



# St. Michael & All Angels Primary School

Sidney Powell Avenue, Kirkby, Merseyside. L32 0TP Tel: 0151 477 8400 Fax: 0151 477 8401

## DEPUTY HEADTEACHER

Permanent Full Time Contract

School Leadership Range L11- L15 £66,368- £73,105

To start as soon as possible

The Governing Body of St. Michael & All Angels Catholic Primary School wish to invite applications from outstanding and inspirational practising Catholic teachers, with proven leadership and management skills, to play a pivotal role as Deputy Headteacher in our wonderful school. This is an exciting challenge for someone who can show commitment to maintaining and developing our Catholic ethos and work closely with our newly appointed Headteacher to drive school improvement.

### We are looking for someone who can demonstrate:

- An understanding of the role of Deputy Headteacher and work in partnership with colleagues, parents, governors, external agencies and the wider school community.
- An ability to build warm, positive and inclusive relationships with all stakeholders
- Strategic thinking, an ability to lead, inspire and motivate both staff and pupils.
- Excellent interpersonal, communication and organisational skills to inspire children and colleagues.
- Outstanding classroom teaching and effective assessment procedures.
- A secure understanding of SEND provision and procedures.
- Effective leadership experience and a commitment to drive school improvement.

### We can offer:

- A caring and safe school with a warm and nurturing ethos rooted in the Catholic faith.
- An opportunity to develop and enhance skills and experience whilst working with the Headteacher to forge an effective and dynamic leadership team.
- A happy, friendly and welcoming community with a positive and caring Catholic ethos.
- Enthusiastic children who are eager to learn and achieve.
- A commitment to your wellbeing and professional development.
- A supportive Governing Body committed to the ongoing success of the school.

### How to Apply:

St Michael & All Angels Catholic Primary School is committed to safeguarding, to promoting the welfare of children and adhering to the Equality Act 2010. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. To comply with the Asylum and Immigration Act 1996 all prospective employees will be required to supply evidence of eligibility to work in the UK.



By engaging in this recruitment process, shortlisted candidates consent to an online search in line with the 'Keeping Children Safe in Education Statutory Guidance – September 2025'

A CES application form and information pack can be found on our school website [www.smaa.info](http://www.smaa.info)

Completed applications should be returned by e-mail to [maria.graham@knowsley.gov.uk](mailto:maria.graham@knowsley.gov.uk) and marked FAO: Mrs R Tyler, Executive Headteacher.

Closing Date for applications: - Monday 8<sup>th</sup> June 2026 at 12 noon.

Shortlisting:- Monday 8<sup>th</sup> June 2026

Interviews:- Tuesday 23<sup>rd</sup> June 2026

## Job Description

Deputy Headteacher

### Introduction

The school has been designated by the Secretary of State as a school with a religious character. Its instrument of government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the trust deed of the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The role of deputy headteacher therefore requires a practising Catholic who can show by example and from experience that they will work with the headteacher to ensure that the school is distinctively Catholic in all its aspects.

This appointment is with the board of the school under the terms of the Catholic Education Service contract signed with the board as employers. It is subject to the current conditions of service for deputy headteachers contained in the *School Teachers' Pay and Conditions* document and other current education and employment legislation. In carrying out their duties the deputy headteacher shall consult with the headteacher and, when appropriate: the board, the Diocese, the local authority, the staff of the school, the parents of its pupils, the parish(es) served by the school and other local Catholic schools, particularly where collaboration or federation is being developed.

This job description is based on the key areas identified in the *Headteachers' Standards* published by the Department for Education (2020). It recognises the role of the deputy headteacher is sharing responsibility for the leadership of the school.

(N.B. Where specific responsibilities have been agreed for the deputy headteacher for individual key areas, it is recommended that that these be added to the list of main tasks and actions. Other specific tasks, e.g. teaching commitment, designated safeguarding officer, should be added as required).

The board and the Diocese acknowledge the importance of the role of the Catholic deputy headteacher and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.





The board and the Diocese are committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and the headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard them. The successful candidate will be required to undergo an enhanced check for Regulated Activity from the Disclosure and Barring Service.

The core purpose of the deputy headteacher is to assist the headteacher set and implement the strategic direction of the school and to provide professional leadership and management to drive achievement of high standards in all areas of the school's<sup>1</sup> work, particularly in ensuring the provision of sustainable outstanding education through the preservation and development of its Catholic character.

The school's objectives relate to the provision of Catholic education and the school is part of the Catholic Church and, as such, is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the trust deed of the Archdiocese of Liverpool. **Therefore, the post of deputy headteacher must be filled by a practising Catholic<sup>2</sup> who can show, by example and from experience, that they will ensure that the school is distinctively Catholic in all aspects.**

In addition to being an excellent classroom practitioner, the deputy headteacher should demonstrate the following:

### Section 1: Ethics and Professional Conduct

Catholic deputy headteachers are expected to demonstrate consistently high standards of principled and professional conduct inspired by Christ and His beatitudes<sup>3</sup> and exemplified by the self-cultivation of virtues, those qualities of character fundamental to the Catholic tradition: faith, hope, love, justice, solidarity, temperance, fortitude and practical wisdom. Catholic deputy headteachers are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

In addition, Catholic deputy headteachers uphold and demonstrate the Seven Principles of Public Life at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

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<sup>1</sup> The term school refers to both voluntary aided schools and academies

<sup>2</sup> See *Diocesan Briefing Note On Practising Catholic*

<sup>3</sup> The Gospel of Matthew 5:3-12





- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership

Catholic deputy headteachers are custodians of Diocesan schools and as such embody the abundant hope the Church has placed in education. Catholic deputy headteachers are entrusted with the task of human formation in conformity with Christ and Church teaching, and so uphold ecclesial and public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, Catholic deputy headteachers:

- build relationships of mutual respect rooted in the belief that all are made in the image and likeness of God<sup>4</sup> and at all times observe proper boundaries appropriate to their professional position
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain enabling each person to play their full part in building and sustaining the Common Good.
- uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs understanding that such values are rooted in the Catholic understanding of dialogue<sup>5</sup> and the Church's Social Teaching<sup>6</sup>.
- ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law, but are always orientated to the service of others in light of the Gospel.

As leaders of their Catholic school community and profession, deputy headteachers:

- serve in the best interests of the school's pupils
- conduct themselves in a manner compatible with their influential position in church and society by behaving ethically, fulfilling their professional responsibilities and modelling the virtues of a good citizen of the Kingdom of God.
- uphold their obligation to give account and accept responsibility

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<sup>4</sup> The Book of Genesis 1:26-27

<sup>5</sup> *Dialogue and Proclamation*, (1991) Pontifical Council for Inter-Religious Dialogue, Vatican.

<sup>6</sup> *Compendium of the Social Doctrine of the Church*, 2004, Vatican.



- know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities
- take responsibility for their own continued professional development, engaging critically with educational research to further the Church's mission in education
- make a positive contribution to the wider education system within and without the Catholic sector

## Section 2: Headteacher's Standards

### 1. School Culture

Deputy headteachers work with the headteacher to:

- establish and sustain a Christ centred vision embodied in the school's Catholic mission, ethos and strategic direction in partnership with the parish and Trust, those responsible for governance and through consultation with the school community and Diocese
- create a Christ inspired culture where pupils experience a positive and enriching school life enabling them to flourish
- uphold ambitious educational standards which reflect the distinctive characteristics of Catholic education<sup>7</sup> and which prepare pupils from all backgrounds for their next phase of education and life
- promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment which recognises an individual's dignity as made in the image and likeness of God
- ensure a culture of high staff professionalism rooted in mutual respect, subsidiarity and the pursuit of excellence

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<sup>7</sup> The distinctive characteristics of Catholic education are 1. The search for excellence, 2. The uniqueness of the individual, 3. The education of the whole person, 4. The education of all and 5. Moral principles



## 2. Teaching

Deputy headteachers work with the headteacher to:

- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains and demonstrate how each discipline and domain contributes to the Christian vision of human flourishing to live life to the full.<sup>8</sup>
- ensure effective use is made of formative assessment

## 3. Curriculum and Assessment

Deputy headteachers work with the headteacher to:

- ensure a broad, structured and coherent curriculum entitlement rooted in the distinctive characteristics of Catholic education which sets out the knowledge, skills, values and virtues that will be taught
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional and Diocesan networks and communities
- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

## 4. Behaviours

Deputy headteachers work with the headteacher to:

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<sup>8</sup> The Gospel of John 10:10



- establish and sustain high expectations of behaviour for all pupils, rooted in love, justice and reconciliation and built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensure high standards of pupil behaviour through the promotion of the virtues and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair and respectful approaches to managing behaviour
- ensure that adults within the school lead by example and model and teach the virtues characteristic of a good citizen

## 5. Additional and Special Educational Needs and Disabilities

Deputy headteachers work with the headteacher to:

- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities in light of the principles of Catholic social teaching<sup>9</sup>
- establish and sustain ethos, culture and practices rooted in the distinctive characteristics of Catholic education that enable pupils to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers, parish and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice

## 6. Professional Development

Deputy headteachers work with the headteacher to:

- ensure staff have access to high-quality, sustained professional development opportunities in all key and distinctive aspects, aligned to balance the priorities of whole-school improvement, team and individual needs

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<sup>9</sup> The relevant principles being: the Dignity of the Human Person, the Call to Community and Participation, Rights and Responsibilities, the Preferential Option for the Poor and Solidarity.



- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including Diocesan and nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

## 7. Organisation Management

Deputy headteachers work with the headteacher to:

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds reflecting the school's Catholic mission
- ensure staff are deployed and managed well with due attention paid to workload
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently and that are rooted in a clear understanding of the Church's mission in education
- ensure rigorous approaches to identifying, managing and mitigating risk

## 8. Continuous School Improvement

Deputy headteachers work with the headteacher to:

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's Catholic context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time



## 9. Working in Partnership

Deputy headteachers work with the headteacher to:

- forge constructive relationships beyond the school, working in partnership with parents, carers, the parish, Trust, diocese and the local community
- commit their school to work successfully with other Catholic schools and other schools and organisations in a climate of mutual challenge and support
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

## 10. Governance and Accountability

Deputy headteachers work with the headteacher to:

- understand and welcome the role of effective governance, rooted in strategic stewardship of the Catholic mission in education, upholding their obligation to give account and accept responsibility
- establish and sustain a professional working relationship with those responsible for governance which is inspired by a Christ centred vision of human formation
- ensure that staff know and understand their professional responsibilities and are held to account
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

*Based on the 2020 DfE Headteachers' Standards published to articulate the additional responsibilities of headship in addition to the requirements of the teachers' standards but reflecting the ethos of the Catholic school and the vocational role of a Catholic headteacher in upholding the mission of the Church*





## Person Specification Deputy Head Teacher

Essential Criteria	Criterion No.	Attribute	Stage Identified
Faith Commitment	E1	A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)	A/I/R
	E2	Secure understanding of the distinctive nature of the Catholic school and Catholic education	A/I/R
	E3	Understanding of the leadership role in spiritual development of pupils and staff	A/I/R
	E4	Experience of leading school worship	A/I
Qualifications	E5	Qualified teacher status	A/CC
	E6	Degree	A/CC
	E7	CCRS/CTC (or equivalent) or commitment to obtaining the certificate	A/CC/I
Professional Development	E8	Evidence of appropriate professional development for the role of deputy headteacher	A
	E9	Evidence of recent leadership and management professional development	A/I/CC
	E10	Evidence of appropriate safeguarding training	A
School Leadership and Management Experience	E11	To have substantial and current experience as a middle leader	A/I/R
	E12	To have had active and effective leadership of a team/key stage/curriculum area/department	A/I/R
	E13	To have taken an active involvement in school self-evaluation and development planning	A/I/R
	E14	To have implemented and developed a whole school initiative	A/I/R





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	E15	To have had responsibility for policy development and implementation	A/I/R
	E16	To have had experience of and ability to contribute to staff development (e.g. coaching, mentoring, INSET for staff)	A/I/R
Experience and Knowledge of Teaching	E17	Significant teaching experience	A/I/R
	E18	To have a knowledge and understanding of all key stages in the school	A/I
	E19	To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	A/I
Professional Attributes	E20	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	A/I
Application Form and Supporting Statement	E21	The form must be fully completed and legible	A
	E22	The supporting statement should be clear, concise (within the required word count) and related to the specific post	A

Desirable Criteria	Criterion No.	Attribute	Stage Identified
Faith Commitment	D1	Involvement in parish community	A/I
Qualifications	D2	Recent experience in a Catholic school	A
	D3	Experience of teaching in more than one school	A
	D4	Experience of monitoring staff performance	A/I
	D5	Knowledge and understanding of current educational issues	A/I
	D6	Postgraduate level qualification	A





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	D7	Successful completion of Diocesan leadership programme	A
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Key - Stage Identified	
A	Application Form
I	Interview
R	References
CC	Checking Certificates



**CONFIDENTIAL**



## **SENIOR LEADERSHIP APPLICATION FORM**

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

### **Safeguarding Statement:**

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

Name of Candidate:

### **TO BE USED FOR THE FOLLOWING SENIOR LEADERSHIP POSITIONS ONLY:**

Headteacher (including Principal or equivalent)

Acting Headteacher

Joint Headteacher

Deputy Headteacher / Vice-Principal

Assistant Headteacher / Associate Principal

Head of School

**PLEASE MAKE SURE THAT YOU ARE USING THE LATEST VERSION OF THIS APPLICATION FORM WHICH CAN BE DOWNLOADED FROM THE CATHOLIC EDUCATION SERVICE WEBSITE:**

[www.catholiceducation.org.uk](http://www.catholiceducation.org.uk)

### **BEFORE YOU BEGIN PLEASE CHECK THAT YOU HAVE THE FOLLOWING:**

1. Correct application form for the position being applied for
2. Notes to applicants
3. Recruitment monitoring form
4. Consent to obtain references form

**PLEASE DO NOT RETURN ANY COMPLETED APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO THE CATHOLIC EDUCATION SERVICE. PLEASE RETURN ALL COMPLETED APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO THE SCHOOL/COLLEGE/ACADEMY/MULTI ACADEMY TRUST COMPANY WHERE THE POSITION APPLIED FOR IS BASED, OR AS INSTRUCTED IN THE DETAILS OF THE POST.**

**PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION FORM FULLY BEFORE  
RETURNING IT IF ALL SECTIONS ARE NOT COMPLETED YOUR APPLICATION  
MAY NOT BE PROCESSED**

**DETAILS OF ROLE APPLIED FOR:**

Application for the position of:

Full Time  Part Time  Job Share

At: School / Academy

At which the:

Governing Body

Academy Trust Company

Multi-Academy Trust Company

is the employer of staff.

In the Local Authority of:

In the Archdiocese / Diocese of:

Please state where you first learned of this vacancy:

## Personal Details:

Title:

Surname:

First Name(s):

Known as (if applicable):

Religious Denomination / Faith:

Address:

Telephone Numbers:

Home:

Mobile:

Email Address:

How do you prefer to be contacted?    Phone  Email

DfE Teacher Reference Number:

Do you have Qualified Teacher Status? Yes  No

QTS Certificate Number:                      Date of qualification as a teacher:

Education Workforce Council (Wales only) or other Membership Number:

### Details of Present Employment:

Are you presently employed:                      Yes  No

If no, please proceed to the next section.

Details of present post:

Role:

Name of employer:

Name of school / Academy

(if different):

Address:

Telephone Number:

Local Authority:

Archdiocese / Diocese:

Permanent     Temporary

Full time     Part time     Job share

Date of appointment:

Notice required:

If notice already given, date

it is due to expire:

Reason for leaving:

Salary scale

(e.g. main / upper / leadership)

Group of school /

Number on role:

Spine Point:

Additional Allowances

(including inner / outer / fringe London):

Gross annual salary:

## Employment History:

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

Full name and address of school / college / academy (state whether nursery / primary / secondary / comprehensive / selective etc.) include details of local authority if relevant	Approx. number on roll	Age range taught & single sex / mixed	Post held and responsibilities including subjects taught and key stages taught	Dates employed month / year (from – to)	Reason for leaving

**Other Employment / Work Experience:**

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

<b>Employment / Experience</b>	<b>Employer / Location</b>	<b>Responsibilities</b>	<b>Dates employed month / year (from – to)</b>	<b>Reason for leaving</b>

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 18. 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.

Dates (from – to)	Activity

If you have ever been ordained and/or been a member of a religious community please provide details here:

**Post-11 education and training:**

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

Full name and address of establishment	Full or part time	Dates attended month / year From - to	Date of award	Awarding body and registration number (if known)	Award and classification
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**Desirable Qualifications** (please note that NPQH is mandatory in Wales) please insert N/A if you do not have the qualifications listed in this section

					NPQH
					Catholic Certificate of Religious Studies (or, if equivalent, please state)

**Other Post-Graduate Qualifications**


**Higher Education Qualifications**

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### School / College Qualifications


### Continuing 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.

Course Title	Course Provider	Length of Course	Dates From – To	Award / Classification (if applicable)

Please provide details of your most recent safeguarding training:

### Professional Memberships:

Chartered College of Teaching:

Associate  Member (MCCT)  Fellow (FCCT)  Chartered Teacher (CTeach)

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

### Interests and Hobbies:

Please list your interests and hobbies outside of work:

### 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.

**References:**

A referee who is a current or former employer should have full access to the applicant's personal records, to the extent that this is achievable in compliance with the General Data Protection Regulation. Most Senior Leadership posts require you to be a practising catholic and, therefore, one referee must be your Parish Priest / the Priest of the Parish where you regularly worship. In requesting a Priest's reference it is not our intention to deter applications. 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 consented to providing a reference. Please also ensure that you complete and return the consent to obtain references form with your application.

In accordance with Keeping Children Safe in Education we will obtain and scrutinise references prior to interview and referees will be contacted to provide further clarification as appropriate. All information provided by referees will also be compared for consistency with the information you provide on this form and you will be asked about any discrepancies. Please advise if you do not want us to take up references at this stage and provide reasons.

Referees will also be asked for information about:

- all disciplinary offences (including those where the penalty is "time expired" if related to children); and
- all child protection allegations including the outcome of any child protection investigations.

You are advised to read the relevant section of the Notes to Applicants before completing this section.

If any of your referees knew you by another name please specify that name alongside the details of the relevant referee.

**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 prior to your current employer):**

Name:

Address:

Role:

Telephone:

Email:

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

Name:

Address:

Role:

Telephone:

Email:

If you or your spouse / civil partner / partner are related by marriage, blood or as a co-habitee to any member of the Governing Body / Academy Trust Company / Multi Academy Trust Company or any current employee(s) of the Governing Body / Academy Trust Company / Multi Academy Trust Company please provide the relevant details here:

Name(s) of Governing Body / Academy Trust Company / Multi Academy Trust Company / Employee(s):

Relationship(s) to you:

### **Disclosure of Criminal and Child Protection Matters and Disclosure and Barring Service Checks**

The Governing Body / Academy Trust Company / Multi 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 full details:

**It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.**

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”) 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 you consent to a DBS Check(s) being made:

## Rehabilitation of Offenders Act 1974

If 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 and 2020), then the details of these must be disclosed if you are invited for interview.

Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#).

If you are invited for interview, please bring The Rehabilitation of Offenders Act 1974 – Disclosure Form with you to the interview in a sealed envelope marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview. If you do not have disclosable convictions, please complete the relevant sections of the Disclosure Form.

## 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 [insert name and address of school and state whether VA, Academy, Independent etc. If you are part of a multi academy trust, state the registered name of the academy trust company and state that the academy trust company is the data controller and explain that the school is part of the multi academy trust].
2. Being a Catholic education provider we work closely with the school’s / academy’s Diocesan Authority, the school’s / academy’s Trustees, the Local Authority, the Department for Education, the Catholic Education Service and [insert name(s) of other relevant third party(ies)] with whom we may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is [insert name of data protection officer] and you can contact them with any questions relating to our handling of your data. You can contact them by [insert method of contact and contact details].
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 data<sup>1</sup> this will not be shared with any third party except as detailed in paragraph 2 above, unless a legal obligation should arise.

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<sup>1</sup> 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....”

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 Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.
10. To read about your individual rights you can refer to our fair processing notice and data protection policies.
11. If you wish 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 [insert details of the school / academy trust company / multi academy trust company complaints procedure]. If you are unhappy with how your complaint has been handled you can contact the Information Commissioner's Office via their website at [www.ico.org.uk](http://www.ico.org.uk).

### **Request for your consent**

Please ensure that you read paragraphs 1-11 above and raise any relevant questions before providing your consent below:

- I confirm that I have read and understood paragraphs 1-11 above and that I have been offered the opportunity to raise any relevant questions: Yes  No
- Please check this box if you agree to our collecting and processing your personal information as described in paragraphs 1-11 above:
- I agree to my personal data being shared as stated in paragraphs 2 and 5 above: Yes  No

### **Right to work in the UK.**

The Governing Body / Academy Trust Company / Multi Academy Trust Company will require you to provide 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 current immigration rules. More information can be found in the Notes to Applicants. By checking the box below, you 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:

### **Language requirements for public sector workers.**

The ability to communicate with members of the public in accurate spoken [English / Welsh] is an essential requirement for the post. This is because this is a public facing public sector post. Please note that this language requirement may be in addition to mandatory English language requirements associated with your immigration route.

## 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 form may be withdrawn from the recruitment process. Please note that checks may be carried out in order to verify the information you have included.

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) 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 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).***