous employer(s).

Qualifications

Please bring documentary evidence of your Qualified Teacher Status (QTS) and other relevant qualifications (excluding GCSE, “O” and “A” levels) e.g., confirmation of the completion of the statutory period of induction to your interview. The selection panel will ask to see the original certificates, and copies will be taken for your application.

If you have achieved the National Professional Qualification for Headteachers (NPQH) or any other professional qualifications e.g., National Qualification for School Leaders (NPQSL), National Qualification for Middle Leaders (NPQML), please bring copies of these qualifications to the interview for checking.

Medical Information and Disclosure and Barring Service (DBS) Disclosure

Prior to appointment, you will need to complete a health statement which will be assessed by our OH referral service, Team Prevent.

East Sussex County Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure issued with this Authority as the employer.

This disclosure will need to be approved by the County Council before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (“the 2018 Regulations”)

The post of Headteacher is directly concerned with the management of early or later years provision; therefore, the post is covered by the 2018 Regulations.



The school will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate will be required to demonstrate to the school, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations.

If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

Eligibility to Work in the UK

In line with Safer Recruitment guidance issued by the DfE and other employment-related legislation, you will be required to provide evidence of your identity and eligibility to work in the UK. The evidence required is one of the following documents:

- a full British passport (current or expired) or other passport stating your eligibility to work in the UK.
- a full birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance number, for example, P45, P60 or a document issued by HM Revenue & Customs or another Government Department. (A document showing a temporary NI number would not be satisfactory.)

Data protection

East Sussex County Council will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment.

Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.

For further information, see our privacy notice for job applicants at <https://www.eastsussex.gov.uk/privacy/job-applicants-and-employees/>

We would like to take this opportunity to thank you for your interest in working for schools within East Sussex County Council and wish you every success in the future.