**Initial Teacher Training (ITT) Primary Lead**

**Application and reference form**

**General guidance**

This form is set out in two sections. Section 1 is completed by you, the applicant and section 2 is completed by your Headteacher/Chair of governors (referee). Once you have completed section 1, the form should be emailed to your Headteacher to complete the reference section and submit the document on your behalf. If you are a headteacher applying for this post please secure a reference from your Chair of governors. This will complete the application process.

**Headteacher/Governor reference**

It is important that Headteachers/ Chair of governors endorse the applicant’s intention to apply for this post. You are therefore required to provide a reference from your Headteacher/Chair of governors that supports your application and validates both your eligibility and capacity to perform the role.

**Once your headteacher/governor has completed the reference section of this form, he or she will need to return the whole document using the instructions provided in the advertisement. Your application will not be fully submitted and therefore cannot be considered until this has been completed.**

**Section 1**

**Application form** *(to be completed by the applicant)*

**Applicant details**

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **First name** |  |
| **Number of years as a teacher** |  |
| **Role** |  |
| **School** |  |
| **School URN** |  |
| **Home Address** |  |
| **Phone** |  |
| **Email** |  |

Teaching schools will use this information to contact you.

**Eligibility criteria confirmation**

a) Do you hold a responsibility role **within your school**?

Yes  No

b) Please indicate how long you have been in this role.

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|  |

c) Brief summary of your key duties and responsibilities.

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**Supporting Statement**

**Section 2**

**Reference** *(to be completed by the headteacher referee)*

**Headteacher details**

|  |  |
| --- | --- |
| **Name** |  |
| **School name** |  |
| **Email address** |  |
| **How long have you known the applicant?** |  |

**1a) Please confirm the applicant’s current role.**

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**1b) Does the applicant hold any position of responsibility within your school?**

Yes  No

**2. Please provide a supporting statement in the box below on how you consider the applicant to be suitable to take up this position.**

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| --- |
|  |

**3. Do you support this application and agree to the applicant being released from the school to carry out the role of Initial Teacher Training Primary Lead**

Yes  No

**Please return this form to:**

**Name:** Richard Charnock

**Email:** ptu@olchs.lancs.sch.uk