

ST PHILIP'S CATHOLIC PRIMARY HEADTEACHER RECRUITMENTPACK



The Information Pack contains:

+ Letter from the Chair

+ Letter from the Pupils



+ Mission Statement

+ Advertisement

+ Job Description

+ Person Specification





St. Philip's Catholic Primary School

Half Moon Lane

Offerton

Stockport

SK2 5LB

'Christ at the Centre'

Telephone: 0161 483 0977

Email: headteacher@st-philips.stockport.sch.uk

Website: www.stphilipsstockport.co.uk

7th September 2020

Dear Colleague

As the result of our current Headteacher's decision to retire at the end of this year we are seeking to appoint a new Headteacher for January 2021.

The governors are very proud to be associated with St Philip's, a happy and caring school that supports the wellbeing and achievement of all members of the school community and where all can flourish. High standards of behaviour and achievement are evidenced in the last Ofsted report where our school was rated 'Good' with personal behaviour and welfare rated as 'Outstanding'. The Section 48 report grading of 'Outstanding' reflects the strong spiritual approach rooted in the Catholic faith which permeates all aspects of our school life.

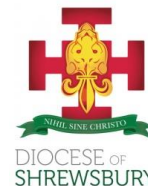
At St Philip's you will find well behaved pupils who are enthusiastic about their learning; highly skilled and professional staff; a dedicated team of non-teaching assistants and a fully committed and professional governing body. Pupils of abilities are very well catered for at St Philip's through stimulating lessons and a wide range of extra-curricular activities. Provision for pupils with special and complex needs is a strength of the school, as is the provision for outdoor learning in EYFS. A passion for reading has been nurtured throughout the school and is a further strength.

The spiritual development of staff and pupils is very much a priority in the school. Father Peter Sharrocks, our Parish Priest, attends the school regularly for Class Masses and Liturgies.

We are looking for a Headteacher who is dynamic, passionate about learning and eager to build on the high standards already in place to strive for further excellence. We seek to appoint someone who will lead staff in a compassionate and caring manner to develop a vision for St Philip's to take it into the future.

Yours sincerely

Marian Slee
Chair of Governors



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Dear Applicant

If you are reading this you must want to work at our school.

We must inform you that we can only pick one Headteacher for this job but we know that lots of you would be perfect for it. At our school we have a motto of zero tolerance to bullying or name calling of any sort. We hope you'll be able to carry on that tradition. Here are some of the reasons why you should pick up the phone and apply for this job.

Number one - pupils. Our pupils are very joyful and they take pride in their learning, no matter what the circumstances. No matter how tricky a maths equation might be or how perplexing physics is, our pupils give their best shot. We look after the school as much as we can so that we are always ready to learn. We always listen and get on with our tasks and we respect each other and our school family. Those are our reasons why our pupils are eager to have you here.

Number two - facilities. Our school has everything you could possibly need. We have a sensory room, an astro turf, a private Headteacher's office just for you, an outdoor classroom and a sensational woodland area. All the things a school deserves. Our incredible caretakers make sure anything and everything is in tip top shape. You deserve the best and we're putting it right in front of you.

Finally - What will you gain from this? You will gain an incredible experience with staff members and pupils throughout the years you will hopefully stay with us. We may not be the fanciest school you'll ever meet, but we make up for it with our school values of respect, rejoice and resilience. We have a few preferences for the type of role model we want:

- a fun but firm Headteacher
- someone who takes on board every different pupil's needs
- a truly inspiring figure whom pupils could look up to in their times of need.

We hope to hear from you soon.

St.Philip's Catholic Primary is awaiting your arrival. Good luck!

The Year 6 Pupil Leadership Team



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Our Mission Statement

'Christ at the Centre'

We recognise that as children of God, all pupils at St. Philip's deserve the highest possible standards of teaching and learning.

We seek, through daily worship, to support each other on our journeys of faith, to develop our awareness of the needs of the wider community and to proclaim and celebrate the Good News of God's love for all.

We strive to create a safe, welcoming and nurturing environment, rooted in Gospel values, where all can grow and flourish.

We work to establish strong links with all those responsible for the welfare and education of our children including parents and carers, our Parish, the local community and partner education and welfare agencies.

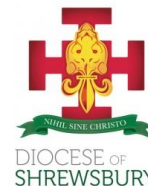
We aim to foster a sense of personal vocation and sense of belonging as well as a spirit of awe and wonder as our children discover and learn more about themselves and the world around them.

Our Values

We **REJOICE** that each of us is a unique individual, created and loved by God.

We **RESPECT** everyone regardless of colour, race, gender, religion or background.

We develop **RESILIENCE** so that we can always do our best and be the very best that we can.



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Headteacher required for January 2021, Group 2 School, £53,856 - £61,808

The governors are seeking to appoint an inspirational and dedicated person to lead our school community. We are looking for someone to share our vision in continuing to build upon the achievements of this happy and successful Catholic school. With the support of an excellent and dedicated staff and hardworking and motivated pupils, this represents a wonderful opportunity and challenge for an inspirational leader seeking to drive a school forward from "good" to "outstanding".

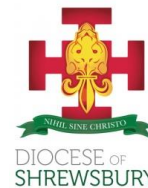
St Philip's is a popular and vibrant Catholic Primary School which was rated "Outstanding" in the Section 48 Inspection of 2018.

We are looking for a Headteacher who:

- is a committed, practising Catholic with a clear vision and strong commitment to Catholic Education
- values all pupils as individuals and ensures that all pupils are confident and able to achieve their full potential
- can nurture, inspire, challenge and motivate pupils and staff alike
- is an excellent communicator who is able to work closely in partnership with parents, the Parish, the Diocese and the wider community.

In return we can offer you:

- a warm and welcoming school community with supportive parents
- motivated pupils who demonstrate positive attitudes towards learning and behavior
- dedicated, talented and hardworking staff who are fully committed to further developing the life of the school
- an effective and active governing body



Visits to the school prior to application are welcome. Please contact Mrs. Amy Ashton, School Business Manager, on 0161 483 0977 to arrange a socially distanced visit.

Closing date: Monday 28th September 2020 at midday

Shortlisting: Tuesday 29th September 2020

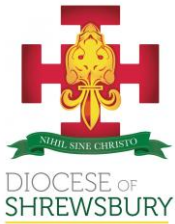
Interviews: Friday 9th October 2020

Applications must be completed on the application form provided, word document only, and submitted electronically to h.schools@stockport.gov.uk

St Philip's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Shortlisted candidates will be expected to complete a Disqualification Declaration. The successful candidate will be required to sign a Catholic Education Service contract.

The successful applicant's appointment will be subject to satisfactory pre-clearance including a Disclosure and Barring Service check.





Catholic Voluntary Aided Schools - Headteacher Job Description

St Philips Catholic Primary School

'Christ at the Centre'

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 Catholic Church and the diocesan trust deed. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post is therefore reserved for a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

This appointment is made by the governing board of the school and is subject to the terms of the Catholic Education Service contract signed with the governors as employers; the current conditions of service for headteachers contained in the School Teachers' Pay and Conditions document as well as all other current education and employment legislation and statutory guidance.

This job description is based on the key areas identified in the National Standards of Excellence for Headteachers (2015). These standards are in turn built upon the Teaching Standards (2011) which apply to all teachers, including headteachers.

The governing board and the diocese acknowledge the importance of the role of the Catholic headteacher and will actively offer continuing support, encouragement, affirmation and realistic challenge to the successful candidate.

The governing board is committed to safeguarding and promoting the welfare of children and young people. The Headteacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.

A. The Core Purpose of the Headteacher

The core purpose of the headteacher is to provide professional leadership and management of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success, a headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. Headteachers must establish a culture that promotes excellence, equality and high expectations of all pupils. This will include ensuring that religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church.

The 'preferred future', expressed in the strategic vision and development of a Catholic school, stems from the educational mission of the Church, which is reflected in the school's mission statement and school improvement plan.

The headteacher, working with the governing board and others, is expected to draw on the person, life and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the community. The vision should explore Gospel values, core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

The headteacher is the leading professional in the school. Accountable to the governing board, the headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

The headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, parishes, the diocese, the local authority, higher education institutions and employers. Through such partnerships and other activities, headteachers play a key role in contributing to the development of the education system as a whole and collaborating with others to raise standards locally.

Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils.

B. The Four Domains of Headship

1. Qualities and Knowledge

The strategic direction and development of the school stem from the educational mission of the Church. The headteacher will ensure that his/her leadership demonstrates commitment to promoting and developing the school's distinctive Catholic identity through the search for excellence in all areas of this work.

Critical to the role of headship is working with the governing board and others to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community. This vision should express core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

The headteacher will:

1. Recognise the authority of the bishop in relation to the provision of education in the diocese and work within the school and parish community to create and promote an educational vision and values for the school which take account of the school's Catholic mission and of the diversity, values and experiences of the school and the community it serves.
2. Hold and articulate clear Catholic values and moral purpose focused on providing a world-class education for the pupils they serve and reflecting the Catholic foundation of the school.
3. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local church and wider community.
4. Lead by example, with integrity, creativity, resilience, and clarity, drawing on their scholarship, expertise and skills and that of those around them.
5. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development that reflects the needs of a Catholic school.
6. Work with political and financial astuteness, within a clear set of principles centred on the school's Catholic vision, ably translating local, national and diocesan policy into the school's context.
7. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

2. Pupils and Staff

In a Catholic school the headteacher leads a learning community rooted in Catholic belief and principles. The search for excellence is given expression in learning and teaching which recognise pupils' individual worth as made in the image and likeness of God. The headteacher will lead the school community in promoting positive attitudes to learning amongst pupils and staff which stem from Christ's vision for humanity.

The Headteacher has a central responsibility for raising the quality of teaching and learning and for pupils' achievement. This implies setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.

In accordance with the school's Catholic ethos, the headteacher will:

1. Demand ambitious standards of achievement and attendance for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes. Ensure high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church. Ensure quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purpose and aims of the school.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being, taking full account of the school's Catholic foundation.
3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos based on Catholic values within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning. Hold all staff to account for their professional conduct and practice.

3. Systems and Process

In the Catholic school all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school's Mission Statement.

The headteacher needs to provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation. The headteacher should ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. These management responsibilities imply the re-examination of the roles and responsibilities of those adults working in the school to build capacity across the workforce and ensure resources are deployed to achieve value for money.

Effective headteachers manage themselves and their relationships well. Headship is about building a professional learning community which enables others to achieve. Through performance management and effective continuing professional development practice, the headteacher supports all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and the range of leadership skills and actions required of them, headteachers should be committed to their own continuing professional development.

In accordance with the school's Catholic ethos, the headteacher will:

1. Ensure that the school's systems, organisation and processes are well-considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity within the Catholic context. Ensure arrangements for the daily Act of Collective Worship and the spiritual life of the school. Ensure the diocesan policy for Religious Education is fulfilled.
2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements, the school's sustainability and its Catholic character.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

4. The Self-improving School System

In a Catholic school the headteacher is responsible for the mission of the school to the local and wider Catholic community and beyond. He/she will collaborate with the parish and other Catholic organisations as well as with the wider educational community for the benefit of the school's community and others. He/she will demonstrate a belief that community and school are interdependent and that engagement with the community promotes school development.

The headteacher should commit to engaging with the internal and external school community to secure equity and entitlement. The headteacher should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. The headteacher should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children. The headteacher shares responsibility for leadership of the wider educational system and should be aware that school improvement and community development are interdependent.

Working in a spirit of collaboration to secure Catholic principles of equity and entitlement, the headteacher will:

1. Create an outward-facing school which works with other schools, organisations and the local community, in a climate of mutual challenge, to champion best practice and secure excellent achievements for all pupils. Build a school culture and curriculum based on Gospel values, the teaching of Jesus Christ and the Catholic Church, which take account of the richness and diversity of the school's communities.
2. Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers and the parish community to improve academic and social outcomes for all pupils.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well-evidenced research to frame self-regulating and self-improving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development of all staff.
5. In the context of the school's Catholic ethos, model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others, within and beyond schools, to believe in the fundamental importance of education in young people's lives and to promote the value of education especially within a Catholic context.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to headteachers

Person Specification/Selection Criteria for Headteacher in St Philips Catholic Primary School

The school's 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 Diocese of Shrewsbury. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

St Philips Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The applicant will be required to safeguard and promote the welfare of children and young people.

Source Key: A = Application Form I = Interview R = References CC = Checking Certificates

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

[A] Faith Commitment

		Essential	Desirable	Source
1.	Practising Catholic	E		A/I/R
2.	Involvement in parish community		D	A/I/R

To be able to demonstrate their knowledge and understanding of the following in the context of a Catholic school.

		Essential	Desirable	Source
3.	Leading school worship	E		A/I
4.	Ways of developing religious education and worship	E		A/I
5.	A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school	E		A/I
6.	How relationships should be fostered and developed between the school, parish and its community and Diocese of Shrewsbury	E		A/I
7.	Has completed the Catholic Leadership Programme or has a commitment to do so		D	A/I/CC

[B] Qualifications

		Essential	Desirable	Source
8.	Qualified teacher status	E		A/CC
9.	Degree	E		A/CC
10.	CCRS/CTC or commitment to obtaining the certificate	E		A/CC/I

[C] Professional Development

		Essential	Desirable	Source
11.	Evidence of appropriate professional development for the role of headteacher		D	A
12.	Evidence of recent leadership and management professional development	E		A
13.	Has successfully undertaken appropriate Child Protection training	E		A
14.	Up to date safeguarding training and knowledge of legislation for the protection of young people	E		A/I/CC
15.	Has successfully undertaken Designated Safeguarding Lead training or a commitment to do so	E		A/I/CC

[D] School leadership and management experience

		Essential	Desirable	Source
16.	Recent successful leadership as a headteacher		D	A/I/R
17.	Recent successful leadership as a deputy headteacher or assistant headteacher	E		A/I/R
18.	Evidence of successfully leading school improvement	E		A/I/R
19.	Evidence of the application of strategies to review, evaluate and improve teaching and learning	E		A/I/R
20.	Experience of curriculum leadership and development	E		A/I/R
21.	Experience of working constructively with parents	E		A/I/R
22.	Experience of monitoring staff performance	E		A/I/R

23.	Experience of effective budget management and financial analysis		D	A/I/R
24.	The ability to provide advice and support to the Governing Board to enable it to meet its responsibilities	E		A/I/R
25.	An understanding of strategic financial planning in relation to its contribution to school improvement and pupil achievement	E		A/I/R
26.	To have experience of guiding, coaching, mentoring or training individuals or teams	E		A/I/R
27.	Is able to demonstrate a good awareness of current national education policy and strategy	E		A/I/R

[E] Experience and knowledge of teaching

		Essential	Desirable	Source
28.	Successful teaching of pupils in the primary phase	E		A/I/R
29.	Experience of teaching in more than one school		D	A/I/R
30.	To have taught in two of the three primary phases	E		A/I/R
31.	To have a working and current knowledge and understanding of Early Years, KS1, KS2 in the primary phase	E		A/I/R
32.	Displays commitment to the protection and safeguarding of children and young people	E		A/I/R
33.	Experience of providing professional challenge and support to others through the performance management process	E		A/I/R
34.	Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people	E		A/I/R
35.	Will co-operate and work with relevant agencies to protect young people	E		A/I/R
36.	To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	E		A/I/R
37.	To be able to exemplify how the needs of all pupils, including vulnerable groups, have been met through high quality teaching	E		A/I/R
38.	To be able to work effectively with the Governing Board	E		A/I/R

[F] Professional Attributes

		Essential	Desirable	Source
39.	Be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at the school and how these could be met	E		A/I/R
40.	Be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies	E		A/I/R
41.	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	E		A/I/R
42.	To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	E		A/I/R
43.	Show a good commitment to sustained attendance at work	E		A/I/R

[G] Professional Skills

(Based on the National Standards of Excellence for Headteachers 2015)

The headteacher is expected to have a good knowledge of the National Standards of Excellence for Headteachers (2015) upon which the job description is based and be willing to work towards the achievement of these standards. In addition, the Headteacher will be expected to work with the governors to set annual personal objectives within the framework of these standards:

- Qualities and Knowledge
- Pupils and Staff
- Systems and Processes
- The Self-improving School System

The supporting statement should reflect the applicant's current knowledge of the 4 domains

[H] Personal Qualities

All of the following are considered essential for the post and will be assessed throughout the process.

- Continue to promote the school's strong educational philosophy and values
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people
- Build and maintain quality relationships through interpersonal skills and effective communication
- Demonstrate personal and professional integrity, including modelling values and vision
- Manage and resolve conflict

- Prioritise, plan and organise themselves and others
- Think analytically and creatively and demonstrate initiative in solving problems
- Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others
- Demonstrate a capacity for sustained hard work with energy and vigour

[I] Confidential References and Reports

A positive and supportive faith reference from a priest where the applicant regularly worships.	E
Positive recommendation from all referees, including current employer.	E
A supportive reference from the Local Authority, if possible, or a further supportive professional reference	E

The governors reserve the right in exceptional cases to seek additional references from other former employees where this seems appropriate.

Important advice regarding faith references

As you are aware the person specification for the post to which you are making an application states that you are asked to provide a faith reference from a priest where you regularly worship.

The Governing Board will be seeking to appoint a practising Catholic who joins in the parish celebration of the Sunday Eucharist and receives the sacraments regularly.

At a time when priests are increasingly assuming responsibility for larger pastoral areas it is becoming increasingly common for priests not to know parishioners as well as they might have in the past. In the light of this we offer the following advice when seeking faith references.

1. Speak to the priest before completing your application and ask if he agrees to your including him as a referee.
2. Provide him with an outline of:
 - your involvement in parish life e.g., Eucharistic minister, reader, etc. (it may be that currently you are not heavily involved in parish life due to other commitments)
 - your present post – school, areas of responsibility
 - the post to which you are applying – name of school, post, etc.

By following the above advice you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible.

[J] Application Form and Supporting Statement

The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post, *following the guidance outlined in section G above.*

The CES Leadership Application Form (latest version) must be fully completed and legible. The supporting statement should not exceed 1300 words in length, be clear, concise and related to the post and setting applied for.