



**St Aloysius College
Recruitment Pack for the
Post of
Teaching Assistant**





St. Aloysius' College

Highgate, London, N6 5LY

Head Teacher: Mr T. Mannion

Telephone: 0207 561 7800 Fax: 020 7263 5963

Voluntary Aided R.C. Boys 11-18 Comprehensive School in Islington



Post: Teaching Assistant

Hours: Term Time plus 5 days

Salary: TBC

Required for September 2017

St. Aloysius' College is an established and highly successful school in North Islington. We take pride in our friendly and inclusive school community with its commitment to supporting pupils and staff in achieving their full potential. We are seeking to appoint a bright, ambitious and enthusiastic Graduate Teaching Assistant, looking to gain valuable experience in a supportive well regarded school before embarking upon their PGCE within the foreseeable future.

We can offer:

- Friendly and generally well behaved children who deserve the best
- Supportive, hardworking Governors and colleagues who care passionately about our school and the local community
- Dedicated leadership time and future career development

We are looking for:

- An individual that is, a recent graduate who has obtained at least a 2:1 in Computer Science or Music, who seeks to gain as much experience as possible in the education sector before going on to gain QTS and become a Teacher.
- Who has high expectations of pupil achievement, attainment and behaviour
- Who is confident in their ability and has solid knowledge of the current curriculum so that they are able to ease the pressure from the subject Teacher.
- Who are able to plan, prepare and engage pupils while enabling them to learn, and equipping them with the necessary skills they require to achieve their full potential.
- Keeps pupils at the heart of Teaching and Learning.

In our Ofsted inspection in March 2012 we received an **outstanding** judgement in all four key areas and an overall **outstanding** assessment.

St. Aloysius' College is committed to Safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

For more information and an application pack please see our website <http://www.sta.islington.sch.uk> or contact Anita Hollis – HR and Exams Officer on 0207 561 7800. Ext: 215 or email hollis.a@sta.islington.sch.uk.

Completed application forms should be returned or emailed to Anita Hollis by 12noon on 31st March 2017



Inspection March 2012





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Job Description: Teaching Assistant

Reports to: SENCO

Start date: September 2017

Salary:

Key responsibilities

Job Purpose

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

To provide outstanding support to enable Pupils with SEND to play a full and active part in the life of the school and to make outstanding progress in their learning.

Key Priorities

To support and assist the Head teacher by providing dynamic and professional leadership and management to reflect 'The Policies in Practice' by sharing and modelling the school's vision and values in everyday work and practice; developing and motivating staff, setting high expectations, embedding learning and teaching strategies and raising achievement, contributing to our rigorous and on-going self-evaluation and taking responsibility for leading specific areas/initiatives to secure further school-wide improvements.

The key responsibilities will depend upon the strengths of the successful candidate.

Main Duties and Responsibilities

Pupil Support

- Provide support to Pupils with SEND as outlined in their Education, Health and Care Plans or Individual Education Plans.
- Assess the needs of Pupils and use detailed knowledge and skills to support Pupils' learning.
- Liaise with teaching staff, Heads of Year and the SENCO regarding such support.
- Work with teachers to secure outstanding progress in lessons for supported Pupils.
- Adapt or modify materials and resources to ensure full access to a broad and balanced curriculum.
- Provide individual and/or small group intervention as and when directed.
- Develop a positive relationship with Pupils and promote self-esteem and independence.



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- Provide feedback to targeted Pupils on their progress and attainment.
- Provide any additional support for Pupils with disabilities, including on 'personal hygiene' to secure wellbeing and to enable them to participate fully in the life of the school.
- Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with schools policies and procedures.

Teacher Support

- Provide information to teachers and other support staff on the most effective methods of provision and intervention for Pupils with learning needs.
- Liaise with the SENCO and/or specialist staff (e.g. Occupational Therapist or Speech and Language Service) as requested to receive and disseminate advice given to effectively support Pupils across curriculum areas.
- Liaise sensitively and effectively in meetings with parents and carers, providing constructive feedback on Pupil progress, attainment, attendance and behaviour.
- Under the direction of the SENCO, contribute to Pupil profiling of SEND by carrying out a range of tests including spelling, reading and other tests.
- Under the direction of the SENCO develop, monitor and review Pupils' Education Health Care Plans (EHCPs), including the completion of administrative tasks required for the role.
- Attend specific training as and when requested by the SENCO and/or the Line Manager.
- Assist in Pupil supervision and management of Pupil behaviour, in line with school procedures.
- Be responsible for maintaining a Planner for keeping a record of lessons supported; resources developed and implemented and information on pupil data and progression.

Curriculum Support

- Assist with the implementation of structured and agreed learning activities/teaching programmes, adjusting activities according to student responses.
- Assist with the implementation of programmes linked to local and national learning strategies e.g. literacy, numeracy KS3 strategies recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- Establish links with departments/faculties





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School Support

- Be aware of, and comply with all policies and procedures relating to Child Protection and Safeguarding, Health Safety and Security, Confidentiality and Data Protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to ensure all pupils have equal access to opportunities to learn and develop.
- Support the aims and ethos of the school as defined in the staff handbook and school prospectus and the aims and ethos as defined in the SEND Policy.
- Appreciate and support the role of other professionals.
- Establish positive working relationships with parents/carers.
- Attend and participate in relevant meetings as required including annual statement reviews and ECHP reviews.
- Accompany teaching staff and students on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher.
- Attend meetings as required.
- Participate in training and other learning activities and performance development as required and agreed by your line manager.
- To continually update knowledge and understanding of autistic spectrum conditions and other conditions that could be barriers to learning.

General requirements:

- Take part in the school's performance management system.
- Complete a DBS Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you come into contact with.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of an evolving Education system which requires flexibility in all of its employees.

This Job Description is current at the date shown but, in consultation with the post holder, may be varied by the Headteacher to reflect or anticipate changes in the post appropriate with the grade and job title or to meet the changing needs of the school.

St Aloysius College is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.



Inspection March 2012



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Confirmation of Job Description

Role within the school:	Teaching Assistant
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Name:	
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I confirm that I have read and understood this Job Description.

Please Note: *Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.*

The Job Description and Person Specification is current at the date below but will be reviewed on an annual basis and, in consultation with you, may be changed to reflect changes in the job requirements which are appropriate to the job title and grade.

Signatures

Applicant:		Date:	
Head teacher:		Date:	





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Person Specification: Teaching Assistant

The Governors are looking for an exceptional leader to play their part in driving and shaping the future of St Aloysius College.

Our person specification is underpinned by our educational philosophy. This centres around a shared view that a child's starting point should not define their destiny and an understanding of, and belief in, the difference that school can make. The successful candidate will share a commitment to:

- Our core values of respect, trust, honesty and hard work
- High standards of academic achievement for all students
- First class pastoral care, support and guidance,
- Developing the experiential element of school life to ensure that students leave our school as well-rounded individuals ready to take their place in the world

Job Requirements	Essential	Desirable	Method of Assessment
Qualifications:			
High Level Degree in Relevant Subject at 2:1 or higher	✓		A
GCSE Maths and English (grade A-C) or equivalent	✓		A & I
Qualified to work in the UK	✓		A
Other Professional Development		✓	A
Experience:			
Successful teaching experience or other evidence that suggests potential to develop as an effective teacher		✓	A, I & R
Experience of working with children and young people in school settings		✓	A, I & R
Proven experience of achieving goals	✓		A & I
Professional Skills and Abilities			
Ability to communicate effectively both verbally and in writing		✓	A & I
Able to give clear direction and instructions to pupils	✓		A & I
Good interpersonal skills		✓	A & I
Ability to work cooperatively and flexibly within a team		✓	A & I
Ability to support individual pupils to ensure they make progress	✓		A & I
Ability to contribute to the preparation and implementation of individual support plans	✓		A & I





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Ability to use Information and Communication Technology (ICT) to support teaching and learning		✓	A & I
Ability to contribute to the assurance of academic quality and standards		✓	A & I
Ability to develop and use effective, flexible and innovative approaches to teaching, learning and assessment		✓	I & R
Ability to support the diverse academic and personal needs of individual students		✓	I & R
An understanding of the importance of confidentiality	✓		I & R
Ability to act and work on own initiative	✓		I & R
Professional Knowledge and Understanding			
Have a clear understanding of how to provide effective support to pupils in a range of contexts	✓		A, I & R
Understand how to maintain a safe environment for all children	✓		A, I & R
An effective communications style and interpersonal skills	✓		I & R
Ability to develop and use effective, flexible and innovative approaches to teaching, learning and assessment		✓	I & R
Ability to reflect on own skills and knowledge, and to seek opportunities to develop		✓	I & R
Personal Attributes			
Must be able to promote collaboration and work effectively as a team member		✓	I & R
Must have good communication skills both orally and in writing	✓		A, I & R
Must be able to manage own work load effectively		✓	I & R
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit		✓	I & R
To practise equal opportunities in all aspects of the role and around the work place in line with policy		✓	I & R
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post		✓	A, I & R
High level of written and spoken English, numeracy skills to enable you to teach through the Secondary phase	✓		A, I & R





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Excellent IT Skills	✓		A, I & R
Able to follow written and oral instructions		✓	I & R
Able to communicate effectively with children		✓	I & R
Hard working and reliable		✓	I & R
Good sense of humour	✓		I & R
A desire and commitment to pursue a career in teaching		✓	I & R
A= Application I = Interview R = References			

Confirmation of Job Description

I confirm that I have read and understood this Person Specification.

Please Note: *Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.*

The job description is current at the date below but will be reviewed on an annual basis and, in consultation with you, may be changed to reflect changes in the job requirements which are commensurate with the job title and grade.

Signature:

	Date:	
	Date:	





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Confidential

Application Form			
Position Applied For:			
Title:		First Name:	
Surname:		Preferred Name:	
Any Former Names:			
Religious Denomination:			
Address:			
		Postcode:	
If you have lived at the above address for less than 5 Years, please list all previous addresses at which you have lived during this period of time:			
Address			Dates
Home Telephone:		Mobile:	
Work Number:		Email Address:	
Please state how you would prefer to be contacted:			
National Insurance Number:			
DFE Teacher Number:			
Do you have QTS Status?	<input type="checkbox"/>	Yes	<input type="checkbox"/>
QTS Certificate Number:			
Date of QTS Certification:			
GTC (Wales only) or other Membership No:			





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Details Of Applicants Present Employment									
Are you Presently employed?					Yes				No
If No, then please proceed to the next section									
Details of Current Post									
Current role:									
Name of current employer:									
Address of Current employer:									
Postcode:					Telephone Number:				
Local Authority:				Diocese:					
Permanent		Temporary		Full - Time		Part-Time		Job-Share	
Start Date:			Notice Period:						
Date that NQT/Probationary Period completed:									
Current Salary Scale:			Current Spine Point:						
Gross Annual Salary:			Total Pupils on Roll:						
Please provide below a description of your key duties and responsibilities, including subjects and key stages taught:									
Please continue in the Additional Pages if more space is needed									





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Applicant's Employment History and Professional Experience

Please complete the information below in chronological order, starting with the most recent:

Full Name and Address of Establishment	No. of Pupils on roll	Age range and Gender	Position Held and responsibilities	Dates		Reason for leaving
				Start	Leaving	

Other Work Experience

Please complete the information below in chronological order, starting with the most recent:

Employer Name and Address	Position Held	Brief description of responsibilities	Dates		Reason for Leaving
			Start	Leaving	

Please continue in the Additional Pages if more space is needed





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If there are any periods of time that have not been accounted for in your application, please provide details below, providing dates where possible:

Dates		Details of Activity
From	To	

Please confirm whether you have ever been ordained and / or been a member of an Religious Community	Yes	No
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Please provide details below:

Please continue in the Additional Pages if more space is needed





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Post 11 Education and Training

Please complete the information below in chronological order, starting with the most recent:

Full Name and Address of the Establishment	Did you attended Full-Time or Part time	Dates of Attendance		Date of Award	Awarding body and Registration Number (If Known)	Award Achieved
		From	To			
Post Graduate						
Higher Education Qualifications						
School and College Qualifications						





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Continued Professional Development				
Please list below any course you have completed and any Professional Development in which you have been involved in that you consider relevant to the post in the last three years.				
Course Title	Course Provider	Dates		Award Grade Achieved (If Applicable)
		From	To	
Professional Memberships				
Please list below any relevant Professional bodies of which you are a member:				
Interests and Hobbies				
Please list your interests and hobbies outside of work below:				





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Supporting Statement

Please provide a written statement of no more than 1,300 words detailing why you believe that you have the skills, experience, personal qualities, training and education suitable for the post advertised and how you meet the Person Specification.

You should pay particular attention to the National Standards for the position you are applying for.

Large empty box for writing the supporting statement.





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References

Educational Establishments of a religious character are permitted, where recruiting for Teaching Posts, to give preference to applicants that are practising Catholics and, therefore, one referee should be your Parish Priest.

Present School / Employer:

Name:			
Job Title:			
Address:			
Telephone:		Email:	

Other Professional Referee:

Name:			
Job Title:			
Address:			
Telephone:		Email:	

Parish Priest:

Name:			
Job Title:			
Address:			
Telephone:		Email:	

We reserve the right to take up references with any previous employer, please specify if you do not want us to contact any of the above referees at this stage of the Recruitment process and please provide reasons below:

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Are you (or your spouse / Civil Partner / Partner) related by blood or marriage or as a cohabitee to any member of the Schools Governing Body?

Yes

No





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Disclosure of Criminal Background

Because of the nature of the work for which you are applying, you are required to disclose any criminal convictions, cautions or bind-overs which you have incurred, including any that would be regarded as 'spent' under the Rehabilitation of Offenders Act 1974 (Exception) (Amendment) Order 1986. If you are offered employment an Enhanced Disclosure will be sought from the Criminal Records Bureau before the appointment is confirmed. This will provide details of any criminal convictions, cautions, reprimands and final warnings, and any other information that may have a bearing on your suitability for the post.

Disclosure of a criminal background will not necessarily exclude you from employment – this will depend upon the nature of the offence(s), frequency and when they occurred. Failure to declare a conviction, caution or bind-over may disqualify you from an appointment, or result in summary dismissal if the discrepancy comes to light.

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the Police of a criminal offence?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If Yes, please give brief details of the offence, including the date of conviction:

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Are you aware of any Police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--	--------------------------	-----	--------------------------	----

If Yes, please give brief details of the offence, including the date of the conviction.

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Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--	--------------------------	-----	--------------------------	----

If your answer is yes, you should provide brief details on a separate sheet, marked confidential. The information you will provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

Do you have any criminal charges or summonses pending against you?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If Yes, please give brief details:

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Please note: Prior to employment Islington Council check your details provided in this application against the ISA list of those barred from working with children. Once an offer has been made we will then request an enhanced Criminal Records Check.





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Rehabilitation Of Offenders Act 1974

If you have been convicted of a disclosable criminal offence the details must be disclosed on the separate document entitled "Rehabilitation of Offenders Act 1974 – Disclosure Form" together with any cautions or bind-overs, pending criminal convictions, criminal actions and/or court hearings against you. The Rehabilitation of Offenders Act 1974 – Disclosure Form must be enclosed with your application in a sealed envelope marked "confidential".

If you do not have any disclosable convictions, please complete the relevant section in the Disclosure Form.

Data Protection Act 1998

By ticking the box below I hereby give my consent for personal information (any information which may be considered Personal Data and/or Sensitive Data within the meaning of the Data Protection Act 1998, which includes recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Immigration, Asylum And Nationality Act 2006

The Governing Body / Academy Trust Company will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. More information can be found in paragraph 18 of the Notes to Applicants. By checking the box you are hereby confirming that you are legally entitled to work in the United Kingdom and that you will provide documentary evidence of such entitlement when requested.

Declaration

If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention, then your application may be withdrawn from the recruitment process. Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily. You may also be reported to the Teaching Agency (England only), the GTC (Wales only) or the Police, if appropriate. By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications that I claim to hold.





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Confirmation of Acknowledgment

- I understand that an offer of appointment will be subject to satisfactory references, CRB clearance, proof of identity and qualifications, medical clearance.
- I understand that providing false or misleading information will disqualify me from appointment or if appointed will render me liable to summary dismissal.
- I declare that the information I have given is, to the best of my knowledge, true and complete.
- I agree that the information given may be used for registered purposes under the Data Protection Act 1998.

Signed:		Date:	
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Please note: If you are applying on the web you will be required to sign this declaration at interview

Data Protection Act 1998

In order to process your application and for no other reason, you are requested to complete and return this application form. Waltham Forest is fully committed to compliance with the Data Protection Act 1998 and the information given will not be revealed to any organisation other than those declared to the Office of the Information Commissioner.

Please return this form to the email or postal address as requested in the advertisement/recruitment pack.

Thank you for applying for this post.

Please Note that the CES Notes to Applicants is available on the School Website





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Monitoring Information

In order to monitor the effectiveness Islington Councils Equal Opportunities Policy, and to comply with the requirements of the Race Relations Amendment Act 2000 you are required to complete Section A. Completion of Section B is voluntary, however completion will ensure all staff are treated fairly and equally.

Post Applied for:

Monitoring Ethnic Origin

Please indicate your ethnic origin by ticking one of the five broad divisions shown below:

White

Black or Black British

British

African

Irish

Caribbean

Any other White background

Any other Black background

Please specify:

Please specify:

Asian or Asian British

Dual Multiple Heritage

Bangladeshi

White and Asian

Indian

White and Black African

Pakistani

White and Black Caribbean

Please specify:

Please specify:

Chinese or other Ethnic Group

Chinese

Other

Do not wish to declare

Please specify:

Monitoring Disability

Do you consider yourself to have a disability as defined* in the Disability Discrimination Act 1995. The Act defines disability as: "a physical or mental impairment which has substantial and long-term effect on a person's ability to carry out normal day to day activities".

Yes

No

Do not wish to declare

Monitoring Gender

Male

Female

Do not wish to declare

Monitoring Media

Please specify how you found out about this role

Monitoring Age Group

Under 20

20-29

30-39

40-49

50-59

60 +

Monitoring Religion

None

Christian

Buddhist

Hindu

Muslim

Jewish

Sikh

Other, please specify

Do not wish to declare

Monitoring Sexuality

Heterosexual

Gay Man

Bisexual

Lesbian

Do not wish to declare

