

Dental Foundation Training New Educational Supervisor Application Process Document – Cohort September 2026



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Introduction

Thank you for your interest in the position of Dental Foundation Training Educational Supervisor (DFT ES), in NHS England Northwest. The purpose of this guide is to provide you with information to assist you in your application and to inform you of the process. Included in this document are the National Person Specification and Job role for Educational Supervisors (ESs).

NHS England, Workforce Training and Education Directorate (WT&E) have an annual allocation of Foundation Dentist (FD) posts funded via NHS England. Each FD is assigned to a placement with an approved ES.

This process document sets out the guidance for ES approval for the September 2026 cohort of FDs across the Northwest.

NHSE, WT&E is committed to continually raising the standards of dental training, as part of this commitment we will support you in your ongoing development as an Educational Supervisor.

We look forward to receiving your application and working with you soon.

How to Apply - New Applicants

All those wishing to apply to be an ES for September 2026 will need to complete the online ES Application Form 2026 and Practice Self-Audit Assessment Document **ES Application Form**:

The MS Forms application will go 'live' on **24th November 2025 at 12:00 hrs** with a closing date of **4th January 2026 at 23:59 hrs**. Applications after this date will not be accepted.

Upon receipt of your MS Forms application, you will receive an automated response to confirm submission of your application. Link to application can be found here: [Application Form - NEW ESs September Cohort 1 September 2026 – Fill in form](#)

Practice Self-Audit Assessment Form:

Please open a copy of the self-assessment form onto your PC/laptop and save the document using your full name and GDC number. Complete all parts of the document and return to england.dental.nw@nhs.net by **11th January 2026**.

Conflicts of Interest

You are expected to declare any conflicts of interest you may have prior to practice visit.

Study Days

There are usually 30 Study days throughout the academic year. Study days are held at our state-of-the-art Education Centre in Altrincham.

Study days can be scheduled on any day of the week, with advance notice of the programme provided. While we aim to maintain consistency by holding study days on the same day each week, there will be times when changes are necessary. Should this occur, we will give as much notice as possible to minimise any disruption to your practice.

You will need to ensure your FD's surgery is available for them to use clinically, for 5 days per week. If your FD is less than full-time, you can discuss with your Training Programme Director as soon as possible.

Educational Supervisor/Clinical Support Mandatory Requirements

Number of Days working at practice	Clinical Supervisor (Must be named, have a minimum of 3 years' experience post-graduation and be currently working at the practice)	Named, Current Performer (Must be currently working at the practice as a dental performer) Single handed practices will not be considered
ES works 5 days (10 sessions) at the practice	No need to name a Clinical Supervisor	Will require a named, current performer who is on site, to cover absence e.g., holidays, sickness, to support the FD.
ES normally works 4 days (8 sessions) at the practice	Clinical Supervisor to be nominated for 5 th day	Will require a named, current performer who is on site, to cover absence e.g., holidays, sickness, to support the FD.
ES normally works 3 days (6 sessions) at the practice	Clinical Supervisor to be nominated for 4 th and 5 th day	ES must be in attendance 3 days (6 sessions)/week – when the FD is on site (please consider the study day programme).
ES normally works LESS than 3 days (6 sessions) at the practice	Not eligible to apply to become an ES	

Application Process

Stage 1. Shortlisting

The shortlisting process will be a review of application form for those applicants who satisfy the essential criteria of the person specification, and placement, you will progress to the next stage.

Stage 2. Practice Visit

There are 3 parts to the visit:

- A. Record card audit – of randomly selected NHS patients. This will be undertaken by one of the representatives, it is based on the standards as listed in appendix 2 (page 9 of this document)
- B. Review of a predetermined policies or processes based on the Self-Audit Assessment and Application Form, as completed and submitted by the applicant. Review of:
 - Premises
 - Surgeries
 - Available clinical equipment (including dedicated clinical camera)
 - Decontamination equipment and processes
 - Medical emergency equipment, drugs and processes
 - Equality, Diversity and Inclusion Certification
 - Staff Training Records
 - Radiation Protection Folder
 - Safe Sharps availability

Certificates for Validation must be available for:

1. Equality & Diversity Certificate (within the last year)
2. Education qualification certificate and/or any relevant completed modules (if applicable)
3. Latest CQC report

- C. Structured questions relating to the ES role, which will be timed.

There will be an opportunity for you to ask questions, however, the NHSE NW representatives will not be able to provide feedback of the practice visit on the day, this will be provided once the recruitment process is complete.

Practice visits will be conducted between February and early April 2026. The visit will take 1½ hours maximum and will be conducted by two NHSE NW representatives. **It requires the attendance of the applicant and practice manager, or senior nurse who is familiar with practice governance.** All elements will be scored.

You will receive the time and date of your scheduled practice visit once the shortlisting process is complete.

Appointment and Allocation Process

A consistent scoring system will be used for all stages of the application process. Scoring is taken from all elements assessed in the practice visit.

All applicants will be ranked in order of practice visit score. Allocation is determined by ranking and the number of available posts across the region, covering all three Integrated Care Boards (Cheshire & Merseyside, Greater Manchester, Lancashire & South Cumbria) in line with the national directive.

Once all practice visits have taken place, you will be contacted via email and advised on the outcome of your application, appointable or not appointable. We will endeavour to keep to the timelines provided.

If you are successfully appointed, this does not guarantee that you will be allocated a Foundation Dentist. This will depend on the number of graduating dentists allocated to the Northwest and the preferencing process for the FD within the National Recruitment system. **Successful applicants may be offered a 12-month or 24-month Foundation Dentist.**

Appeal Process

Grounds for appeal only relate to procedural errors or deviations from the established process. The applicant must provide supporting documentation or evidence, by emailing england.dental.nw@nhs.net within 3 days of outcome letter.

Educational Supervisor Declarations & Data Protection Act 2018

DATA PROTECTION CONSIDERATION

Information contained in or derived from unsuccessful applications and/or the recruitment or interview process may be retained in both manual and computerised format for similar purposes, in line with NHS England's data retention policy. The Agency may use any educational or employment details contained in or derived from your application to approach persons or organisations for any references, which may be required. By completing an application, you are consenting to the continued processing of all such sensitive data as outlined above.

Summary Timeline

Key Dates	
Applications open for New Education Supervisors	24 November 2025 at 12:00
Applications close	4 January 2026 at 11:59
Return Practice Self-Audit Assessment Form	By 11 January 2026
Practice Visit	1 February 2026 to early April 2026
Application outcome notification	Normally by 1 st week in May
Foundation Dentists allocation date by National Recruitment Office	TBC (around June)
Study day for all NEW Educational Supervisors this will be conducted in person at The North West Dental Training Hub, Altrincham	Friday 19 th June 2026 Please Save the Date – attendance is mandatory
Posts commence	1 September 2026

Please note: NHSE WT&E reserves the right to amend the process in case of extenuating and/or unforeseen circumstances. If this occurs, applicants will be notified.

APPENDIX 2 – Standards

<https://www.england.nhs.uk/publication/dental-record-keeping-standards-a-consensus-approach/>

[Standards for the Dental Team](#)

[Dental record keeping: what is professional, reasonable and in the interest of patients?](#)

[Clinical examination and record-keeping – College of General Dentistry](#)

[good practitioners guide 2016.pdf](#)

<https://cgdent.uk/selection-criteria-for-dental-radiography>

<https://cgdent.uk/wp-content/uploads/securepdfs/Guidance-notes-for-dental-practitioners-on-the-safe-use-of-x-ray-equipment-2020-online-version.pdf>

https://www.bsperio.org.uk/assets/downloads/BSP_Flowchart_Implementing_the_2018_Classification.pdf

[The National Health Service \(General Dental Services Contracts\) Regulations 2005](#)

<https://www.nice.org.uk/Guidance/CG19>

[Delivering better oral health: an evidence-based toolkit for prevention - GOV.UK](#)

[B0615-Update-to-avoidance-of-doubt-provision-of-phased-treatments-300621-.pdf](#)

[The National Health Service \(Dental Charges\) Regulations 2005](#)

<https://www.sdcep.org.uk/media/ixlpeakb/sdcep-madp-guidance-march-2013.pdf>

[Drug Prescribing for Dentistry](#)

<https://cgdent.uk/wp-content/uploads/securepdfs/2022/11/Antimicrobial-Prescribing-in-Dentistry-chairside-synopsis-version-1.0.pdf>

<https://www.england.nhs.uk/long-read/clinical-guidance-unscheduled-urgent-and-non-urgent-dental-care/>