**Swaledale Alliance System Leader**

**Application and reference form**

**General guidance**

This form is set out in two sections. Section 1 is to be completed by you, the applicant, and section 2 is to be completed by your headteacher (as your referee). There is a 300-word limit for each answer. Once you have completed section 1, the form should be emailed to your headteacher to complete the reference section and submit the document to Margaret Thompson – mthompson@swaledalealliance.org

**Applicants are strongly advised to read the full System Leader application guidance before completing their application.**

**References**

It is important that headteachers endorse the applicant’s intention to apply for the role of a Swaledale Alliance System Leader. You are therefore required to provide a reference from your headteacher that supports your application and validates both your eligibility and capacity to perform the role.

Once your headteacher has completed the reference section of this form, they will need to return the whole document to the Swaledale Alliance Office.

If you are a headteacher, the reference should be provided by your Chair of Governors.

**What your information will be used for**

All of the information collected in this form is necessary and relevant to the performance of the role applied for. We will use the information provided by you on this form, by the referees you have noted, for recruitment purposes for this role only. The Swaledale Alliance will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your appointment.

For more information on how we use the information you have provided, please see our privacy notice for applicants - [Swaledale Alliance - Privacy Policies](https://www.swaledalealliance.org/contact/privacy-policies/)

**Section 1**

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

**Applicant details**

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| **Title** |  |
| **Surname** |  |
| **First name** |  |
| **Role** |  |
| **School** |  |
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| **Your phone number** |  |
| **Your school email** |  |

**Eligibility criteria confirmation**

a) Do you hold a leadership role or responsibility within your school?

Yes [ ]  No [ ]

b) Please indicate how long you have been in this role. If it is less than two years, please provide details of your previous leadership role or responsibility. Please include the name of the school where the role was held.

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**Your specialism**

**What are your areas of specialism? What type of support can you offer our local education system.**

Please outline below

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| **Word limit:** 300 words |

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**Your contribution**

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Please outline the **significant impact of your contribution** as a leader to supporting leaders in other schools or to your own school’s performance. Please detail the impact and demonstrate clear evidence of your outstanding practice within your area(s) of expertise or specialism.

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| **Word limit:** 300 words |

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**Additional information**

Please provide any other information that demonstrates your expert knowledge in your field of expertise in support of your application.

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|  Word limit: 300 words |

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**Section 2**

**Reference** *(to be completed by the headteacher / chair of governor’s referee)*

Swaledale Alliance System Leaders are outstanding leaders, with at least two years’ experience and excellent knowledge in a particular field of expertise. They work to support individuals and teams in other schools by providing high-level coaching, mentoring and support, drawing on their knowledge and expertise in their specialist area.

In accordance with the Data Protection Act, the applicant you are providing a reference for has the right to view this reference, should he or she contact the Swaledale Alliance in order to see it. Please do not include any information that you would not be happy to discuss with the applicant as part of a professional conversation.

**Headteacher / Chair of Governors details**

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| **Name** |  |
| **Confirmation of role** |  |
| **School name** |  |
| **Email address** |  |
| **How long have you known the applicant?** |  |

**Please confirm the applicant’s current role.**

**Does the applicant hold leadership responsibility within your school?**

Yes [ ]  No [ ]

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**Do you support this application and agree to the applicant being released from the school for a mutually agreed allocation of time?**

Yes [ ]  No [ ]

**Please tick a box below to indicate which statement matches your support for the applicant:**

1. I recommend this person unreservedly to undertake the role of an SLE [ ]
2. I recommend this person for the role of SLE, but have some reservations [ ]
3. I am unable to recommend this person for the role of SLE [ ]

**4. Additional comments**

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Thank you for taking the time to complete this form. If you have indicated that you have reservations in recommending or feel unable to recommend this applicant, the teaching school alliance may contact you to discuss the position.

Please return this form by Friday 2nd March 2023 to:

**Margaret Thompson**

mthompson@swaledalealliance.org