

Ref No

Please complete in block letters (NOT CAPITALS) using black ink. All information given will be treated in confidence. Candidates must complete all sections. If extra sheets are used please mark clearly with your name.

Application for PRINCIPAL

OAKGROVE INTEGRATED COLLEGE

(Office Use) Date of Receipt of Application:

Closing date for receipt of completed applications: Noon on Tuesday 25 April 2017

I. PERSONAL DETAILS

Family name:

Forename(s):

(Mr/Mrs/Miss/Ms/Dr/Other)

Teacher reference no:

Date Probation completed:

National Insurance No:

GTCNI no:

Home address:

Postcode:

Telephone (Home):

(Work):

Mobile telephone no:

Email:

I.1 PRESENT POSITION

Present Post:

Date Appointed:

School/College (name and type):

Single sex or mixed:

Age range:

Number on Roll (total):

Salary Scale/Group:

Salary £

Name and address of Employer:

I.1 PRESENT POSITION (cont'd)

Subjects/Classes taught since appointment:

Areas of Responsibility:

Notice required to terminate present employment:

Temporary/Permanent/FT/PT:

Promotion Allowance/Responsibility Points:

Summary of the principal duties and responsibilities associated with your current post:

I.2 EDUCATION AND QUALIFICATIONS

Post-primary school(s) attended

Name of school(s)

Examination results,

Subject/Level	Grade	Subject/Level	Grade

College or university attended

Name of college or university	Qualification obtained <i>(please indicate Level, Class Subject(s), Grades)</i>

Details of any post-graduate qualifications achieved

Post-graduate qualifications

I.3 TEACHING EXPERIENCE (In chronological reverse order, starting with your current position)
 Details of any previous post-graduate teaching experience, including the name(s) of the school(s) to which you were appointed, the date(s) of your appointment(s), the principal duties and responsibilities associated with your post(s) and any teaching allowances held in association with your post(s)

Post held:	FT/PT:
Name, Type, Age-Range of School/College:	Areas of Responsibility:
Mixed/Single sex:	Dates From-To:
Number on Roll:	Key Stage taught
Reason for leaving	

Post held:	FT/PT:
Name, Type, Age-Range of School/College:	Areas of Responsibility:
Mixed/Single sex:	Dates From-To:
Number on Roll:	Key Stage taught
Reason for leaving	

Post held:	FT/PT:
Name, Type, Age-Range of School/College:	Areas of Responsibility:
Mixed/Single sex:	Dates From-To:
Number on Roll:	Key Stage taught
Reason for leaving	

1.4 GAPS IN EMPLOYMENT HISTORY

Please account below for any gaps in your employment history since leaving full-time education. You should also account for any gaps in between for example a one year gap between leaving school and starting university

Reason	From	Until

2. ESSENTIAL CRITERIA FOR APPOINTMENT TO THIS POST

This section of the application form asks you to provide the evidence that you meet the essential criteria for this post set out in the first part of the personnel specification. Please read the statement of the essential criteria before you begin and provide specific employment/experience details

2.1 Please use the space below to set out the evidence that demonstrates that:

- you are a qualified post-primary teacher recognised by the Department of Education and registered with the General Teaching Council for Northern Ireland;
- by 31 August, 2017 you will have a minimum of 8 years' full time teaching experience in a post-primary school in Northern Ireland or other NI/UK curriculum area in the past 10 years;
- by 31 August, 2017 you will have a minimum of 5 years' successful experience in the past 8 years in a senior leadership position that carried two or more management points in a post-primary school or similar position in education; and
- Successful completion of a relevant postgraduate qualification, for example the Professional Qualification for Headship (PQH) or other relevant CPD courses.

Empty dotted-line box for writing.

2.2 Please use the space below to set out the evidence that demonstrates that you have an understanding of and a personal and professional commitment to the principles and values of integrated education, all-ability education, child-centred education and working in partnership with the school community (staff, governors and parents).

Large empty dotted-line box for writing.

Empty dotted-line writing area.

2.3 Please use the space below to set out the evidence that demonstrates that you have experience of leading others to achieve measureable whole-school improvement through: promoting positive behaviour management; leading and managing staff development; promoting and supporting school self-evaluation and developing community links

Large empty dotted-line writing area.

Empty dotted-line writing area.

2.4 Please use the space below to set out the evidence that demonstrates that you have experience of using relevant school-based data to inform judgments about pupils' progress and performance, the setting of targets and whole-school and individual pupil outcomes

Large empty dotted-line writing area.

Blank dotted writing area.

2.5 Please use the space below to set out the evidence that demonstrates that you have knowledge and understanding of how learning can be organised to ensure students of all abilities can achieve their potential

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2.6 Please use the space below to set out the evidence that demonstrates that you have excellent oral and written communication skills, the ability to work effectively with and through others and the capacity to make sound judgments

A large rectangular area with a dotted border, intended for writing the response to question 2.6.

2.7 Please use the space below to set out the evidence that you have experience of human resource and performance management, including leading and developing teams, financial management and ICT in education

A smaller rectangular area with a dotted border, intended for writing the response to question 2.7.

A large rectangular area with a dotted border, intended for writing a response to the question above.

2.8 Please use the space below to show how you would demonstrate your commitment to safeguarding and promoting the welfare of children and young people

A second large rectangular area with a dotted border, intended for writing a response to question 2.8.

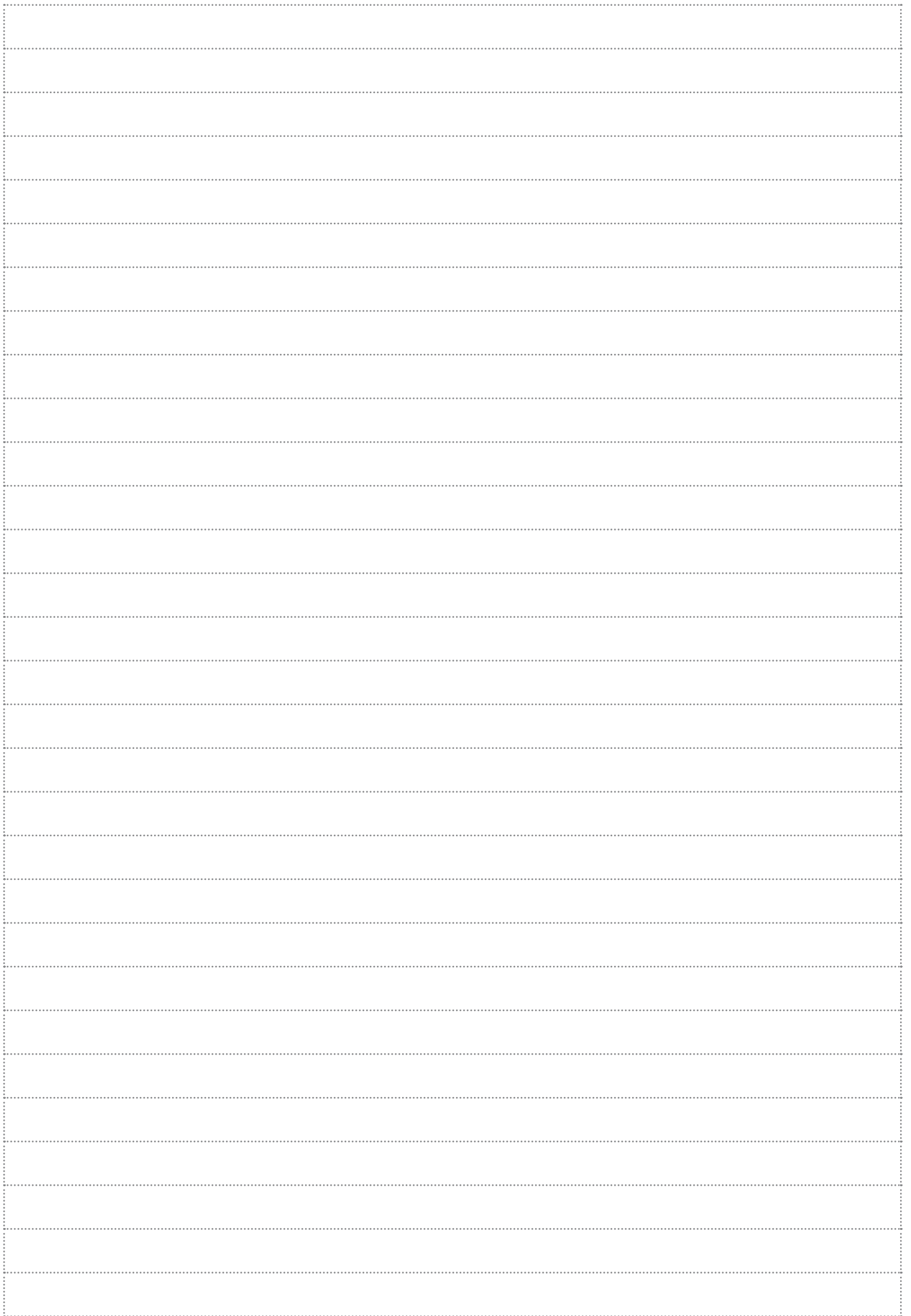
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3.DESIRABLE CRITERIA FOR APPOINTMENT TO THIS POST

In this section, you are asked to provide the evidence that demonstrates that you meet those of the desirable criteria for this post set out in the personnel specification which you have not already addressed in your application. Please read the statement of these criteria again before you begin.:

- 3.1 Evidence of taking responsibility for identifying the priorities for your continuing professional development and for ensuring that these priorities have been met.
- 3.2 Experience of dealing with pastoral and curricular issues in a whole school context.
- 3.3 Involvement in cross-community activities.
- 3.4 Experience and expertise in some or all of the following: liaison with external agencies at a senior level and public relations.

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4.REFERENCES

Please provide the names, home addresses and contact details, including e-mail addresses, of two people who are familiar with the quality of the work you do and are willing to provide the appointing panel with references. One of these should be someone who is well informed about the work you do in your present post. The consent of those you name as referees should be secured beforehand. References must not be supplied by relatives.

	Referee 1	Referee 2
Name		
Occupation		
Address		
Telephone number		
E-mail address		

5.PERSONAL STATEMENTS

Please answer the following questions, note the statement of the conditions to be met before any appointment can be confirmed and then sign and date the application form.

5.1 HEALTH

Are you a registered disabled person? YES / NO

If you are so registered, what is your registration number?.....

Have you ever had any serious illness, disease or major operation? YES / NO

If you have answered YES, please provide brief details, including dates

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5.2 CRIMINAL RECORDS

Posts involving work with children and young people in educational establishments are subject to the provisions of the Safeguarding Vulnerable Groups(NI) Order 2007.

Have you committed any criminal offences, including road traffic offences, about which the Board of Governors should be aware? **YES / NO**

If you have answered YES, please provide brief details

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Are there any such offences pending? **YES / NO**

If you have answered YES, please provide brief details

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.....
.....

Is there any reason why you would not be suitable to work with children or young people? **YES / NO**

CONDITIONS OF APPOINTMENT

If the appointing panel offers the post to one of the candidates and he or she accepts, the appointment will not be confirmed until

- a criminal records check has been satisfactorily completed ;
- an enhanced disclosure check which is required by the Safeguarding of Vulnerable Groups (NI) Order 2007 and currently costs £30; and
- the successful candidate has been given a medical examination by a qualified doctor nominated and paid for by the Board of Governors which establishes that, in the opinion of this doctor, the candidate is physically and psychologically fit to take on the duties and responsibilities associated with the post

CONCLUDING STATEMENT

I confirm that

- I wish to be considered for appointment to this post
- I have read and understood the job description and personnel specification for the post
- I have completed the application in full
- I have completed and enclosed the equal opportunities monitoring questionnaire
- All the statements made in this application form are accurate and true
- I have read and understood the conditions of appointment set out above
- I have attached a passport-sized photograph of myself to the cover page of the application
- I am physically and legally able to discharge satisfactorily the duties of the post for which I have applied.
- I agree to undergo a medical examination, if requested.

I also enclose the Monitoring Questionnaire.

Signature :	Date :
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Only signed applications will be deemed as valid

Closing date for receipt of completed application is Noon on Tuesday 25 April 2017

Only hard copy completed application forms delivered by post or by hand will be accepted.

Please return completed application forms to:

Co-Chairs, Board of Governors
Oakgrove Integrated College
Stradreagh, Gransha Park
Derry~Londonderry
BT47 6TG

OAKGROVE INTEGRATED COLLEGE

PRIVATE & CONFIDENTIAL

REF NO: Prin

EQUALITY OF OPPORTUNITY

We are striving to become an Equal Opportunities employer. We do not discriminate on grounds of sex, marital status, disability, ethnic origin, religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our employees, as required by the Fair Employment Act 1989.

PLEASE COMPLETE THE FOLLOWING SECTIONS: TICK BOXES AS APPROPRIATE.

1. SEX:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Other <input type="checkbox"/>
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2. MARITAL STATUS:	Single <input type="checkbox"/>	Civil Partnership <input type="checkbox"/>	Widowed <input type="checkbox"/>
	Married <input type="checkbox"/>	Divorced <input type="checkbox"/>	Other <input type="checkbox"/>

3. DISABILITY:	Disability is defined as a physical or mental impairment which has a substantial and long term Adverse effect on the individual's ability to carry out normal day to day activities.		
	Do you consider that you have such a disability?		Yes <input type="checkbox"/> No <input type="checkbox"/>
	If "YES", please indicate the nature of your disability by ticking the appropriate box(es).		
	Mobility <input type="checkbox"/>	Learning <input type="checkbox"/>	Vision <input type="checkbox"/>
	Hearing <input type="checkbox"/>	Speech <input type="checkbox"/>	Psychiatric/Mental <input type="checkbox"/>
	Dexterity/Co-Ordination <input type="checkbox"/>		
	Other (Please Specify)		

4. ETHNIC ORIGIN	White <input type="checkbox"/>	Chinese <input type="checkbox"/>	Black African <input type="checkbox"/>
	Irish Traveller <input type="checkbox"/>	Indian <input type="checkbox"/>	Black Caribbean <input type="checkbox"/>
	Pakistani/Bangladeshi <input type="checkbox"/>		
	Other (Please Specify)		

Regardless of whether we practise our religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.	
I am a member of the Protestant community	<input type="checkbox"/>
I am a member of the Roman Catholic community	<input type="checkbox"/>
I am a member of neither the Protestant or Roman Catholic Community	<input type="checkbox"/>

If you do not complete this questionnaire, we are encouraged to use the 'residuary' method which means that we can make a determination on the basis of personal information on file.

Note It is not compulsory for you to answer the above questions. However, we would stress that it is a criminal offence under the legislation for a person to "give false information in connection with the preparation of a monitoring return".