



Deputy Headteacher Application Guidance Notes

All applicants are required to complete the application form in full and return the form to the school electronically via careers@stbedesblackburn.com

When completing the form applicants **must** provide details of **all** employment along with any paid or unpaid work experience after the age of 16. Applicants must also ensure there are **no gaps** in the chronology of their employment/education history from the age of 16 to present date. Any gaps should be documented and the reason for the gap detailed.

References will be obtained for all candidates shortlisted unless you specify that this cannot take place prior to interview. Please ensure the email addresses for your referees are current and the referee is aware of your application. We cannot accept open references and where possible your current employment reference should include your Headteacher.

Applicants are advised that the 'Memorandum on Appointment of Teachers to Catholic Schools' (amended September 2014), states that the successful applicant must be a practicing Catholic. In order for this to be verified it is essential that you provide a third reference which will be your Parish Priest. Please complete these details on a separate sheet.

Please ensure your application is received by the time and date specified on the advert and contains your correct Teacher Number.

Candidates shortlisted for interview will be notified by e-mail within 48 hours of the closing date. A visit to the school may take place prior to the closing date. These can be arranged by contacting the school on Monday 29th April.

Shortlisted candidates will be required to provide the school with copies of their qualifications and passport on the day of the interview.

As this role is classed as a regulated activity you would be subject to an enhanced DBS clearance. As part of verifying your fitness to carry out the role your absence history will also be requested. You may also be required to complete an online medical questionnaire.

The interview process may contain some written tasks in addition to being observed teaching. Candidates who need reasonable support or adjustments to this process due to a disability need to indicate the support they need prior to interview to ensure their needs can be accommodated.