



BISHOPSGATE

INTERIM DEPUTY HEAD (ACADEMIC)

INFORMATION FOR CANDIDATES

Required from September 2026 for one term only





APPLICATION CLOSING DATE

Thursday 4th June

INTERVIEWS FROM

Monday 8th June

 bishopsgate-school.co.uk  recruitment@bishopsgatesch.uk

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Headmaster's Welcome

A very warm welcome to Bishopsgate, a school full of energy, ambition and opportunity. I am delighted that you are considering joining our exceptional and thriving community of 430 pupils as Interim Deputy Head (Academic).

At Bishopsgate, childhood is cherished and learning is taken seriously. We are proud to offer an education that is academically ambitious, creatively rich and deeply attentive to the needs of each child. Our pupils are encouraged to think independently, ask thoughtful questions, develop confidence and curiosity, and discover lifelong interests across academics, the arts, sport, culture and the wider life of the school.

Since becoming Headmaster in September 2022, I have been clear in my ambition for Bishopsgate: to build on the school's considerable strengths while ensuring that excellent teaching, purposeful innovation and a love of learning remain at the heart of all we do.

This interim appointment offers a unique opportunity for an experienced and talented school leader to make a meaningful contribution during an important term in the life of the school. Working closely with a committed

and highly capable staff team, the Interim Deputy Head (Academic) will provide academic leadership, support ongoing school improvement initiatives and help ensure that pupils continue to benefit from the highest standards of teaching and learning.

Whether you are an established senior leader seeking a rewarding interim challenge, a talented deputy looking to broaden your experience in a successful and forward-looking school, or a recently retired Head or Deputy Head keen to remain involved in school leadership, this role offers the opportunity to make an immediate impact within a warm, supportive and ambitious community.

If the role excites you, and you believe you have the skills, experience and qualities to contribute to Bishopsgate's continued success, I warmly welcome your application and wish you every success in the process ahead.

Mr P Thacker
Headmaster





Ethos & Values

Bishopsgate is dedicated to unlocking the full potential of every child, guided by the unwavering principles embodied in our motto – ‘Nil Nisi Optimum’ (Nothing but the Best).

Our school’s mission revolves around fostering essential qualities in each pupil, with a strong emphasis on independence, collaboration, and leadership. We nurture these qualities by encouraging critical thinking, continuous learning, reflective practice, and effective communication, all while embracing the values of resilience, curiosity, and creativity.

We are committed to preparing our pupils for the challenges that lie beyond the school gates. Our focus extends beyond academics, as we strive to instil in them the personal qualities necessary to embrace challenges, adapt to uncertainty, and navigate complexity with poise and determination.

School Aims

Bishopsgate’s vision is to be a pioneering school that equips our pupils to excel in a dynamic and evolving world, underpinned by a profound commitment to environmental stewardship and holistic development.

Our purpose is to deliver an exceptional standard of education that combines academic excellence with a rich, dynamic learning environment. We aim to empower each child to realise their full potential - preparing them not only to navigate the future, but to shape it - with a deep understanding of their interconnectedness with nature.

To fulfil this vision, Bishopsgate’s strategy is:

- Excellence in teaching and learning - delivering innovative, engaging pedagogy that inspires lifelong learners and prepares pupils for a future of ecological and social responsibility. Our curriculum fosters critical and creative thinking, and is increasingly shaped by the principles of the Harmony approach - helping children understand

natural laws, systems, and the interdependence of people and planet.

- Communication at our core - strengthening trust, connection and collaboration through clear, open and effective communication. We embed transparent channels across the school community - staff, pupils, parents and partners - supported by regular updates, constructive feedback loops and purposeful collaboration.

- Attracting and retaining top talent - cultivating a high-calibre team of educators and support staff committed to excellence and sustainability. We recruit, develop and retain exceptional people through a strong professional culture and high-quality development, aligned with our educational vision and the values of environmental stewardship.

- Wellbeing and character development - nurturing holistic growth through a deep commitment to pupil wellbeing and character formation, reflecting the Harmony approach. We aim to be a centre of excellence in wellbeing, offering distinctive experiences and adventures that build confidence, motivation and resilience, within a culture that prioritises emotional, social and environmental health.

- Innovative learning spaces - evolving our campus to support outstanding learning and reflect sustainability. We continually enhance our learning environments in line with the best of educational design, biodiversity and eco-friendly practice - creating spaces that feel purposeful, inspiring and connected to the natural world.

- Community and legacy - building enduring relationships and instilling social and environmental responsibility in our pupils. We strengthen local and global partnerships, helping children understand their role within wider ecological and social systems, and aiming to leave a meaningful legacy that reaches well beyond Bishopsgate.

- Sustainable growth - maintaining optimal class sizes and educational quality, whilst managing continued demand for a Bishopsgate education.



History & Estate

Nestled on the prestigious Crown Estate, on the edge of historic Windsor Great Park, Bishopsgate is a highly-regarded school encompassing a 30-acre campus adorned with abundant outdoor play spaces, woodland and green fields. With a rich heritage dating back to 1896, Bishopsgate stands as one of England's most venerable independent schools. Bishopsgate took its present form in 1996 through the amalgamation of Virginia Water Prep School and Scaitcliffe Prep School, epitomising the pinnacle of the co-educational day-school model. Today, the school thrives as a vibrant and joyous community, nurturing over 430 pupils aged 3 to 13.

As a charitable school, Bishopsgate reinvests all funds, with a steadfast commitment to our people and resources. A testament to this dedication was the formal unveiling of a state-of-the-art £4.5 million sports facility in 2022, boasting four badminton courts, a climbing wall, a fully equipped gym, a versatile multi-purpose studio, and an all-weather sports pitch. The School's facilities extend further with a well-appointed 25m 4-lane indoor swimming pool.

This commitment to outstanding provision continues with the opening of the Vickers Performing Arts Theatre in January 2026, following over £1.5 million of investment. The theatre will be a major new hub

for performance, creativity and confidence-building, enriching school life and giving pupils inspiring opportunities to develop their voice and character through the performing arts.

The main school building, an imposing Victorian residence, is home to the Dining Hall, Medical Suite, Performing Arts Studio, Library, and Food Technology areas. Adjacent to this lies our dedicated Music School, a further testament to the School's holistic approach to education.

The heart of our academic endeavours resides in two principal buildings. The Jubilee Building, catering to Years 5 to 8 or the 'Upper School,' houses cutting-edge amenities including Digital Learning, state-of-the-art Science laboratories, and well-resourced departments for Classics and Modern Foreign Languages. The equally impressive Windsor Building, dedicated to Nursery through Year 4 or the 'Lower School,' also proudly accommodates a purpose-built Design and Technology Suite, enhancing pupils' practical skillsets.

As an embodiment of academic excellence and a bastion of charitable values, Bishopsgate remains steadfast in our mission to nurture future generations, preparing them to embrace the challenges and opportunities of an ever-evolving world.





Leadership Structure

Bishopsgate is led by the Headmaster, supported by a Senior Leadership Team (Bursar, Deputy Head (Wellbeing), Deputy Head (Academic), Head of Pre Prep), a knowledgeable and experienced group of Heads of School, and the Teachers' Management Group (TMG), which together strive to provide clear leadership, excellent communication and strong day-to-day oversight across the school.

- **Headmaster** - overall strategic leadership and performance of the school; line management of senior postholders.
- **Bursar** - leads the financial, commercial and operational management of the school, including strategic financial planning, compliance, risk management and oversight of the estate and support services, working closely with the Headmaster and Governors.
- **Deputy Head (Wellbeing)** - school wide responsibility for wellbeing, including: pastoral care, behaviour, safeguarding and inclusion, and serves as Designated Safeguarding Lead (DSL).
- **Deputy Head (Academic)** - leads teaching and learning, academic standards, curriculum

development, assessment and key operational areas aligned to the smooth running of school life. The Deputy Head (Academic) chairs the Teachers' Management Group (TMG).

- **Heads of School** - provide visible, high-trust leadership within each phase of the school, working closely with form tutors, subject leads and pastoral teams to ensure pupils thrive day-to-day:
 - Head of Pre Prep (Nursery to Year 2)
 - Head of Lower Prep (Years 3 to 4)
 - Head of Middle Prep (Years 5 to 6)
 - Head of Upper Prep (Years 7 to 8)
- **Teachers' Management Group (TMG)** - a key operational and pedagogical forum that drives day-to-day excellence, ensuring clear implementation, consistent standards and strong communication across the school. Chaired by the Deputy Head (Academic), the TMG brings together middle leaders and operational leads to translate strategic priorities into practice.

Candidate search





Bishopsgate invites applications from exceptional and dynamic candidates to join our Leadership Team as Interim Deputy Head (Academic) for the Spring Term 2027. Bishopsgate is a highly successful preparatory school with real momentum, ambition and warmth. This is a senior academic leadership role, reporting directly to the Head, with school-wide responsibility for learning, teaching, curriculum development, assessment, staff professional growth and educational innovation.

This appointment offers an exciting opportunity for an experienced leader to make a significant contribution within a defined period, helping to shape and support the school's academic provision during a key stage of its development. It would suit candidates seeking valuable senior leadership experience, those between substantive roles, or established leaders looking for a rewarding interim challenge within a thriving school community.

The successful candidate will be a visible, values-led leader who combines strategic thinking with strong day-to-day presence. They will be forward-thinking, highly effective and ready to contribute immediately at senior level, bringing energy, expertise and fresh perspective to the role.

As the Head's closest partner in this area, the postholder will lead with clarity and confidence across academic standards, curriculum design, assessment, reporting, digital strategy, innovation and staff development. They will ensure that pupils are known, stretched, inspired and supported, and that staff are encouraged to do their best work.

The successful candidate will understand the learning and developmental needs of pupils approaching 13+, including preparation for senior school and life beyond Bishopsgate. They will champion academic ambition while preserving the breadth, creativity and joy of an outstanding preparatory education, using excellent teaching, intelligent data and high expectations to support strong pupil progress.

This is a demanding and wide-ranging teaching post, with a teaching load considered carefully in light of the role's responsibilities, to a maximum of 50%.

The postholder will be expected to model excellent classroom practice and maintain a strong presence in the academic life of the school.

Independent sector experience is welcome but not essential. What matters most is a deep commitment to outstanding learning, curriculum excellence, innovation, strong relationships and high standards, together with the resilience and adaptability to thrive in a busy, ambitious environment.

The post is required for the Spring Term 2027. We look forward to receiving applications from candidates who are excited by the opportunity to make an immediate and meaningful contribution to the life of Bishopsgate, support and inspire colleagues, and play a key role within an ambitious and successful school community.

Salary & Benefits

- Executive level salary and pension package, commensurate with experience and the breadth of the role.
- Fee remission for children of Prep School age (Nursery - Year 8), subject to the availability of places.
- Freshly cooked lunch and snacks provided during term time.
- Wellbeing provision for staff, including a programme of activities and support, plus free membership of the onsite gym and staff swimming sessions in the School's 25m indoor pool.
- Cycle to Work Scheme.
- High-quality professional development and exposure to whole-school strategic leadership within a high-performing independent school.
- Small class sizes and an exceptionally strong pastoral culture, enabling meaningful relationships and individual attention.
- Outstanding resources and facilities, including modern teaching spaces, technology and learning materials.
- A supportive, collegiate staff body, with a strong culture of collaboration and sharing best practice.



Job Description

This interim position offers an exciting opportunity for an experienced leader to make a significant contribution to a thriving and forward-looking prep school. Working closely with the Headmaster and Senior Leadership Team, the successful candidate will play an important role in supporting academic excellence, curriculum innovation and day-to-day leadership across the school.

Whilst the appointment is for one term, it provides considerable scope to influence practice, support colleagues and contribute to the continued success of a highly successful school community.

LEADERSHIP

Provide confident, collegiate senior leadership that supports the Head and Senior Leadership Team, helping to sustain momentum, strengthen teaching and learning, and contribute positively to the school's continued success during a key period in the academic year.

Key Requirements

- Experienced senior leader with sound judgement, discretion and professional integrity.
- Clear commitment to Bishopsgate's aims, values and collective success.
- Strong communication skills with staff, pupils, parents, governors and external partners.
- Capacity to work constructively with the Head, SLT, Heads of School and middle leaders.

Related Tasks

- Serve as a member of the Senior Leadership Team.
- Work closely with the Head, Deputy Head (Wellbeing) and Head of Pre Prep.
- Act as a key conduit between the Head, SLT and staff on academic, timetable and teaching-and-learning matters.
- Provide support and guidance to Heads of School in curriculum delivery, academic planning and operational decision-making.



CURRICULUM AND INNOVATION

Lead and support an ambitious, coherent and forward-looking curriculum that promotes excellent teaching, intellectual curiosity and high standards for all pupils.

Key Requirements

- Outstanding teacher and experienced academic leader.
- Strong knowledge of curriculum development, assessment and teaching practice.
- Clear commitment to academic excellence, innovation and pupil-centred education.
- Understanding of the needs of pupils in a prep school environment.
- Confidence using educational research, academic data and emerging trends to improve learning.
- Commitment to intellectual curiosity, ambition and high standards.
- Ability to maintain an appropriate teaching commitment and model excellent classroom practice.

Related Tasks

- Support and advance the school's academic priorities and teaching-and-learning agenda.
- Ensure curriculum continuity across year groups and phases.
- Monitor academic progress and use data intelligently to support pupil outcomes.
- Promote teaching excellence and professional reflection.
- Champion innovation in learning, including digital literacy and data-informed teaching.
- Ensure curriculum planning, teaching, assessment and timetable structures support pupils with additional learning needs.
- Ensure compliance with educational regulations and academic quality standards.

TIMETABLE, ASSESSMENT AND ACADEMIC SYSTEMS

Ensure that timetable, assessment, reporting and examination systems are efficient, rigorous and designed to support strong pupil progress.

Key Requirements

- Highly organised and able to manage complex academic systems.
- Strong understanding of timetable planning, assessment, reporting and examination administration.
- Ability to balance curriculum breadth, academic ambition, pupil wellbeing and staff deployment.
- Confidence in using academic data to identify trends, strengths and areas for development.
- Ability to remain calm, organised and solution-focused when managing daily operational demands and competing priorities.

Related Tasks

- Support the management of the school timetable, working closely with colleagues to ensure effective curriculum delivery.
- Plan, manage and review the curriculum timetable.
- Work with the Head, Head of Pre Prep and Heads of School on timetable planning.
- Oversee daily staff cover arrangements to ensure effective curriculum delivery and minimise disruption to pupil learning.
- Act as examination coordinator for internal and external examinations.
- Maintain clear academic systems supporting pupil progress.
- Review academic data, assessment outcomes and pupil progress information.
- Ensure reporting and assessment processes are clear, timely and useful.
- Lead and coordinate the pupil reporting cycle.

ACADEMIC COMMUNICATION

Chair and use the Teachers' Management Group effectively to ensure academic priorities are communicated clearly and implemented consistently.

Key Requirements

- Strong chairing, communication and coordination skills.
- Ability to ensure academic priorities are clearly understood and enacted.
- Respect for the expertise and workload of Heads





of School and middle leaders.

- Commitment to a professional culture in which colleagues feel informed, trusted and able to contribute.

Related Tasks

- Chair the Teachers' Management Group.
- Ensure Heads of School and relevant middle leaders contribute meaningfully to academic communication and curriculum coordination.
- Use TMG to communicate SLT decisions and academic priorities.
- Consult Heads of School on relevant academic and timetable-related decisions.
- Coordinate communication on curriculum, assessment, timetable, examinations, innovation and

teaching expectations.

- Address academic and timetable-related matters that arise outside defined processes.

SENIOR SCHOOL TRANSITION

Guide pupils and parents confidently through senior school transition, ensuring preparation, references and future school advice are carefully managed.

Key Requirements

- Understanding of senior school transition and the habits pupils need to flourish beyond Year 8.
- Ability to provide clear, measured and informed guidance to parents and pupils.
- Strong relationship-building skills with senior schools.





- Knowledge of entrance requirements, references and application processes.
- Capacity to work closely with the Head on senior school strategy.

Related Tasks

- Support the Headmaster and colleagues in providing guidance on future schools and pupil transition.
- Support senior school strategy, pupil transition and relationships with destination schools.
- Assist the Head in advising parents on future senior school options.
- Meet with parents where appropriate to discuss pathways, suitability, entrance requirements and preparation.
- Support pupils and parents through senior school entrance and application processes.
- Coordinate senior school references with the Head of Middle School.
- Ensure curriculum planning, examination preparation and academic reporting support successful transition.

COMPLIANCE

Maintain inspection-ready academic systems, policies and evidence that demonstrate strong curriculum quality, pupil progress and effective leadership.

Key Requirements

- Understanding of inspection, compliance and educational regulatory frameworks.
- Ability to maintain inspection-ready academic documentation and systems.
- Strong evidence-based approach to academic quality, pupil progress and curriculum coherence.
- Understanding of safeguarding and pastoral compliance, while recognising the Deputy Head (Wellbeing)'s lead responsibility in these areas.
- Confidence in working with governors, inspectors and senior colleagues.

Related Tasks

- Contribute to inspection readiness and support the maintenance of high academic and compliance

standards.

- Contribute to operational inspection readiness relating to timetable, curriculum delivery, staffing cover, assessment and academic systems.
- Ensure academic policies, curriculum documentation and relevant systems are inspection-ready.
- Attend governing board Education Sub-Committee meetings as required.
- Work with senior leaders, Heads of School and subject leaders to maintain high standards of educational provision.
- Provide evidence of academic quality, pupil progress, curriculum coherence and effective leadership.
- Support the school's wider compliance culture through appropriate collaboration with the Deputy Head (Wellbeing).

Parent Engagement

Support clear and effective communication with parents regarding academic matters.

Key Requirements

- Warmth, clarity and confidence in working with parents and pupils.
- Ability to communicate academic priorities in an accessible and purposeful way.
- Confidence in public presentation and professional dialogue.

Related Tasks

- Contribute to parent-facing academic events where appropriate.
- Coordinate academic parents' evenings.
- Ensure staff are briefed and parents receive constructive, professional dialogue about their child's progress.





PARTNERSHIP WITH THE DEPUTY HEAD (WELLBEING)

Work in close alignment with the Deputy Head (Wellbeing) so that academic ambition and pupil wellbeing are mutually supportive and clearly led.

Key Requirements

- Clear understanding of the distinction between academic leadership and pastoral leadership.
- Ability to work collaboratively and independently with the Deputy Head (Wellbeing).
- Sound judgement in resolving overlapping responsibilities.
- Commitment to a joined-up pupil experience.

Related Tasks

- Work in close partnership with the Deputy Head (Wellbeing), ensuring academic and pastoral priorities are aligned where they intersect.
- Consult early on overlapping matters and agree clear leadership responsibilities.
- Ensure consistency in parent communication where academic and pastoral issues overlap.
- Collaborate on pupil progress, SEND, timetable decisions, inspection preparation and major school matters.





Personal Specification

EXPERIENCE



- Successful leadership experience in an independent school setting, with clear impact beyond one year group.
- Proven experience of leading a department or significant academic area.
- Strong record of enriching pupils' learning through curriculum, co-curricular, creative or innovative provision.
- Experience of leading and developing colleagues, contributing to school improvement and effective partnership with parents.
- Experience of leading a high-profile area of school life, managing budgets and resources. Desirable

SKILLS AND VALUES



- Clear and compelling vision for excellent learning in a preparatory school.
- Strong leadership, communication and interpersonal skills, with the ability to inspire pupils, reassure parents and command colleagues' confidence.
- Strategic thinking, sound judgement and the ability to turn ideas into practical improvement.
- Creativity, intellectual curiosity and openness to innovation, underpinned by commitment to the whole child.
- Strong organisational skills, warmth, integrity, resilience and loyalty to the aims and ethos of the school, with confidence in public presentation and community-facing communication. Desirable

KNOWLEDGE AND UNDERSTANDING



- Secure understanding of excellent teaching and learning in a preparatory school context.
- Strong knowledge of curriculum design, assessment, pupil engagement, feedback and adaptive teaching.
- Understanding of staff development through coaching, mentoring, observation and feedback, alongside secure knowledge of safeguarding, senior school transition and ISI inspection frameworks. Desirable

LEADERSHIP AND INNOVATION



- Ability to articulate and implement a distinctive vision for learning and innovation.
- Ability to work effectively with the Head, SLT, TMG, Heads of School and Head of Department.

BUSINESS MANAGEMENT



- Strong organisational and business awareness.
- Ability to align learning and innovation with the school's wider strategic objectives.
- Experience of managing people, resources and budgets.



Terms & Conditions

Safeguarding

Bishopsgate is unwavering in its commitment to safeguarding and promoting the welfare of our pupils and young people, and we anticipate that all staff and volunteers will wholeheartedly share this dedication. As part of our rigorous child protection measures, applicants will undergo thorough screening tailored to the specific post, inclusive of comprehensive checks with past employers and the Disclosure and Barring Service (DBS).

The safeguarding responsibilities integral to the role encompass:

- Actively promoting and safeguarding the welfare of pupils and young people under your care and with whom you interact.
- Adhering to all codes of practice related to pupil welfare, including discipline, health and safety

regulations, child protection and the reporting of accidents.

- Promptly reporting any actual or potential risks to the safety or welfare of pupils to the School's Designated Safeguarding Lead (DSL) or one of the Deputy DSLs.

All positions are exempt from the Rehabilitation of Offenders Act 1974. Therefore, the School is authorised to request job applicants disclose all convictions and cautions, including those that may be 'spent', unless they are 'protected' under the DBS filtering rules. This is undertaken to assess the suitability of applicants to work with children and young people.

Whole Staff Responsibilities

Be prepared to work outside normal hours on occasion to meet the requirements of the post. Adhere to and promote all school policies, including those relating to staff conduct, whistleblowing, dignity at work, equality and diversity.





- Comply with school policies and procedures relating to attendance, professional standards and dress code.
- Undertake such additional duties as may reasonably be required by the Head and are consistent with the nature and seniority of the role.

Training

- Attend induction and any relevant INSET or briefing sessions required for the effective fulfilment of the role.
- Undertake safeguarding and other mandatory training as required by the School.
- Keep up to date with developments relevant to the responsibilities of the post.

Health & Safety

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974 and ensure that agreed safety procedures are followed to maintain a safe working environment for pupils, visitors and staff.

Data Protection

Bishopsgate School processes information about its current, past and prospective employees, applicants, pupils and their parents, carers or guardians. Anyone who works for, or acts on behalf of, the School should be aware of and comply with the School's Data Protection Policy. The School takes the protection of personal information extremely seriously and is committed to safeguarding the rights and freedoms of individuals in relation to the processing of their personal data.

Temporary Appointment

This is a fixed-term interim appointment for the Michaelmas Term 2026. The role has been created to provide leadership continuity during a period of transition and is not intended to imply any expectation of permanent employment beyond the stated term.

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the role. The successful candidate may be required to undertake such additional duties as may reasonably be requested by the Head and which are consistent with the nature and seniority of the position.



The Application Process

- Applicants are asked to provide the Headmaster with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate.
- Applicants are required to complete the Application for Employment form available on the School website.
- The successful applicant will be required to undergo Enhanced Disclosure clearance (DBS) from the Criminal Records Bureau.
- If you are currently working with pupils on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to pupils or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with pupils, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with pupils, your current employer will still be asked about your suitability to work with pupils, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with pupils or young persons.
- You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the Department for Education Pupils's Safeguarding Operation Unit.

Invitation to Interview

- If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with pupils.
- References will be requested before interview unless there is a valid reason not to do so.

- All candidates invited to interview must bring documents confirming any professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- Candidates may be invited for interview upon application.
- All candidates invited to interview must also bring with them three forms of identification. Either three from Group A or two from Group A and one from Group B:
- Group A
 - A current driving licence together with paper licence,
 - A passport,
 - A full birth certificate,
 - Marriage certificate (if applicable).
- Group B
 - A utility bill or financial statement showing the candidate's current name and address (dated within the last three months).
- Where appropriate, any documentation evidencing a change of name.
- Please note that originals of the above are necessary. Photographs or certified copies are not sufficient.

