Application to become a Fellow of ISBL

Checklist – prior to completing this application

Ensure you:

* have read the ISBL Fellowship guidance, which sets out our eligibility criteria and requirements for Fellowship, writing style tips, and evidence to include
* contact ISBL if you need support (email [fellowship@isbl.org.uk](mailto:fellowship@isbl.org.uk)).

Section 1

Personal details

|  |  |  |  |
| --- | --- | --- | --- |
| Title  *(please check relevant box)* | Mr Mrs Miss Ms Other *(please specify below)* | | |
| Surname |  | Forename(s) |  |
| Job title |  | | |
| Email address |  | Email address type | Work  Home |
| Telephone number |  | Telephone number type | Mobile  Work  Home |
| Employer’s name and address |  | | |
| Your workplace if different from your employer’s address |  | | |

Are you an existing member of ISBL? *Please check all boxes that apply*.

Yes No

I used to be a member of NASBM

I have never been a member of NASBM/ISBL

Section 2

Requirement 1 – Experience

|  |
| --- |
| Supporting statement  Please explain here how you meet requirement 1 (see the brief information below plus the ISBL Fellowship guidance). |
| Briefly describe your overall experience here in no more than 250 words. Please list your SBP roles with some brief wording around this to support this section. |
|  |
| Supporting evidence checklist and declaration for requirement 1  Ensure you:   * submit your CV and current job description * list all your supporting evidence for this section in the box below (we suggest that you number each piece of evidence). |
|  |

Section 2 (cont.)

Requirements 2 and 3 – Qualifications, experience and impact

|  |  |
| --- | --- |
| Supporting statement  Please explain here how you meet requirements 2 and 3 (see the brief information below plus the ISBL Fellowship guidance). | |
| Requirement 2 – Qualifications, training and CPD (please retain this subtitle)  List your qualifications, training and CPD here (for the last 3 years). | |
|  | |
| Requirement 3 – Experience, knowledge and skills, including impact (please retain this subtitle)  Choose two disciplines from the [ISBL Professional Standards](https://isbl.org.uk/the-isbl-professional-standards/) – **one must be Leading Support Services** (with particular emphasis on the role you play in strategic direction) – and tell us your experience and impact in these areas **and** provide evidence of this. | |
| Discipline 1: | Leading Support Services |
|  | |
| Discipline 2: | [Please specify] |
|  | |

Section 2 (cont.)

Requirement 4 – Commitment to CPD and its impact

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| Supporting statement  Please explain here how you meet requirement 4 (see the brief information below plus the ISBL Fellowship guidance). |
| Explain and evidence your ongoing commitment to, and impact of, continuing professional development (CPD) (please retain this subtitle)  Tell us how your qualifications, training and CPD show your ongoing commitment to CPD **and** the impact of this CPD. |
|  |

|  |
| --- |
| Supporting evidence checklist and declaration for requirements 2-4  Ensure you:   * submit a copy of your Level 6 (or above) qualification certificate, other relevant CPD/training course(s) evidence, i.e. certificate(s) or letter(s) of achievement (if the training/CPD is not certificated), and your personal development plan |
|  |

Section 2 (cont.)

Requirement 5 – Evidence of leadership within your school/trust and system leadership within the school business profession

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| --- |
| Supporting evidence checklist and declaration  Please explain how you meet requirement 5 (see the brief information below plus the ISBL Fellowship guidance). |
| Tell us about how you provide leadership within your school and system leadership within the school business profession (please retain this subtitle)  Tell us about your school and system leadership **and** provide evidence of this. |
|  |
| Supporting evidence checklist and declaration for requirement 5  Ensure you:   * provide evidence of your school and system leadership, e.g., minutes of meetings showing your input and impact * provide us with a reference from your head teacher/CEO/line manager (whoever is most relevant to you in your post) to support your school leadership evidence * list all supporting evidence accompanying this section of your application form below (we suggest that you number each piece of evidence). |
|  |

Section 3

Declaration and requirement 6

|  |
| --- |
| I confirm that the details I have provided are a true representation of my skills, qualifications and experience. I realise that any false statements could lead to the rejection of my application to become an ISBL Fellow.  I confirm that, if my application is successful, I will comply with the ISBL Code of Ethics.  I confirm that I have not been disqualified as a trustee or governor nor found complicit in any proven malpractice. |
| Please select as appropriate: |
| My school:  has  has not  received an ESFA malpractice investigation, ESFA notice to improve (NtI) or a qualified audit report. |
| Where you note that your school has received one of these actions, you should detail within your application the details of this, including actions taken by you in relation to this activity. |
| Signed:  Date: |

Section 4

Checklist – prior to submission

Before sending in your application form, please check the following:

* Have you completed each section of the application form, referring to the ISBL Fellowship guidance to make sure that you meet our requirements?
* Have you attached the following evidence with your application form?
  + A copy of your job description(s)
  + Your career summary or CV
  + Copies of your Level 6 qualification certificate(s), plus training and CPD
  + A personal development plan
  + Evidence of school and system leadership
  + A reference from your head teacher/CEO/line manager
  + Any information pertaining to ESFA interventions, as required
* Have you numbered all of your evidence pieces in the supporting evidence boxes?
* Have you read and signed in the **Declaration and requirement 6** box above?

Section 5

Submitting your application

Please submit your completed application via email: [fellowship@isbl.org.uk](mailto:fellowship@isbl.org.uk)

**Monitoring Equality and Diversity**

As part of our monitoring, ISBL wishes to collect the following information from anyone applying to become an ISBL Fellow.

ISBL requests the following information to ensure we are attracting members from all areas of our communities. We will use this data to inform our statistics on the representation of the categories of individual as shown below. We will treat all personal information in line with current data protection legislation and our data protection policy.

We will separate this part of your application from the rest of your application form. The information you give is confidential and will not be seen by anyone involved in the assessment process. It will not affect our decision on your application.

We will retain this information in conjunction with your name for a period of 12 months. After 12 months, this information will become anonymised and stored as part of our aggregated statistics on the categories shown below.

Please provide details about yourself by ticking the relevant boxes.

**Gender**

Female

Male

I prefer to self-describe

If you prefer to self-describe, please provide this here:

Click or tap here to enter text.

Prefer not to say

**Ethnicity**

**Ethnicity is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong.**

Arab

Asian or British Indian: Indian

Asian or British Indian: Pakistan

Asian or British Indian: Bangladeshi

Asian or British Indian: Chinese

Asian or British Indian: Other [**\***]

Black or Black British: African

Black or Black British: Caribbean

Black or Black British: Other [**\***]

Mixed: White and Black Caribbean

Mixed: White and Black African

Mixed: White and Asian

Mixed: Other [**\***]

White: British, English, Northern Irish, Scottish or Welsh

White: Irish

White: Gypsy or Irish Traveller

White: Other [**\***]

Other ethnic group [**\***]

Prefer not to say

**\*** If other ethnic group or if you prefer to use your own definition, please provide this here:

Click or tap here to enter text.

**Sexual orientation**

Bisexual

Gay/lesbian

Heterosexual/straight

I prefer to self-describe

If you prefer to self-describe, please provide this here:

Click or tap here to enter text.

Prefer not to say

**Disability**

**The Equality Act 2010 considers you to have a disability if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.**

**Do you consider yourself to have a disability according to this definition?**

Yes

No

Prefer not to say

**Religion or belief**

Buddhist

Christian

Hindu

Jewish

Muslim

Non-religious (Atheist, Humanist, etc.)

Sikh

Other religion or belief [**\***]

Prefer not to say

**\*** If other religion or if you prefer to use your own definition, please provide this here:

Click or tap here to enter text.

**Consent**

In order for us to process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent; you acknowledge that any consent given is freely given. Your Fellowship application is not dependent on your giving consent to our processing of this data.

Supplying information above will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time by contacting [fellowship@isbl.org.uk](mailto:fellowship@isbl.org.uk).