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| **Bishop Wordsworth's School** |
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| **Reference Request – Teaching Staff** |

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| Name of Applicant: |  |
| Name of Referee: |  |

Please complete both Part A and Part B below; please include further details on a separate sheet if necessary.

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| **Part A** |
| What is the name of your organisation? |   |
| What position do you hold? (If you are not the Head, please ensure that this reference is countersigned by the Head) |   |
| How long have you worked / did you work with the Applicant? |   |
| Please confirm the Applicant's role and / or duties. |   |
| Please confirm the Applicant's dates of employment. | Employmentcommenced: |  | Employmentended: |  |
| If the Applicant has ceased employment with you, please confirm the reason for the termination of the Applicant’s employment. If the Applicant was dismissed, please explain the reason for the Applicant’s dismissal and the surrounding circumstances. |   |
| Please confirm the Applicant's current salary.(or their salary on termination) |   |
| Please rate the Applicant against the following criteria:  |
|   | **Needs substantial development** | **Needs development** | **Acceptable** | **Strong** | **Outstanding** |
| Attitude to work |  |  |  |  |  |
| Attendance |  |  |  |  |  |
| Reliability |  |  |  |  |  |
| Working Relationships with other staff  |  |  |  |  |  |
| Planning/Preparation of lessons |  |  |  |  |  |
| Classroom Management |  |  |  |  |  |
| Marking and feedback |  |  |  |  |  |
| Commitment to school events |  |  |  |  |  |

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| **Part A** |
|   | **Needs substantial development** | **Needs development** | **Acceptable** | **Strong** | **Outstanding** |
| Extra-Curricular involvement |  |  |  |  |  |
| Subject Knowledge | Main Subject |  |  |  |  |  |
| Secondary Subject |  |  |  |  |  |
| Please confirm the number of days' sickness absence the Applicant took during the final 12 months of their employment. |  |
| Has the Applicant been the subject of disciplinary proceedings (whether formal or informal) during the last 12 months of their employment?  | Yes | [ ]  | No | [ ]  |
| If so, please provide details of the allegation(s) against the Applicant and the outcome of the proceedings. |
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| Please provide details of any allegations or concerns that have been raised (whether formally or informally) about the Applicant which relate to the safety and welfare of children or young people except for those allegations which were found to be false, unsubstantiated or malicious. |
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| With reference to the attached job description are you satisfied that the Applicant has the ability and is suitable to undertake this role?  | Yes | [ ]  | No | [ ]  |
| If not, please give specific reasons for your concerns. |
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| Has the Applicant been the subject of a capability procedure to address poor standards of performance and/or a lack of capability resulting from a lack of knowledge, skill, ability, experience or health? | Yes | [ ]  | No | [ ]  |
| If yes, please provide details and the outcome of the procedure. |
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| **Part A** |
| Are you completely satisfied that the Applicant is suitable to work with children?  | Yes | [ ]  | No | [ ]  |
| If, not please give specific reasons for your concerns. |
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| Are you satisfied, to the best of your knowledge, that the Applicant is not involved in "extremism" being vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs? Extremism also includes calls for the death of members of our armed forces, whether in this country or overseas. | Yes | [ ]  | No | [ ]  |
| If not please give specific reasons for your concerns. |
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| To the best of your knowledge, has the Applicant ever been referred to, or are they the subject of a sanction, restriction or prohibition issued by the National College for Teaching and Leadership (NCTL), any equivalent body in the UK or a regulator of the teaching profession in any other country? | Yes | [ ]  | No | [ ]  |
| If yes, please provide details. |
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| To the best of your knowledge, has the Applicant ever been referred to the Department for Education, or are they the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school? | Yes | [ ]  | No | [ ]  |
| If yes, please provide details. |
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| To the best of your knowledge, has the Applicant ever been the subject of a direction under section 142 of the Education Act 2002? | Yes | [ ]  | No | [ ]  |
| If yes, please provide details: |
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| **Part B** |
| What is your relationship to the Applicant? |  |
| How long have you known the Applicant? |  |
| Based on your knowledge and experience of the Applicant, do you believe that he / she is suitable for the post applied for (as described in the job description?  | Yes | [ ]  | No | [ ]  |
| Based on your knowledge and experience of the Applicant, do you have any reason to believe that he / she is unsuitable to work with children? | Yes | [ ]  | No | [ ]  |
| Please include any other information which you consider may be relevant to the Applicant's application? Please continue on a separate sheet if necessary: |
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| Signed |  |
| Name and position |  |
| Dated |  |
| Counter signature (where relevant) |  |
| Name and position |  |
| Dated |  |