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***For office use only***

*Ref: 2021/HOD.BS/……*

**THE WALLACE HIGH SCHOOL**

**Application Form**

Post Applied for: **Head of Business Studies, Economics and Enterprise Education:**

**Teaching Allowance 3**

Closing Date: **12.00 noon on Friday, 30 April 2021**

***Please do not attach additional sheets to this form.***

***Please complete the form in size 12 font.***

***It is preferred that application forms are emailed in Word format to*** [***recruit@wallacehigh.net***](mailto:recruit@wallacehigh.net)***. An acknowledgement will be sent by return of email.***

***If shortlisted, you will be asked to sign the printed application form at the interview, and present a form of identification.***

**Section 1: Personal Information**

|  |  |
| --- | --- |
| Title: |  |
| Full Name: |  |
| Maiden Name (if applicable): |  |
| Address (including postcode): |  |
| Email Address: |  |
| Contact Telephone Number/s  (inc. STD code): | Daytime:  Evening:  Mobile: |
| Date of Birth: |  |
| National Insurance No: |  |

**Section 2: Details of Present Employment**

|  |  |
| --- | --- |
| Name and address of present employer: |  |
| Post held: |  |
| Salary: |  |
| Main Duties: |  |
| Notice required to terminate present employment: |  |

**Section 3: Previous employment (beginning with most recent)**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer | Dates of Service | | Reason for leaving |
|  | From | To |  |
|  |  |  |  |

If possible, please explain any gaps in your employment history:

**Section 4: Education**

|  |  |  |
| --- | --- | --- |
| **Please list below your A Level or equivalent, degree and postgraduate qualifications, grades or levels and the dates awarded.** | | |
| **Qualification** | **Grade/Level**  **(if appropriate)** | **Date Awarded** |
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**Section 5: Meeting the Criteria**

Please indicate below or demonstrate through specific examples how you meet the following criteria which are either essential or desirable (if not met please leave blank).

**ESSENTIAL CRITERIA**

**Qualifications, Training and Results**

1. 2:1 Honours Degree (minimum) in Business Studies, Business Management, Economics, Finance or related degree with PGCE or equivalent.
2. Hold a teaching qualification which meets the requirements for recognition to teach in grant aided schools and be registered with the GTCNI by the agreed time of commencement

Detail of teaching qualification:

GTCNI Number: ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_ DENI Teacher Number: ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3 A strong record of CPD relevant to the post over the last three years.

Please outline below CPD courses completed (including dates and duration) which are relevant to this post.

4. A minimum of 3 years’ continuous teaching experience in Business Studies to GCSE and A Level or equivalent Level 3 or higher qualification.

As well as demonstrating that you have 3 years’ teaching experience in Business Studies to GCSE and A Level, please populate the tables below as relevant to show at least three years’ examination results at GCSE and A Level.

You should include the results achieved by students you taught, the average for the Department in Business Studies, Economics, Business Communication or alternative Level 2 or Level 3 qualification that year and the whole school average at that level for the same year. If you did not teach the below examination classes on the years specified, please change the years and complete as indicated.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GCSE - specify course title and exam board. Cumulative %** | **Your Class 2019-20** | **All candidates studying this subject 2019-20** | **Whole School**  **all subjects**  **2019-20** | **Your Class 2018-19** | **All candidates studying this subject 2018-19** | **Whole School**  **all subjects**  **2018-19** | **Your Class 2017-18** | **All candidates studying this subject 2017-18** | **Whole School**  **all subjects**  **2017-18** |
| A\* |  |  |  |  |  |  |  |  |  |
| A |  |  |  |  |  |  |  |  |  |
| B |  |  |  |  |  |  |  |  |  |
| C |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **AS or Level 3 – specify course title and exam board Cumulative %** | **Your Class 2019-20** | **All candidates studying this subject 2019-20** | **Whole School**  **all subjects**  **2019-20** | **Your Class 2018-19** | **All candidates studying this subject 2018-19** | **Whole School**  **all subjects**  **2018-19** | **Your Class 2017-18** | **All candidates studying this subject 2017-18** | **Whole School**  **all subjects**  **2017-18** |
| A |  |  |  |  |  |  |  |  |  |
| B |  |  |  |  |  |  |  |  |  |
| C |  |  |  |  |  |  |  |  |  |
| D |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A2 or Level 3 – specify course title and exam board Cumulative %** | **Your Class 2019-20** | **All candidates studying this subject 2019-20** | **Whole School**  **all subjects**  **2019-20** | **Your Class 2018-19** | **All candidates studying this subject 2018-19** | **Whole School**  **all subjects**  **2018-19** | **Your Class 2017-18** | **All candidates studying this subject 2017-18** | **Whole School**  **all subjects**  **2017-18** |
| A\* |  |  |  |  |  |  |  |  |  |
| A |  |  |  |  |  |  |  |  |  |
| B |  |  |  |  |  |  |  |  |  |
| C |  |  |  |  |  |  |  |  |  |
| D |  |  |  |  |  |  |  |  |  |

Did you share your A’Level or Level 3 teaching? YES/NO (delete as appropriate)

If you answered YES, what % of the time did you teach the class? \_\_\_\_\_\_\_\_\_

**Experience**

1. Experience of leading or supporting initiatives within a Department to improve learning. Explain the aim of the initiative, your specific role, the impact and how you measured the impact. (Give a minimum of two examples). 250 words maximum /10

2. Experience of leading or supporting initiatives at Key Stage 4 or 5 which sets targets for improvement and show tangible improvements in student achievement. Explain the aim of the initiative, your specific role, the impact and how you measured the impact. (Give a minimum of two examples). 250 words maximum /10

1. Demonstrate a clear understanding, based on experience, of strategies to help ensure innovative and engaging approaches using ICT to the teaching of subjects offered. Give two examples. Ensure you have specific examples of actions you have taken to use digital technology in your teaching and explain how you assessed the impact. 250 words maximum /10
2. Demonstrate a high degree of competence in using data to inform strategies to raise student performance. Give one example of how data has informed your practice and led to improved outcomes. Please explain clearly the baseline, the actions taken and the outcomes.

250 words maximum /10

1. Demonstrate your involvement in supporting students with an identified need in the learning of subjects offered. Give two specific examples, the role you played and how you assessed the improvement the students made. 250 words maximum /10

**Section 6: References**

Please provide two references. One reference should be your current Principal. If you are currently not working in a school, please include the Principal of the last school in which you worked.

*Reference 1 Reference 2*

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Organisation: | Organisation: |
| Address: | Address: |
| Telephone Number: | Telephone Number: |
| Email: | Email: |

**Section 7: Declaration**

|  |
| --- |
| I certify that the information supplied by me in this application is correct to the best of my knowledge. I understand that prior to an appointment being confirmed, a criminal records check will be made on me for the purposes of fulfilling the requirements of the DENI Circulars 2006/06 “Child Protection: Recruitment of People to work with Children and Young People in Educational Settings” and 2008/03 “Child Protection: Pre-Employment checking of persons to work in schools – new arrangements”. I give my permission for this to be done.  **Signature: ………………………………. Date: ……………………………….**  *You may type your signature above and, should you be selected for interview, you will be asked to sign the application form.* |

**PLEASE COMPLETE FORM ON NEXT PAGE**

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**EQUAL OPPORTUNITIES QUESTIONNAIRE**

**APPLICANTS FOR TEACHING POSTS**

**PLEASE COMPLETE THE FOLLOWING SECTIONS: TICK BOXES AS APPROPRIATE**

*(You may copy and paste the following symbol if this is easier* 🗹)

**1** **SEX:**  **MALE** 🞏 **FEMALE** 🞏

**2** **MARITAL STATUS:** **SINGLE** 🞏 **MARRIED** 🞏

**WIDOWED** 🞏 **DIVORCED** 🞏

**OTHER** 🞏 **Please state** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3 DISABILITY:**

Disability is defined as 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 yourself to have a disability? **YES** 🞏 **NO** 🞏

If yes, please indicate the nature of your disability by ticking the appropriate box(es)

1 **MOBILITY** 🞏 5 **DEXTERITY/CO-ORDINATION** 🞏

2 **VISION** 🞏 6 **PSYCHIATRIC/MENTAL** 🞏

3 **HEARING** 🞏 7 **LEARNING**  🞏

4 **SPEECH** 🞏 8 **OTHER** 🞏

Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4 RACE:**

1 **WHITE**  🞏 5 **INDIAN** 🞏

2 **CHINESE**  🞏 6 **BLACK CARRIBBEAN** 🞏

3 **IRISH TRAVELLER** 🞏 7 **BLACK AFRICAN** 🞏

4 **PAKISTAN/BANGLADESHI** 🞏 8 **OTHER** 🞏

Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Thank you for your co-operation**