

*Candidate Information and Application Pack:*

**Post:** Teacher of English

**Contract type:** Fixed term until 31st August 2026

**Salary:** MPS

**Hours:** Full time

**Start Date**: September 2025

**Closing Date**: Wednesday 5th March 2025 at 9am

**Method of Appointment**

Please apply by completing the appropriate application form and in no more than two sides of A4, write a supporting statement which meets the personal specification and outlines the following:

1. Personal qualities, skills and details of how you would make a difference to our core purpose;

2. The reason you are applying for a post at Cowbridge School and specifically details of how you will make a success of the post within our unique context;

3. An outline of your personal beliefs and philosophy in relation to the key national priorities;

4. An outline of your success to date and how you will ensure all pupils within your care will progress;

5. How you demonstrate resilience and wellbeing in the profession.

You are required to provide the names of two referees, one of which must be your current Headteacher/Employer. We will contact referees of short listed candidates prior to interview.

All applications should be completed and returned by the deadline to [recruitment@cowbridgeschool.co.uk](mailto:recruitment@cowbridgeschool.co.uk)

FAO Mrs Thomas

Headteacher

Cowbridge School

Aberthin Road

Cowbridge

Vale of Glamorgan

CF71 7EN

November 2023

Dear Prospective Applicant,

Thank you for your interest in this important post.  It is a great pleasure to introduce you to our School. The enclosed information is intended to provide a brief insight into the life and work of Cowbridge School, to enable you to decide whether you wish to be part of our aspirational team of people.

We are a popular and very successful, oversubscribed, co-educational school situated in the market town of Cowbridge in the Vale of Glamorgan. The school is able to trace its roots back to 1608 and we are proud of our history and reputation for excellence.

From September 2023, Cowbridge School began early years education and will grow over the next few years to become an all-through school, providing education to include nursery, primary, secondary and sixth-form provision. We will also aim to provide wrap-around care before and after school to assist with childcare arrangements for working parents.

Since September 2023, Cowbridge School consists of 4 distinct ‘schools’ consisting of Lower School (nursery - Y4); Middle School (Y5-Y8); Senior School (Y9-Y11); and, Sixth Form, overseen by a team of Senior Leaders for ensuring collective success across the 3-19 age-range. We currently have over 150 members of staff at the school and over the next 5 years, our staffing is forecast to increase to 170+ staff, all employed to ensure the very best for the community that we serve.

We have high aspirations for our students and we are committed to excellence, equity, equality and wellbeing for all. We want children of all ages to be challenged, supported and inspired to flourish in all that they do. Our strategy is to maintain and further develop our reputation as a high performing school within Wales and beyond. We aim to maintain and further improve upon the outcome of the [Estyn inspection in 2019](https://www.estyn.gov.wales/system/files/2021-08/Inspection%20report%20Cowbridge%20Comprehensive%20School%202019.pdf) where all areas of the school were judged to be excellent with no areas identified by Estyn for improvement.

We are developing our early years provision to become a happy and high-achieving part of our school where young children are inspired and challenged from their very first day with us. Our pupils will be challenged to think independently, creatively, and with curiosity, to enjoy and participate fully in their learning, and to achieve their full potential so that they can flourish and grow.

Central to our core aims are for children to be confident and to believe, ‘I can and I will!’ and to be fully supported in a warm and inclusive environment in order to thrive in all that they do at Cowbridge. We will guide children to learn to value themselves and each other; to take risks and responsibility; to learn from their mistakes; and, to build on their successes day by day, year by year.

Our curriculum will be broad and exciting, supported and delivered by excellent specialist teachers so that our young pupils steadily build: knowledge and understanding; key skills; thinking skills; and, a robust work ethic, ready to embrace the secondary phase of learning.

We aim to be recognised as a centre of excellence for the early years for learning, wellbeing, and nurture for our children, inspirationally led and self-improving, whilst sharing the values and aspirations of the comprehensive phase of opportunities and education for life.

Our long tradition of academic excellence places us as one of the highest performing schools in Wales. As a result, we take pride in talking to you about children, our story and the next steps in our journey; we talk and care about children not statistics.

Our facilities are state of the art and the new build for the primary phase will include the latest technology and resources to ensure that all children and staff have the best accommodation to realise our aspirations. However, we dream big and then bigger again. Our ongoing capital development programme and robust strategic planning, means that our facilities and resources will remain amongst the very best in Wales.

We place great importance in investing in staff training and recruitment to ensure that all are passionate about learning and continually strive to look for innovative ways of helping young people to learn better and more effectively. To assist with this aim, we have prioritised resources and provision for staff continuous learning and wellbeing. This includes all classroom teachers having 7 hours per fortnight of preparation, planning and assessment time as a minimum, a staff healthcare scheme with access to a range of wellbeing services. This includes complimentary lifestyle health screening, private medical cover and physiotherapy, a 24-Hour GP Helpline. We are committed to ensuring that all teachers have a healthy work-life balance and feel supported and appropriately challenged to fulfil their aspirations in work and life.

At secondary level, we have an exceptional record of helping students achieve higher grades than predictions would suggest, meaning that students have the best chance at gaining entry to the university or career of their choice. We are committed to growing students who are self-confident, adaptable, and flexible so that they are able to embrace the demands of the 21st century. This ensures that in today’s rapidly changing world they are best placed to find fulfilment and happiness in their future lives.

If you have passion for providing inspirational support, care and guidance to ensure that our students thrive in an environment with excellent resources and a safe an inspirational school premises, we would love to hear from you!

Good luck with your application!

Mrs Thomas

Headteacher

Cowbridge School

**Person Specification: Main Scale Teacher**

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| **Qualifications criteria** | **Essential/Desirable** |
| Qualified to degree level in the relevant subject with QTS status | E |
| Qualified to teach and work in the UK, registered with the Education Work Council for Wales | E |
| **Knowledge** |  |
| Up to date knowledge in the subject area including the new qualifications at KS 4 and 5. Understanding of the principles of the new curriculum and Successful Futures for KS3 | E |
| Understanding and application of the attributes of good and excellent teaching and learning strategies | E |
| Understanding of how to raise attainment | E |
| Knowledge of and commitment to the ‘4 Purposes for Learning’ and how to translate this into classroom practice | E |
| Ability to assess effectively and provide meaningful feedback to pupils which enables them to improve | E |
| Up to date knowledge of safeguarding procedures | E |
| Understand and show evidence of how to reflect effectively to constantly improve pedagogy | E |
| **Experience** |  |
| Experience of delivering good and excellent planning, assessing, teaching & learning | E |
| Experience and evidence of implementing successful strategies to raise standards of literacy, numeracy and understanding of how to progress pupils’ learning in the subject context | E |
| Evidence of using digital literacy to improve pupils’ learning in the subject | E |
| Experience of raising attainment across different groups of pupils e.g. e-FSM, SEN, SAP, SAP+ etc. | E |
| Experience of developing schemes of work and teaching resources | E |
| Experience and commitment to contributing to extra-curricular and enrichment activities to enthuse and engage pupils | D |
| **Behaviours** |  |
| Passion for the subject | E |
| High expectations and the ability to enthuse and inspire others | E |
| A firm and constant belief in the unlimited potential of every student and a commitment to inclusive educational provision | E |
| Commitment to the safeguarding and welfare of all students and providing equality of opportunity | E |
| Acts as a role model to staff and students | E |
| Excellent communication, planning and organisational skills | E |
| Demonstrates resilience, motivation and commitment to driving up standards of achievement | E |
| A team player who can work effectively as part of a team and alone | E |

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### SCHOOL LOGO

### TEACHING APPLICATION FORM

The enclosed letter and the notes for the guidance of applicants should be read carefully before completing the form.

Please complete the form in black ink, ball point or typescript continuing on a separate sheet if necessary.

Completed CVs are not required and will not be considered.

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| **Application for Post of:** | Teacher of English (Fixed/FT) | **Closing Date:** | 5th March 2025 9am |

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| **1. PERSONAL DETAILS (Block letters please)** | | | |
| Surname |  | Initials |  |
| DFEE No. |  | NI No. |  |
| Telephone Number |  | Email Address |  |
| Home Address |  | | |

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| **2. SCHOOL, HIGHER EDUCATION, TEACHING AND ANY POST GRADUATE QUALIFICATIONS** | | | | | | | | | |
| Place of Study  (School, University, College, etc) | | Date  From | | Date  To | F/T  OR  P/T | | Qualification  With Grade, Class/  Division | Subject  Specialism(s) | Age Range |
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| **DATE OF QUALIFICATION / REGISTRATION** | | | | | | | | | |
| Qualified Teacher Status |  | | EWC Registration number | | |  | | NPQH |  |

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| **3. PROFESSIONAL CAREER - PRESENT SCHOOL (or other place of work)** | | | | | | |
| Name of School |  | | | LA |  | |
| Address of School  School Tel No | | | | | | |
| Type | | | No on Roll | | | Ages |
| Date of Appointment | | Scale  (current) | | | | Salary  (current) |
| Post, subjects taught and special responsibilities in present post (where appropriate) | | | | | | |
| Reason for leaving (if applicable) | | | | | | |

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| **4. PREVIOUS TEACHING EXPERIENCE** (in chronological order). Do not include teaching practice. When detailing supply teaching service, please provide relevant dates/periods for salary assessment purposes. Continue on a separate sheet if necessary. | | | | | | | | |
| Post: Name and Type of School including LA | Date  From (ddmmyy) | Date  To  (ddmmyy) | Scale | No on Roll | Ages  Taught | FT or  PT | Subjects Taught & Responsibilities | Reason for leaving |
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| **5. PARTICULARS OF OTHER QUALIFICATIONS AND MAJOR COURSES YOU HAVE ATTENDED DURING THE LAST FIVE YEARS** | | | |
| Date | Length of Course | Details | By Whom Organised |
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| **6. PARTICULARS OF IN SERVICE COURSES TO WHICH YOU HAVE CONTRIBUTED AS A TUTOR DURING THE LAST 5 YEARS** | | | |
| Date | Length of Course | Details | By Whom Organised |
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| **7. TEACHING PRACTICE** (To be completed by candidates for the first appointment only) | | | | |
| Education  Authority | School | Age Range Covered | From | To |
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| **8. PROBATION OF TEACHERS/INDUCTION OF NEWLY QUALIFIED TEACHERS (IF APPLICABLE)** | | | |
| Details of Probation period/Induction |  | LA with which Probation / Induction undertaken |  |
| Please state period and reason for extension(s), if any. |  | | |

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| **9. OTHER PAID EMPLOYMENT (please include all previous employment excluding teaching as detailed above)** | | | | |
| Employer and address | Position | From | To | Reason for leaving |
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| **10. Explanation of periods not already accounted for:**  If there are any gaps in your education/employment/training history, please give dates (from – to) and reasons |

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| **11. Please supply supporting information (no more than 2 sides of A4) by referring to job description and criteria outlined in the person specification as follows:** |
| **Personal qualities, skills and details of how you would make a difference to our core purpose;**  **The reason you are applying for a post at Cowbridge School specifically and details of how you will make a success of the post within our unique context;**  **An outline of your personal beliefs and philosophy in relation to the key national priorities;**  **An outline of your success to date and how you will ensure all pupils within your care will progress;**  **How you demonstrate resilience and wellbeing in the profession.** |

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| **12.SAFEGUARDING/CHILD PROTECTION**  The Vale of Glamorgan Council is committed to providing a safe and secure environment for all children and young people who come into contact with Council services. Policies concerned with the recruitment, selection and monitoring of employees positively reflect this commitment. | |
| Are you currently under any safeguarding/child protection investigation? | YES or NO |
| Have you ever been subject to disciplinary action in relation to safeguarding/child protection? | YES or No |
| If you have answered Yes to either of the above questions, please provide an explanation below, continuing on a separate sheet if necessary. | |
| Please complete the Rehabilitation of Offenders Document attached. Enhanced DBS checks (with a barred list check) are made and a copy retained for all applicants offered a post which require this level of check (s) as determined by the school/council. | |

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| **13. RELATIONSHIP TO ANY MEMBER OR OFFICER OF THE COUNCIL OR GOVERNING BODY.** Please give details if applicable. |
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| **14. REFEREES**  Head teacher applicants: one referee should normally be a Director of your current LA.  Deputy Head teacher applicants: one referee should be a current Head teacher and the other a Chief Education Officer of your current LA.  Teacher applicants: one referee must be your current or most recent Head teacher as your first referee.  College leavers: one referee should be the Principal of your College.  All applicants: The second reference should be a previous employer or your university tutor.  Please note that we may take references from any other previous employer as named on this application form as necessary; unless you have advised to the contrary. | | | |
| **REFEREE 1.** | | **REFEREE 2.** | |
| Name and position held |  | Name and position held |  |
| School  Address |  | School  Address |  |
|  |  |
|  |  |
| Tel. No. |  | Tel. No. |  |
| E-mail |  | E-mail |  |

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| **15. Please advise of earliest START date** |  |

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| **16. AVAILABILITY –** please state times when you are not available for interviews. |  |

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| **17. WORK PERMITS –** do you require a work permit to work in this country? If yes, please provide details, including type of permit and expiry date | YES/NO |

I HEREBY CERTIFY that I have read the notes on this form and that the questions have been accurately answered. I understand that providing false information may lead to withdrawal of offer of employment or immediate termination of employment.

If I am applying for a post requiring registration with the Disclosure & Barring Service and/or a Government Secure Intranet check, I give my permission Cowbridge School to contact the appropriate body/bodies and to supply relevant documents as required by the School I also give my permission for Cowbridge School to retain copies of documents/certificates/Update information from the DBS in line with the DBS Code of Practice.

Please advise if you are registered for the DBS Update service.

Yes/No

(delete as appropriate)

If you are registered, please confirm the workforce you are registered for:

Child workforce

Adult workforce

Child and Adult workforce

Other workforce

(delete as appropriate)

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| **SIGNED** |  | **DATED** |  |

**NOTES:**

1. Candidates are reminded that canvassing of members of the Council, the Education Committee, the Governing Body concerned or LA officers will disqualify their application.
2. Receipt of this application will not normally be acknowledged.
3. Unless the applicant is invited for interview within six weeks of the closing date, it should be assumed that the application is not successful.
4. On appointment you will be asked to forward a copy of your letter of recognition from the Department for Education itemising your QTS number along with your birth certificate.
5. Closing dates will be strictly adhered to.

# **STRICTLY PRIVATE AND CONFIDENTIAL**

## REHABILITATION OF OFFENDERS ACT 1974

Because of the nature of the work for which you are applying this post is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 in accordance with the Rehabilitation of Offenders Act 1974, (Exceptional) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 and as amended by The Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) England and Wales) Order 2013 (“the Order”).

Applicants are therefore not entitled to withhold information about certain cautions and convictions which for other purposes are 'spent' under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in dismissal or other disciplinary action by the School. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

***\*The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.***

Because of the sensitive nature of the duties the post holder will be expected to undertake, you are required to disclose details of all criminal records in line with “the Order”. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position.

If you have declared a criminal record and we believe this to have a bearing on the requirements of the post, we will discuss the matter with you at interview if you are shortlisted for the post. If we do not raise the record with you, it is because we have taken the view that it should not be taken into account in deciding your suitability for the post. If you have any concerns about filling in the declaration, please contact our Human Resources Department.

The information you provide will be kept confidential and in line with requirements of the Data Protection Act.

Please answer the following questions

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| Please print your full name  (Block Capitals) |  |

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| Have you been cautioned or convicted of a criminal offence?  \* ***see above*** | | YES / NO |
| If yes, please give full details |  | |

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| Have you used or do you currently use any other surname(s) | | YES / NO |
| If YES, please state name(s) |  | |

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| Signed |  | Dated |  |
| Position Applied For |  | | |

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| SCHOOL LOGO | **EQUAL OPPORTUNITIES MONITORING FORM** | | |
| *Cowbridge School is committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent. Any information provided on this form will be treated as strictly confidential and will be used for****statistical purposes only****.****It will not be seen by those involved in the selection process.****No information will be published or used in any way which allows any individual to be identified.* | | |
| **Post Information** | | | |
| Surname: | | First Name (s) | Title: |
| Position/Post title: Teacher of English (Fixed/FT) | | Post ref: | |

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| **Gender** | | | | | | | | | |
| What is your gender? | | | | | Female | | | | |
| Male | | | | |
| **Disability** | | | | | | | | | |
| Are your day-to-day activities limited because of a physical or mental health condition, illness or disability which has lasted, or is expected to last 12 months or more? | | | | | Yes – limited a lot | | | | |
| Yes – limited a little | | | | |
| No | | | | |
| Prefer not to say | | | | |
| **Age** | | | | | | | | | |
| What is your date of birth?: | | | | | | | | | |
| **National Identity** | | | | | | | | | |
| **National Identity – how would you describe your national identity?** | | | | | | | | | |
| Welsh | English | | | | Scottish | | Northern Irish | | British |
| Other (please specify) | | | | | | Prefer not to say | | | |
| **Ethnic Group** | | | | | | | | | |
| **Ethnicity – how would you describe your ethnic group?** | | | | | | | | | |
| **White** | | | | | | | | | |
| Welsh/English/Scottish/Northern Irish/British | | | | | | Irish | | | |
| Gypsy or Irish Traveller | | | | Any other white background (please specify): | | | | | |
| **Mixed/multiple ethnic groups** | | | | | | | | | |
| White and Black Caribbean | | | White and Black African | | | | | White and Asian | |
| Any other Mixed/multiple ethnic background (please specify): | | | | | | | | | |
| **Asian/Asian British** | | | | | | | | | |
| Indian | Pakistani | | | | Bangladeshi | | Chinese | | |
| Any other Asian background (please specify): | | | | | | | | | |
| **Black/African/Caribbean/Black British** | | | | | | | | | |
| African | | Caribbean | | | | | | | |
| Any other Black/African/Caribbean background (please specify): | | | | | | | | | |
| **Other ethnic group** | | | | | | | | | |
| Arab | | | | | | | | | |
| Any other ethnic group (please specify): | | | | | | | | | |
| Prefer not to say | | | | | | | | | |

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| **Welsh Language** | | | | | | | | | | | |
| Please describe your Welsh language ability by ticking the relevant box(es) below. | | | | | | | | | | | |
|  | | | Understand | | Speak | | | Read | | | Write |
| None | | |  | |  | | |  | | |  |
| Basic | | |  | |  | | |  | | |  |
| Competent | | |  | |  | | |  | | |  |
| Good | | |  | |  | | |  | | |  |
| Fluent | | |  | |  | | |  | | |  |
| **Sexual Identity** | | | | | | | | | | | |
| **Which of the following options best describes how you think of yourself?** | | | | | | | | | | | |
| Heterosexual/straight | | | | Gay or lesbian | | | | | Bisexual | | |
| Other | | | | Prefer not to say | | | | | | | |
| **Religion** | | | | | | | | | | | |
| **What is your religion?** | | | | | | | | | | | |
| No religion | Christian (all denominations) | | | | | | Buddhist | | | | |
| Hindu | Jewish | | | Muslim | | | | | | Sikh | |
| Any other religion (please specify): | | | | Prefer not to say | | | | | | | |
| **Pregnancy and Maternity** | | | | | | | | | | | |
| Are you currently pregnant or have you been pregnant within the last year? | | | | | | Yes | | | | | |
| No | | | | | |
| Prefer not to say | | | | | |
| Have you taken maternity leave within the past year? | | | | | | Yes | | | | | |
| No | | | | | |
| Prefer not to say | | | | | |
| **Marriage and Civil Partnership** | | | | | | | | | | | |
| What is your legal marital or same sex civil partnership status? | | Single, that is never married and never registered in a same sex civil partnership | | | | | | | | | |
| Married and living with husband/wife | | | | | | | | | |
| Separated but still legally married | | | | | | | | | |
| Divorced | | | | | | | | | |
| Widowed | | | | | | | | | |
| In a registered same-sex civil partnership and living with your partner | | | | | | | | | |
| Separated, but still legally in a same-sex civil partnership | | | | | | | | | |
| Formerly in a same-sex civil partnership which is now legally dissolved | | | | | | | | | |
| Surviving partner from a same-sex civil partnership | | | | | | | | | |
| Prefer not to say | | | | | | | | | |

Your personal information will not be disclosed without your prior written consent. Your personal information will only be monitored in order to assist statistical analysis, and to help us to develop our policies and practices so that they include all sections of the community. For example, it will help the council to identify whether our recruitment and selection strategies are succeeding in providing a workforce that is representative of the Vale of Glamorgan. Your information will not be given to external organisations.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_