



Richard Challoner School

Manor Drive North
New Malden, Surrey KT3 5PE
Tel: 020 8330 5947

TEACHER OF PSYCHOLOGY AND ADDITIONAL SECOND SUBJECT

Start date: 1st September 2019

***Salary dependent upon experience, Outer London payscale, NQT's welcome to apply.
TLR available for additional responsibilities, including Head of Department.***

We are seeking to appoint a talented and enthusiastic teacher to teach A'Level Psychology. The successful candidate will be an inspirational teacher, be able to demonstrate a passion for their subject and have the ability to engage and motivate students of all abilities in the post 16-age range.

With a proven record of accomplishment of outstanding results, they will have a commitment to raising aspirations and achievements, and supporting the wider school community. The appointed teacher will support the ethos of the school and help maintain the core values of integrity, respect and humility. They will have the highest expectations of the students and create drive and ambition for them to succeed, in all that they do.

"The care provided for pupils is outstanding and staff work tirelessly to ensure that pupils are happy and achieve." Ofsted

Richard Challoner is an outstanding Catholic school for boys aged 11-16, with a thriving mixed Sixth Form; it is designated a Leading Edge School and has World Class status. Students at the school make excellent progress (top 10% of schools for KS2-4 progress and attainment) and demonstrate excellent behaviour for learning.

The successful applicant will benefit from an outstanding programme of support, both within the Psychology Department and as part of the whole school CPD programme. Our professional development and staff support programme is second to none.

Please provide cover letter, supporting CV and application form to the Clerk to Governors, Mrs Heather Fowler, via clerk@challoner.kingston.sch.uk

Closing Date: 5pm Monday 25th February 2019

Interviews to be held w/c 4th March 2019

Richard Challoner School is committed to safeguarding and promoting the welfare and safety of children and to equality of opportunity. Appointment to this post will be subject to satisfactory references and an enhanced disclosure from the Disclosure and Barring Service.



Subject Leader for Psychology

PERSON SPECIFICATION

Attributes	Qualities
Personal	<ul style="list-style-type: none"> • A person of outstanding character • A genuine desire to help children to do the best that is possible • Patience and empathy with children and other adults • Optimism, enthusiasm, vision and creativity • Determination and a 'can do' approach • Reliability and consistency • Adaptability and resilience • Ability to work as part of a team • Ability to work well independently • Ability to review and reflect on own practice • Ability to seize the initiative • Ability to relate to and inspire young people • A sense of humour
Attitudes	<ul style="list-style-type: none"> • A commitment to working for the benefit of others • A commitment to 'going the extra mile' for the pupils in our care • A commitment to the wider school community • A commitment to the Catholic values and ethos of our school • A commitment to give every individual his due • The courage to take risks
Knowledge and Skills	<ul style="list-style-type: none"> • Understanding of the National Curriculum • Understanding of the GCSE and GCE exam syllabus • Understanding of how children learn • Excellent oral, written and interpersonal skills • Understanding of how to assess progress and improve student outcomes • Understanding of outstanding teaching that is engaging and challenging
Qualifications	<ul style="list-style-type: none"> • A degree in a subject relevant to the post • Qualified Teacher status



Post Title	:	SUBJECT LEADER with responsibility for Psychology
Post Holder	:	
Accountable to	:	<ul style="list-style-type: none">● Link member of the Senior Leadership Team (SLT) attached to your subject area● Headteacher● Governing Body
Responsible for	:	<ul style="list-style-type: none">● Teaching and non-teaching staff in your department● Students following a course in your subject area
Links	:	<ul style="list-style-type: none">● Students and Parents/Carers● Teaching and non-teaching staff● Governing Body● Learning Support Staff● Pastoral Support Staff

MAIN RESPONSIBILITIES:

- To be a leading professional in the school and to ensure the development and progress of all students through effective teaching, assessment and monitoring of the subject, with due regard to the aims and objectives of the school and its Catholic ethos.
- To lead and inspire teachers in your subject area and ensure that each teacher is working effectively, to deliver a high quality and appropriate academic experience (both curricular and extra-curricular) to all students in a safe, well-supported, well-resourced and well-looked after environment.



MAIN AREAS OF RESPONSIBILITY AND ACCOUNTABILITY:

Policy/Strategic direction and development

- Contribute to whole school policy-making and strategic planning through the Subject Leaders' Forum and as required by the Headteacher
- Prepare, monitor and update a Department Development Plan (DDP), using Perspective, and ensure it reflects the priorities established in the School Development Plan (SDP)
- Ensure the DDP is reviewed on at least a half termly basis, in liaison with your designated SLT link
- Ensure the school policies and strategies are embedded in the departmental schemes of work and reflect day to day practice within the department
- Prepare an annual examinations analysis as part of the department's self-evaluation cycle and contribute to the whole school self-evaluation cycle
- Prepare and deliver reports to the Governing Body as part of the monitoring cycle that has been put in place for department areas

Leadership & management of others

- Lead and manage the department; recruiting, inducting, developing, deploying, motivating and appraising members of the department to ensure they have clear expectations of their roles and that high performance standards are achieved and maintained
- Empower members of the department to develop their potential, to ensure continuous improvement
- Chair departmental meetings and ensure they are used effectively to review performance and that actions are recorded and implemented
- Ensure safety of staff and students within the context of the department's work



Teaching and learning

- Promote excellence in teaching and learning, to ensure all students develop their potential and are equipped for life beyond school
- Exemplify, in own practice, the skills of teaching and learning typified by lead professionals and co-ordinate the sharing of good practice throughout the department, in line with school policy and future developments
- Ensure schemes of work are used, reviewed and modified, to enable the maintenance and development of high standards of teaching and learning and to reflect new initiatives in the curriculum
- Ensure individual student progress is regularly assessed, recorded and reported and used to inform future teaching
- Keep up to date with developments in your subject area and education in general, to ensure that best practice is adopted within the department
- Ensure the department's delivery and development of the curriculum at KS3, KS4 and Post 16 is effective in meeting the needs of all students and ensure that the progress of all groups is monitored. Where necessary, coordinate and lead on appropriate intervention programmes and strategies.

Subject enrichment

- Seek opportunities to develop the provision of enrichment activities in your subject area by actively promoting interest in the subject outside the immediate physical and timetabled confines of the department, through use of displays, clubs, visits by outside speakers, trips, etc
- Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events



Management of resources

- Identify and collate the future resourcing needs and aspirations for the department, for consideration in the school budget planning process
- Monitor the department's budget and purchasing arrangements, to ensure the efficient and effective use of all resources
- Ensure all resources are of benefit to teaching and learning and maintaining high standards in the department
- Ensure all resources are fit for purpose and used in accordance with health and safety guidelines
- Work with the Senior Assistant Head responsible for timetable, to ensure the department's teaching commitments are effectively and efficiently roomed

Training & development of self and others

- As a lead professional, set personal targets and take responsibility for own continuous professional development
- Ensure training needs within the department are identified, appropriately met and that all members of the department are active in their own personal and continuous professional development
- Take a lead role in the performance management process of teachers in your subject area, as directed by the Headteacher

GENERAL EXPECTATIONS:

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan
- Contribute to the school's programme of extra-curricular activities



- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Undertake other reasonable duties related to the job purpose, required from time to time

REVIEW AND AMENDMENT

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Signed:

Date:

Name

Prepared by:

Date:

Sean Maher – Headmaster



CES MODEL APPLICATION FORMS

AND SUPPLEMENTARY FORMS

NOTES TO APPLICANTS

These Notes accompany the relevant CES model Application Forms for each category of employee, and the model Recruitment Monitoring Form and the model Rehabilitation of Offenders Act 1974 – Disclosure Form, together referred to as the “supplementary forms”. Where there is a distinction between categories of employee to which these Notes apply, it will be clearly highlighted herein.

Applicants are advised to read through these Notes fully before completing the Application Form and the supplementary forms.

Applicants are advised that references to School/College in the Application Forms, the supplementary forms and these Notes to Applicants includes Academies. Further, references to Governing Body in those documents include an Academy Trust/Company and/or its Governing Body/Board of Directors/Local Governing Body.

TECHNICAL INSTRUCTIONS

1. Depending on the recruiting school/colleges own requirements applicants may complete the Application Form and supplementary forms in three ways:-
 - 1.1. Completion and submission electronically;
 - 1.2. Completion electronically, printing and submitting hardcopy via post, by fax or by scanning and emailing;
 - 1.3. Printing off and completing in handwritten format, then submitting by post, by fax or by scanning and emailing.

2. Where applicants complete the Application Form and supplementary forms and submit by post, written acknowledgement of receipt will only be provided where the applicant has supplied a stamped addressed envelope with their posted application.
3. Where applicants are completing the Application Form and supplementary forms electronically, applicants should press the TAB button to proceed to the next section of the Application Form and/or supplementary forms.
4. **Where applicants run out of space to provide answers to any particular section of the Application Form, they must continue on the additional pages at the back of the Application Form clearly citing the section number (and sub-section number, where applicable) to which their answer refers.** They should also complete their name, date of birth and the post applied for at the top of each of the additional pages used.

GENERAL INFORMATION

5. Applicants must ensure that they are using the most up to date version of the Application Form and supplementary forms. Where there is any doubt, applicants should contact the school/college where the position applied for is based, or the contact person mentioned in the details of the post.
6. Applicants are reminded that this is an application for a post in a Catholic Voluntary Aided School/Catholic Voluntary Academy (if applicable) where the Governing Body/Academy Trust is the employer and that the post will be subject to the terms and conditions of the appropriate CES model contract of employment. A copy of the relevant contract will be provided to the applicant if they are shortlisted for interview.
7. Applicants should note that, in accordance with the safeguarding vulnerable groups' regime, it is their responsibility to have made any necessary registrations relevant at the time of making this application which is required for people working or volunteering with children. Accordingly, applicants are put on notice that any offer of employment made will be conditional upon the results of checks from the Disclosure & Barring Service ("the DBS") and Employer Access Online (regarding teacher prohibition/disqualification from working with children and young people).
8. Before signing this form, applicants must ensure that every section has been completed. Failure to complete all relevant sections may result in an application being rejected.
9. All Application Forms, supplementary forms and any relevant documentary evidence should be sent to the school/college where the position applied for is

based, or as instructed in the details of the post. Applicants should not return any Application Form and/or supplementary forms and/or any relevant documentary evidence to the CES. Any applications received by the CES will not be forwarded or returned but shall be securely disposed of.

THE APPLICATION FORM – GUIDANCE ON COMPLETING SPECIFIC SECTIONS

Applicants are advised that the Governing Body complies with the School Standards and Framework Act 1998 and the Equality Act 2010.

Details of the Role Applied For

Please delete whichever of “VA School” and “Voluntary Academy” does not apply.

10. Section 1 all Application Forms – Applicant’s Personal Details

Please ensure that any former names are provided where appropriate, for example, a maiden name or change of name by deed.

1.6 and 1.8 - Senior Leadership and Teacher Application Forms only – where you have obtained qualified teacher status from a jurisdiction other than England (1.6) or Wales (1.8) please insert your membership number for the relevant teaching profession regulator at 1.8 and provide details of the specific regulator on the additional pages at the back of the Application Form.

1.9 and 1.10 – Senior Leadership and Teacher Application Forms and 1.4 and 1.5 – Support Staff and Lay Chaplain Application Forms – if you have undergone a Disclosure & Barring Service check in your current/previous employment, please provide your DBS number and date of last check.

11. Details of Applicant’s Present Employment

Section 2 all Application Forms

2.1 – if the applicant is not currently employed they should tick the box that says “no” and proceed to Section 3.

12. Applicant’s Employment History and Professional Experience (for Support Staff and Lay Chaplain this section is entitled “Applicant’s Employment History and Work Experience”)

Section 3 all Application Forms

Applicants should provide full and accurate details of relevant employment history and professional or work experience. They should not repeat the information provided at Section 2 (if applicable) relating to present employment. Where the applicant is a student seeking a first time appointment they should provide details of teaching practice to date (if applicable).

13. Other Employment/Work Experience

Section 4 Senior Leadership and Teacher Application Forms and Section 3 Support Staff and Lay Chaplain Application Forms

4.1 - Applicants should provide details of all other employment and paid or unpaid experience after the age of 16 (e.g. employment unrelated to the teaching profession, voluntary work etc).

4.2 – Applicants must ensure that there are no gaps in the chronology of their education and/or employment history from the age of 16 to the present day. Section 4.2 should be used to account for any gaps, for example, for time spent raising a family or travelling etc. Failure to provide a full account may lead to an application being rejected. (Applicants completing the Support Staff or Lay Chaplain Application Form must complete the corresponding section, which is section 3.2).

4.3 – Applicants must declare whether they have ever been ordained and/or been a member of a religious community. Where the answer to this question is ‘yes’, the Applicant must provide full details and expect that this will be discussed in more detail if they are successfully shortlisted for interview, more particularly in relation to their Canonical status and whether the Applicant is subject to any restrictions which may affect their suitability for appointment to the post applied for. (Applicants completing the Support Staff or Lay Chaplain Application Form must complete the corresponding section, which is section 3.3)

14. Post-11 Education and Training

Section 5 Senior Leadership and Teacher Application Forms and Section 4 Support Staff and Lay Chaplain Application Forms

Applicants should provide details of education received in this country and/or abroad, academic vocational qualifications obtained including degrees, with class and division, and Teacher Certificates. Applicants must include postgraduate and professional qualifications. Applicants are advised that they may be required to produce evidence of qualifications attained.

Catholic Certificate in Religious Studies (“CCRS”) – this was formerly known as the Catholic Teachers’ Certificate and Certificate in Religious Education.

Teacher post Application Forms only - require the Applicant to state which subjects they are qualified to teach, other subjects for which they may have experience to teach, and give details of any other specialisms and special areas of teaching interest.

Section 5.1 – Senior Leadership posts only - the CES recognises that NPQH is no longer a mandatory requirement in England but applicants should still provide details of NPQH where requested in the Application Form as a potentially desirable qualification. Applicants for Headteacher posts in Wales must provide details of NPQH as this remains a mandatory requirement for first Headship appointments.

15. Supporting Statement

Section 8 Senior Leadership and Teacher Application Forms and Section 6 Support Staff and Lay Chaplain Application Forms

Applicants should ensure that their supporting statement is clear and concise and does not exceed 1,300 words. It is preferable, although not compulsory, that the supporting statement is word-processed.

16. References

Section 9 Senior Leadership and Teacher Application Forms and Section 7 Support Staff and Lay Chaplain Application Forms

All applicants are required to provide details of at least two, and up to three, referees. A referee who is a current or former employer must have full access to the applicant’s personnel records. This is in order to ensure that the information provided is accurate.

However, there may be situations where the referee does not have full access to an applicant’s records for data protection and privacy reasons. If that is the case, the referee will need to be in a position to complete the reference to an acceptable standard with information relating to the applicant’s dates of employment. All posts are subject to satisfactory references.

It is the applicant’s responsibility to ensure that they have obtained their nominated referees’ explicit consent to pass on their contact details to the school. Not only is this a matter of courtesy but ensures that the General Data Protection Regulation is being complied with.

Applicants are advised that schools/colleges designated with a religious character in England and Wales are permitted by law to require certain posts to be filled by practising Catholics. In certain specific circumstances, it is possible that a temporary post may be filled by a person who is not a practising Catholic and there is no intention to deter suitable applicants from expressing their interest.

Senior Leadership posts – Applicants are advised that the ‘Memorandum on Appointment in Teachers To Catholic Schools’ (amended September 2014), provides that ‘the posts of Headteacher or Principal, Deputy Headteacher or Deputy Principal and Head or Coordinator of Religious Education are to be filled by practising Catholics’. The Memorandum may be viewed by visiting the CES’s website at: <http://www.catholiceducation.org.uk/employment-documents/recruitment-process/item/1000049-memorandum-on-appointment-of-teachers-to-catholic-schools>

Teacher posts – Applicants are advised that schools/colleges are entitled to give priority to Catholic applicants. A higher degree of priority may be given to practising Catholic applicants but applications from all Catholic applicants (whether practising or not) are eligible to be given priority over applicants who are not Catholic. Nevertheless, applicants who are not Catholics are welcome to apply.

Support Staff posts – Applicants are advised that schools/colleges (in England only) are entitled to give priority to Catholic applicants where it can be demonstrated that attaching this requirement to a particular post is a proportionate means of achieving a legitimate aim (commonly known as a “genuine occupational requirement”). The recruitment documentation should make clear whether this requirement applies to the post.

Definition of “practising Catholic” – Schools/colleges may provide guidance to the applicant regarding the definition of a “practising Catholic” with the application pack and/or in the event that the applicant is shortlisted for interview.

In summary, all suitably qualified Catholic applicants, regardless of the teaching post for which they are applying, are eligible to be given preference over applicants who are not Catholic. Practising Catholic applicants should nominate their Parish Priest as one of their referees. Those applicants applying for permanent Senior Leadership posts referenced in the Memorandum must provide such details.

For other teaching posts, Catholics who do not consider themselves to be “practising” may provide a copy of their baptism certificate with their application form, instead of providing a Priest’s reference. Alternatively, they should provide details of the name and address of the Parish where they were baptised and the date of their baptism. For support staff posts, the recruitment documentation should make clear whether being a Catholic is a requirement for the post.

Notes (i) – Applicants must advise the school/college if they do not want them to contact any of their referees and provide reasons. For example, where applicants are currently employed, they may not wish the school/college to contact their employer until such time that they have given notice to terminate their employment.

Section 9.2 Senior Leadership and Teacher Application Forms and Section 7.2. Support Staff and Lay Chaplain Application Forms – In the event that an applicant is appointed, any failure to disclose the existence of a relationship, whether it be by marriage, blood or as co-habitee, between the applicant or their spouse/civil partner/partner with a member, or an employee, of the Governing Body of the school/college where the post is situated may be considered a disciplinary offence warranting summary dismissal.

17. Immigration, Asylum and Nationality Act 2006

Section 13 Senior Leadership and Teacher Application Forms and Section 11 Support Staff and Lay Chaplain Application Forms

In accordance with the legal requirements of the Immigration, Asylum & Nationality Act 2006 (“the 2006 Act”) (as amended) the Governing Body is under a legal duty to require all members of staff to provide documentary evidence of their entitlement to undertake the position applied for and to ensure that they have an ongoing entitlement to live and work in the UK. These checks need to be carried out for every person the Governing Body employs regardless of race, ethnicity or nationality. Therefore, on conditional offer of employment, and before a successful applicant commences their post, they must provide supporting evidence of their right to live and work in the UK. Generally speaking, the provision of one of the documents listed below will be sufficient proof but applicants are advised to consider the UK Visas and Immigration requirements for preventing illegal working in the UK for a full list of documents that may prove such entitlement which can be found on the Home Office’s website.

The most common proof of entitlement documents are:

- (a) A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- (b) A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- (c) A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- (d) A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- (e) A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- (f) A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- (g) A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

The above list is non-exhaustive.

18. IMMIGRATION ACT 2016

Section 14 Senior Leadership and Teacher Application Forms and Section 12 Support Staff and Lay Chaplain Application Forms

Part 7 of the above Act places a legal duty on those recruiting staff to work in public facing roles within the public sector. Public facing roles within the public sector would include leadership teams, teachers, support staff and others employed to work in state schools. The said duty is to ensure that the applicant is fluent in English or Welsh, as applicable.

The government has produced a code of practice to guide employers on how to implement the requirement without breaching the provisions of the Equality Act 2010.¹

It is important not to discriminate on the basis of accents and dialects, as this could amount to discrimination on the grounds of race. Note that there is no requirement to test existing staff who are already employed at the school and the code of practice should be considered when recruiting new applicants.

19. Declaration

Section 15 Senior Leadership and Teacher Application Forms and Section 13 Support Staff and Lay Chaplain Application Forms

The Governing Body has a duty to make a report where the applicant provides false information in prescribed circumstances in accordance with the Education Act 2002.

SUPPLEMENTARY FORMS

20. Recruitment Monitoring Form

Applicants are not required to complete the Recruitment Monitoring Form, however, if they do, they will be helping the school/college to fulfil its duties under the Equality Act 2010.

The Recruitment Monitoring Form will be used purely for monitoring and statistical purposes and will not form part of the application or the recruitment process. The persons involved in the recruitment process will not have sight of the completed Recruitment Monitoring Form.

Where applicants wish to complete the Recruitment Monitoring Form they should return it *with* their completed application but in a *separate* sealed envelope clearly marked “Confidential – F.A.O: Recruitment Monitor”.

21. Rehabilitation of Offenders Act 1974 – Disclosure Form

¹ See:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/573013/english_language_requirement_public_sector_workers_code_of_practice_2016.pdf

We require all applicants that fall outside of the exemptions contained in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) to provide details of their criminal record at an early stage in the application process by completing the Rehabilitation of Offenders Act 1974 – Disclosure Form. The Disclosure Form should be sent *with* their completed application but in a *separate* sealed envelope clearly marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”.

The Disclosure Form will only be seen by those persons within the school/college and/or Governing Body who are required to see it as part of the recruitment process.



MODEL RECRUITMENT MONITORING INFORMATION FORM

THE INFORMATION PROVIDED BY YOU WILL BE USED FOR MONITORING AND STATISTICAL PURPOSES ONLY AND WILL NOT SUPPLEMENT OR FORM PART OF YOUR APPLICATION, THE SELECTION CRITERIA USED OR THE SELECTION PROCESS GENERALLY.

You are not obliged to complete this form but, if you do so, it will help us to fulfil our duties under the Equality Act 2010 to eliminate unlawful discrimination, harassment and victimisation, to promote and advance equality of opportunity and to foster good relations between people who share a relevant “protected characteristic” and those who do not. “Protected characteristics”, as defined by the Equality Act 2010, are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation

Post title:	School:
Date of birth:	

1. GENDER

Male

Female

2. COUNTRY OF BIRTH

My country of birth is:

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3. ETHNIC ORIGIN

I would describe my ethnic origin as:

1. White	4. Asian, Asian British, Asian English, Asian Scottish or Asian Welsh
British <input type="checkbox"/> English <input type="checkbox"/> Scottish <input type="checkbox"/> Welsh <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background (please specify)	Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background (please specify)
2. Black, Black British, Black English, Black Scottish or Black Welsh	5. Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh
African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background (please specify)	Chinese <input type="checkbox"/> Any other Chinese background (please specify)
3. Mixed	6. Other ethnic group
White & Asian <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/>	Other ethnic group (please specify)

Any other Mixed background
(please specify)

4. RELIGION

I would describe my religion as:

- None
- Catholic
- Other Christian
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Any other

5. DISABILITY

The legal definition of disability is 'a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities'. Some specific conditions deemed to be disabilities include HIV, cancer, multiple sclerosis and severe disfigurements.

Do you have a disability, long-term illness (mental or physical), on-going medical condition or treatment that we should be aware of?

Yes:

No:

Data Protection Act

I hereby give my consent for the Recruitment Monitoring Information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signature:

Date:



MODEL REHABILITATION OF OFFENDERS ACT 1974 – DISCLOSURE FORM

This disclosure form is supplementary to the relevant section relating to the Rehabilitation of Offenders Act 1974, of the relevant CES model Application Form.

Where you are making an application in writing, this form must be completed and sent in a separate, sealed envelope marked “confidential” and returned with your completed Application Form and any other supplementary or supporting documents.

1. In accordance with statutory requirements certain pre-employment checks are conducted for positions that involve work with vulnerable groups, specifically children and vulnerable adults.
2. The information obtained from these checks is used to help safeguard these groups. It will not be used to discriminate unfairly against those with convictions which we consider unrelated to working with vulnerable groups.
3. Having a criminal record will not automatically bar you from employment or voluntary work with us.

As the position you are applying for gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a “protected” conviction/caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013) and, therefore, not subject to disclosure. **This means that you must disclose spent and unspent convictions on this form other than those which are so “protected”. This may include any driving offences. Guidance on the filtering of “protected” convictions and cautions can be accessed on the Disclosure and Barring Service website.**

Failure to disclose any disclosable criminal convictions could lead either to your application being rejected or, if you are appointed, to dismissal if it is subsequently discovered that you have had any criminal convictions. It is a criminal offence to apply for a position working with children if you are excluded from doing so.

Failure to complete this form may render your application invalid.

Full Name:

Date of Birth:

Post Applied for:

Please check the appropriate box to indicate whether you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013):

No:

Yes:

If you have answered yes to the question above, please set out the details below:-

Date of Conviction/pending Hearing/Caution/Reprimand/Warning	Offence	Sentence	Details of Police/Court involved

Declaration: I hereby certify that the information given above is true and accurate:

SIGNATURE :

DATE :

YOUR PERSONAL DATA

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we will collect and process the data we have asked you to provide on this disclosure form. Please see the privacy statement below.

Privacy Notice: Important Information Regarding Your Data

1. We Richard Challoner School, manor Drive North, New Malden, Surrey. KT3 5PE

2. To the extent that you have disclosed any criminal record information on this form, your information may be shared with OFSTED and the Local Authority Designated Officer for child protection matters (the LADO). As a Catholic education provider, we work closely The Diocese of Southwark with whom we may be required to share the information you have provided on this form.

3. The person responsible for data protection within our organisation is Mike Cloudsdale and you can contact them with any questions relating to our handling of your data. You can contact them by telephone on 020 8330 5947 or via email at rcb@challoner.kingston.sch.uk

4. We require the information requested on this form in order to process your application for employment and to ascertain whether you are a suitable candidate to work with children/in a child centred environment.

6. We require you to complete this form regarding criminal record disclosure as the information is needed in order to comply with our legal obligation to safeguard and protect children from harm.

7. If your application is successful and you have disclosed criminal record information on this form, we shall retain the form as part of your permanent employment record and afterwards in accordance with the School's data retention policy. In addition, we shall document and retain records of relevant guidance/advice received by OFSTED and/or the LADO and any other appropriate third party.¹

8. If you are unsuccessful and you have disclosed criminal record information which could disqualify you from working with children/in a child centred environment, we shall share the information you have provided on this form with OFSTED and/or the LADO and any other appropriate third party.²

9. If you are unsuccessful and you have not disclosed criminal record information on this form, this form shall be destroyed after a maximum period of 6 months.

10. If you fail to complete this form we will not be able to comply with our legal duty to safeguard children and cannot therefore continue to process your employment application or offer you a position within our organisation.

11. To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by contacting Mike Cloudsdale (see point 3 above). If you are unhappy with how your complaint has been handled you can contact the Information Commissioners Office via their website at: ico.org.uk

¹ See paragraph 2.

² Ibid

CONFIDENTIAL



TEACHER APPLICATION FORM

*(Before completing this form please read **Notes to Applicants**)*

NAME OF CANDIDATE:

TO BE USED FOR THE FOLLOWING TEACHING POSITIONS ONLY:-

Lead Practitioner

Fast Track Teacher

Teacher

Newly Qualified Teacher

Unqualified Teacher

Instructor

Please use the latest version of this application form which can be downloaded from the Catholic Education Service website: www.catholiceducation.org.uk

BEFORE YOU BEGIN PLEASE CHECK THAT YOU HAVE THE FOLLOWING:-

1. Correct Application Form for the post being applied for
2. Notes to Applicants
3. Recruitment Monitoring Form
4. Rehabilitation of Offenders Act 1974 – Disclosure Form

PLEASE DO NOT RETURN ANY COMPLETED APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO THE CATHOLIC EDUCATION SERVICE. PLEASE RETURN ALL COMPLETED

Model Application Form – Teacher – version 12 – September 2013 – updated May 2018
THE CATHOLIC EDUCATION SERVICE ©

APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO THE SCHOOL/COLLEGE WHERE THE POSITION APPLIED FOR IS BASED, OR AS INSTRUCTED IN THE DETAILS OF THE POST.

DETAILS OF ROLE APPLIED FOR

Application for the position of:

Full Time:

Part Time:

Job Share:

At:

VA School / Voluntary Academy

At which the Governing Body / Academy Trust Company is the employer of staff

In the Local Authority of:

In the Archdiocese/Diocese of:

Please state where (or how) you first learned of this vacancy:

1. APPLICANT'S PERSONAL DETAILS

1.1

1.1.1 Title:

1.1.2 Surname:

1.1.3 First Name(s):

1.1.4 Known as (if applicable):

1.1.5 Any former name(s):

1.1.6 Religious Denomination/Faith:

1.1.7 Address:

1.1.8 If you have lived at this address for less than 5 years, please list all other addresses at which you have lived during this period with dates:

Address	Dates

1.1.9 Telephone numbers:

Home:

Mobile:

Work:

1.1.10 Email Address:

1.2 How do you prefer to be contacted?

1.3 National Insurance No.:

1.4 DfE Teacher Reference No.:

1.5 Do you have Qualified Teacher Status ("QTS")?

1.6 QTS Certificate No.:

1.7 Date of qualification as a Teacher:

1.8 Education Workforce Council (Wales only) or other Membership No.:

1.9 DBS No.:

1.10 DBS Check Date:

2. DETAILS OF APPLICANT'S PRESENT EMPLOYMENT

2.1 Are you presently employed? Yes No

If no, please proceed to the next section.

2.2 Details of Present Post

2.2.1 Role:

At

School/College

2.2.2 Address:

2.2.3 Telephone No.:

2.2.4 Local Authority:

2.2.5 Archdiocese/Diocese:

2.2.6 Permanent: Temporary:

2.2.7 Full time: Part time: Job Share:

2.2.8 Date of Appointment:

2.2.9.1 Notice Required:

2.2.9.2 If notice already given, date it is due to expire:

2.2.10 Description of key duties/responsibilities (including subjects and key stages taught (if applicable)):

2.3 Please provide the following information relating to present salary and scale:

2.3.1 Salary scale (e.g. Main/Upper/Leadership):

2.3.2 Group of School/Number on roll:

2.3.3 Spine Point:

2.3.4 Additional Allowances (including Inner/Outer/Fringe London):

2.3.5 Gross annual salary:

3. APPLICANT'S EMPLOYMENT HISTORY AND PROFESSIONAL EXPERIENCE

Please complete in chronological order, **starting with the most recent**:

Full name and address of school/ institution (state whether Nursery/ Primary/ Secondary/ Comprehensive/ Selective etc) (include local authority if relevant)	Approx size of roll	Age range taught & Single sex/ mixed	Post held and responsibilities including subjects and key stages taught	Dates employed Month/ Year	Reason for Leaving
				From - To	
				-	
				-	
				-	
				-	
				-	
				-	

4. OTHER EMPLOYMENT/WORK EXPERIENCE

4.1 Please complete in chronological order, starting with the most recent:

Employment/Experience	Employer/Location	Responsibilities	Dates employed Month/ Year	Reason for Leaving
			From - To	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	

4.2 If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 16 – please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.

<u>Dates (from – to)</u>	<u>Activity</u>
-	
-	
-	
-	

4.3 Please confirm whether you have ever been ordained and/or been a member of a religious community.

Yes:

No:

If yes, please provide details:-

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5. POST-11 EDUCATION AND TRAINING

5.1 Please complete in chronological order, **starting with the most recent:**

Full name and address of establishment	Full time or part time	Dates Attended	Date of Award	Awarding Body & Registration No. (if known)	Award
		Month/Year			
		From			
		-			
		To			
Post-Graduate Qualifications (please state if you hold the Catholic Certificate of Religious Studies (or equivalent))					
		-			
		-			
		-			
Higher Education Qualifications					
		-			
		-			
		-			
School/college Qualifications					
		-			

		-			
		-			

5.2 **Continued Professional Development**

Please list any courses you have completed and/or any professional development in which you have been involved in the past 3 years which you consider relevant to this post (e.g. teaching courses, First Aid, ICT etc).

Course Title	Course Provider	Length of Course	Dates From / To		Award/Grade received (if applicable)

5.3 **Safeguarding Training**

Date of most recent safeguarding training, if relevant: _____

6. PROFESSIONAL MEMBERSHIPS

Please list any relevant professional bodies of which you are a member:

7. INTERESTS AND HOBBIES

Please list your interests and hobbies outside of work:

8. SUPPORTING STATEMENT

Please provide a written statement of **no more than 1,300 words** detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification applicable to the post. You should pay particular attention to the national standards for the position for which you are applying.

9. REFERENCES

A referee who is a current or former employer should have full access to your personnel records, to the extent that this is achievable in compliance with the General Data Protection Regulation. Schools/Colleges of a Religious Character are permitted, where recruiting for Teaching posts, to give preference to applicants who are Catholic. If you are a practising Catholic, you should nominate, as one of your referees, the Parish Priest of the parish where you regularly worship.

If you are a Catholic but do not consider yourself to be “practising”, you may (as an alternative to nominating your Parish Priest as a referee) provide a copy of your baptism certificate, or the name and address of the parish where you were baptised and the date of your baptism. In requesting a Priest’s reference or baptismal information, it is not our intention to deter applicants and non Catholics are welcome to apply; please see the Notes to Applicants for further guidance.

It is the responsibility of the Applicant to ensure that all named referees, including Parish Priests, where applicable, have explicitly consented to providing a reference. You are advised to read the relevant section of the Notes to Applicants before completing this section.

Present School/Employer:

Name:

Address:

Role:

Telephone:

Email:

Other Professional (where you are not currently employed with children, this must be your most recent school/college employer):

Name:

Address:

Role (if applicable):

Telephone:

Email:

Relationship to referee:

Parish Priest/Priest of the Parish where you regularly worship (if applicable):

Name:

Address:

Telephone:

Email:

Please tick this box if you have enclosed a copy of your baptism certificate with this application form.
If you have not provided a Parish Priest’s reference or copy of your baptism certificate but you are a Catholic, please enter the name and address of the Parish where you were baptised and the date of your baptism

here:

- Notes: (i) We reserve the right to take up references with any previous employer. Please advise if you do not want us to do so at this stage and provide reasons.
- (ii) If any of your referees knew you by another name, please specify that name(s) here:

9.2 Are you (or your spouse/civil partner/partner) related by marriage, blood or as a co-habitee to any member of the Governing Body / Academy Trust Company or any current employees of the Governing Body / Academy Trust Company?

Yes: No:

If yes, please complete the following:

Name of Governing Body / Academy Trust Company member/employee	Relationship to you

10. DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS AND DISCLOSURE AND BARRING SERVICE CHECKS

10.1 The Governing Body / Academy Trust Company is obliged by law to operate a checking procedure for employees who have access to children and young people.

Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

Yes: No:

If yes, please provide details:-

10.2 By checking the box below I hereby confirm that I am not disqualified from working with children and/or have information held about me under section 142 Education Act 2002 (formerly known as inclusion on the DfE List 99):

10.3 In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks ("DBS Checks") (formerly CRB Check and ISA Check) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By checking the box below you hereby consent to a DBS Check(s) being made to the Disclosure and Barring Service ("DBS"):

11. REHABILITATION OF OFFENDERS ACT 1974

If you have been convicted of a disclosable criminal offence the details must be disclosed on the separate document entitled "Rehabilitation of Offenders Act 1974 – Disclosure Form" together with any cautions or bind-overs, pending criminal convictions, criminal actions and/or court hearings against you. The Rehabilitation of Offenders Act 1974 – Disclosure Form must be enclosed with your application in a sealed envelope marked "confidential". If you do not have any disclosable convictions, please complete the relevant section in the

Disclosure Form.

12. REQUEST FOR YOUR CONSENT TO PROCESS YOUR DATA

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.

Important Information Regarding Your Consent

1. We are Richard Challoner Secondary School, Manor Drive North, New Malden, Surrey. KT3 5PE.
2. Being a Catholic education provider we work closely with Southwark Diocese with whom we are required to share the information you provide on this application form.
3. The person responsible for data protection within our organisation is Mike Cloudsdale and you can contact them with any questions relating to our handling of your data. You can contact them by phoning 020 8330 5947 or via rcb@challoner.kingston.sch.uk
4. We require the information we have requested on this form in order to process your application for employment.
5. To the extent that you have shared any special categories of personal data¹ this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. If your application is successful, the information you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy.
7. If you are unsuccessful, your application form and any documents you have submitted in support of your application will be destroyed after a period of 6 months.
8. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.
9. You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Officer (see 3 above) that you wish to withdraw your consent.
10. To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by emailing rcb@challoner.kingston.sch.uk If you are unhappy with how your complaint has been handled you can contact the Information Commissioners Office via their website at: ico.org.uk

Request For Your Consent

Please ensure that you have read paragraphs 1-10 above and raised any relevant questions before providing your

¹ Article 9(1) GDPR sets out the special categories of personal data as follows: "personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation..."

consent below.

- I confirm that I have read and understood paragraphs 1-12 above and that I have been offered the opportunity to raise any relevant questions: YES NO [Tick applicable box].
- Please tick this box if you have any objection to our collecting and processing your personal information as described in paragraphs 1-12 above .
- I agree to my personal data being shared as stated in paragraphs 2 and 5 above:
Yes No [Tick as applicable].

13. IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

The Governing Body / Academy Trust Company will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. More information can be found in paragraph 17 of the Notes to Applicants. By checking the box below you hereby confirm that you are legally entitled to work in the United Kingdom and that you will promptly provide documentary evidence of such entitlement when requested:

14. IMMIGRATION ACT 2016

The ability to communicate with members of the public in accurate spoken English is an essential requirement for the post. The requirement is applicable to public sector workers with public-facing roles as per the statutory code of practice relating to Part 7 of the Immigration Act 2016.

15. DECLARATION

If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application may be withdrawn from the recruitment process.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily. You may also be reported to the Teaching Regulation Agency (TRA) (England only) and/or the Education Workforce Council (Wales only) and/or the Police, if appropriate.

By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and/or the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications that I claim to hold.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults

Signature:

Date:

(The post will be subject to the terms and conditions of the appropriate Catholic Education Service model contract, a copy of which will be provided to you before interview if you are shortlisted).

Additional Pages

Name:

Position applied for: