

MATHS TEACHER

* Introductory letter
* Advert
* Job description
* Person specification
* Application form
* Self-disclosure form
* Equal Opportunities Monitoring Form
* Child Protection Statement

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

 Dear Prospective Candidates

A unique and exciting opportunity has arisen to join our small Trust, as a Maths teacher, in our new free school. The James Marks Academy (JMA) moved into its brand new purpose-built home in Welwyn Garden City in September 2024. The JMA initially opened to just 20 Key Stage 3 pupils, but now supports over 50 (including sixth form) with numbers reaching 65 in September 2025. We therefore need to expand our subject offering. If you want to know what it is really like to teach in our brand new free school, prior to making an application, please feel free to contact mark.reynolds@jamesmarks.herts.sch.uk; I would encourage prospective candidates to take the opportunity to speak with somebody who has lived experience of teaching all the pupils at the JMA.

The pupil cohort at our school is best described as those with high anxiety and ASC, for whom a traditional SEMH school would be deemed inappropriate. Our pupils are typically average to high ability, though we are inclusive of all. To support our pupils’ needs, class sizes are small, which enables teachers to truly know their pupils and build incredibly positive relationships with them. Our school environment is incredibly calm, yet vibrant and purposeful; it is testament to the fact that, with the right teachers and in the right environment, young people with complex additional needs can absolutely thrive.

Our founder school, Roman Fields, was joined by Forest House Education Centre in September 2022, with the new JMA making up the three educational provisions in the Trust. Roman Fields was graded Ofsted ‘outstanding’ in June 2024 and holds the National Autistic Society’s ‘Specialist, Advanced’ award. This post is only available as a result of expansion: the Trust has an exceptional staff retention record. In the most recent anonymous staff survey, 100% of staff responded ‘strongly agree’ (97%) and ‘agree’ (3%) to ‘I am proud to be a member of staff’, and 84% responded ‘strongly agree’ to ‘I enjoy working at this school’ - with the remaining 16% responding ‘agree’. This is reflective of our commitment to staff wellbeing and work-life balance.

We are looking for an outstanding teacher with a passion for inclusive education and high expectations to support the delivery of this core subject at the JMA. We offer tailored CPD opportunities and if you are ambitious and looking for the next step in your career, this will be available as we grow. We want someone with a passion for Maths, who possesses the ability to engage and excite pupils. We pride ourselves on the quality of relationships throughout the organisation. As an academic provision, we seek to inspire curiosity and a love of learning.  We are therefore committed to ensuring that learning is engaging and involves discussion, debate and the kinds of challenges that spark imagination.

What we offer is the opportunity to make a real difference and join a successful team committed to ensuring what we continue to offer is the very best. Our website contains countless genuine comments from parents and pupils, Ofsted and the recent independent Autism Accreditation report that best demonstrates the ethos and approach of the school.

We would ask that you return the completed application form (compulsory), DBS Declaration (compulsory) and Equal Opportunities Form (optional) by the closing date either by emailing it to mandy.crow@jmatherts.co.uk or posting it to Mandy Crow, Roman Fields, Boxmoor House, 11 Box Lane, Hemel Hempstead, Herts. HP3 0DF. Please note this is the site in the Trust where the central functions are managed only, you will be employed at the JMA in Welwyn. Please note we do not accept CVs.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to our pre-employment checks which include an enhanced DBS check, receipt of two satisfactory safeguarding references and interview.  In addition, a prohibition order check and a pre-employment medical questionnaire will be carried out.

Kind Regards

Trevor Orchard

Executive Head teacher

The James Marks Academy Trust**Advert Description- Maths Teacher for the James Marks Academy**

The Commons

Welwyn Garden City

AL7 4RZ

Tel: 01707 830950

Website: [www.jamesmarks.herts.sch.uk](http://www.jamesmarks.herts.sch.uk)

**All enquiries about this post should be directed to the central team at Roman Fields Academy on 01442 256915**

**Pay**: UPS + SEN point 1

**Start Date**: 01/09/2025

**Maths Teacher**

* **Does the thought of shaping the Maths curriculum, with your subject leader in a new free school excite you?**
* **Are you passionate about your subject and driven to support pupils to reach their full potential?**
* **Do you want to work in a Trust where 100% of colleagues answered either ‘strongly agree’ (97%) or ‘agree’ (3%) to the question ‘I am proud to be a member of staff’? With 84% responding ‘strongly agree’ and the remainder ‘agree’ to the question ‘I enjoy working at this school’ in the anonymous staff survey.**

Are you the ambitious and committed professional we are looking for? If so, please note our staff retention rate has remained static at 96% for three years and there is a reason for this: we offer an exceptionally rewarding place to work. This is partly due to the amazing progress our pupils make socially, both emotionally and academically, whilst allowing for the real ‘work-life’ balance teaching smaller groups affords.

Our belief is that we can support an excellent teacher with high expectations to work successfully with all pupils. Hence, expertise in the classroom and the desire to learn will always be significantly more important than SEN experience.

We are therefore looking to recruit an enthusiastic, reflective and committed individual with aspirations for future progression within a thriving and unique organisation.

The successful applicant will join our team of experienced teachers and tutors and teach small groups. You must be proactive in your approach, working closely with parents, our staff team and other agencies to find workable solutions and responses to engage pupils, and support their well-being and attendance. You should also be willing to spend time with our pupils outside of lessons to build the essential relationships that shape the Trust and allow us all to flourish. This role offers work life-balance in abundance, administration tasks are kept to a minimum and smaller groups mean teachers have the opportunity to focus on our priorities, building relationships and delivering quality first teaching.

We'd love you to visit - please contact Mandy Crow - 01442 256915 (ext. 203) term time only to arrange a visit.

We are committed to safeguarding and promoting the welfare of young people and expect all staff and volunteers to share in this obligation. The successful candidate will be required to undertake an enhanced disclosure by the DBS.

**Visit available any time prior to the closing date.**

**Applications Close:** 9am on Monday 24th February 2025

**Shortlisting:** From Tuesday 25th February 2025

**Successful candidates notified by:** Thursday 27th February 2025

**Interviews:** Week Commencing Monday 3rd March 2025

For more information and to apply online: [www.teachinherts.com](http://www.teachinherts.com/)

**Maths Teacher JOB DESCRIPTION**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OVERALL RESPONSIBILITIES

* Provide teaching and learning opportunities for pupils to support their academic, personal, social and emotional development
* To access suitable course accreditations to support the progression and opportunities of each pupil
* To provide effective teaching and learning in Maths and help develop other teaching staff
* The ability to teach GCSE and A Level Maths. A-level is preferable, not essential.

CONTRACT TERMS

|  |  |
| --- | --- |
| SALARY:  | MPS or UPS + SEN1 |
| HOURS:  | 1265 hrs directed time per annum |
| REPORTS TO: | Head of Maths  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

SAFEGUARDING DUTIES AND RESPONSIBILITIES

The Trust is committed to safeguarding and promoting the welfare of children and young people, expecting all staff and volunteers to share this commitment. The following is expected of all staff:

* To uphold the Trust and School policies relating to: safeguarding and child protection, behaviour, health & safety and all other relevant policies
* To promote and safeguard the welfare of children and young persons for whom you are responsible and come into contact with
* To ensure full compliance with all statutory regulations; in particular Keeping Children Safe in Education, communicating concerns to the Designated Safeguarding Lead or other relevant staff as appropriate

CURRICULUM

* To teach effectively, ensuring pupils achieve excellent outcomes
* To regularly assess and review pupils progress and achievements and to communicate effectively with parents/carers in line with school procedures
* To ensure appropriate preparation for public (external) and internal examinations
* To ensure that teaching and learning is evaluated and action plans are implemented to promote best practice to ensure pupil achievement
* To work with other teachers and staff to identify, develop and deliver staff training
* To develop and maintain a learning environment in line with the school’s values
* To develop and maintain partnerships with parents/carers/staff
* To develop and maintain a motivating, enabling and safe learning environment
* To explore and implement other opportunities for young people to develop their skills, confidence and experience
* To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential
* To share and support the provisions’ responsibility to provide and monitor opportunities for personal and academic growth
* To develop teaching resources, schemes of work and teaching strategies in the curriculum area
* To participate in relevant meetings with colleagues
* To review your own professional development and maintain professional standards
* To adhere to any other reasonable requests at the direction of a member of SLT

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read, understood and accept the responsibilities of maths Teacher at the James Marks Academy.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_

The Trust Person Specification

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Qualifications and Training | * Degree
* Qualified Teacher Status
* GCSE English (Grade A-C) or equivalent
* Ability to teach GCSE Maths
 | * Evidence of recent continuing professional development, including safeguarding training
* Maths or equivalent degree at 2:1 or higher
* The ability to teach an allied subject until the free school is full in September 2026
 |
| Knowledge and Experience | * Experience of participation as a member of a team
* Evidence of planning and delivering high quality Maths lessons
* Experience of working effectively with parents and/or carers
* Evidence of positive outcomes related to work as an effective practitioner
* Evidence of curriculum planning, implementation, assessment and interventions leading to improved outcomes for pupils
* Evidence of successfully implementing initiatives that have had a positive impact on outcomes
 | * Experience of creating and delivering engaging and challenging programmes of study
* Experience of the peer observation processes
 |
| Skills and Abilities | * An inspirational, enthusiastic teacher; able to motivate and empower others to deliver excellent outcomes
* High quality organisational skills - able to manage a varied and wide range of responsibilities
* Excellent communication skills - an ability to apply these equally effectively and sensitively with staff, pupils, parent/carers, governors and the wider community
* Flexible and creative – able to find and follow through solutions to complex situations and problems (and support others to do so)
* Performance management skills – able to interpret, analyse and use data to improve outcomes
* Personal resilience – able to remain positive, confident and enthusiastic when working under pressure and dealing with difficult situations
* Partnership working skills – able to understand, plan, negotiate and empower positive outcomes
 |  |
| Special Requirements | * Commitment to inclusion and equality and diversity
* Knowledge of new technologies which can enhance learning
* Commitment to being involved in the wider life of provision through participation in extracurricular activities
* Knowledge and understanding of the issues and challenges faced by pupils with SEN and their families and how to improve their achievement and wellbeing
* Commitment to supporting effective transition within educational settings and progression which optimises opportunities
* Awareness of health and safety requirements relevant to the job
 |  |

**APPLICATION FORM – TEACHING POST**

|  |  |  |  |
| --- | --- | --- | --- |
| POST |  | SCHOOL SERVICE |  |
| Please ensure you return this form on or before the date and time stated in the advertisement. |
|  |  |  |  |  |  |  |
| Personal Details |  |  |  |  |  |
| First Name |  |  |  |  |  |  |
| Surname |  |  |  | Title |  |  |
| Home Address |  |  |  |  |  |  |
| Town/City |  |  | Country |  | Post Code |  |
| Telephone |  |  | Mobile |  | Email |  |
| Teacher Ref No. |  |  |  |  |  |  |  | NI No |  |  |  |  |  |  |  |  |  |
| Permission to work in the United Kingdom (UK) |
| Are there any restrictions on your rights to work in the UK? (TICK AS APPLICABLE)  | YES |  | NO |  |
| IF YES PLEASE PROVIDE FURTHER INFORMATION |  |  |  |  |

PLEASE NOTE: PERMISSION TO WORK WITH A PREVIOUS EMPLOYER OR IN A PREVIOUS POST IS NOT TRANSFERABLE

**Qualifications, Training and Statutory Induction Period**

|  |
| --- |
| **DETAILS OF TEACHING QUALIFICATIONS OBTAINED OR IN PROGRESS** |
| Name of college, university or other institutions, location | Inclusive dates Month & Year | Degree/PGCE/Other | Grade/Class (or state if still in progress) | Main Subject and age range |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **QUALIFIED TEACHER STATUS (QTS) OR QUALIFIED TEACHER LEARNING AND SKILLS (QTLS) STATUS** |
| Please provide the date when QTS or QTLS was, or is expected to be awarded: |
| QTS DATE | QTLS DATE |

|  |
| --- |
| **DETAILS OF DEGREES/DIPLOMAS AND ANY OTHER QUALIFICATION OBTAINED OR IN PROGRESS** |
| Name of college, university or other institution, location | Inclusion dates Month & Year | Type of Degree/course title | Grade/Class (or state if still in progress | Main Subject |
| From | To |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|

|  |
| --- |
| **SECONDARY SCHOOL(S) OR EQUIVALENT** |
| Name of school/college location | Examinations passed |
| Date | Subjects (with Grades) |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **NQT INDUCTION PERIOD** |
| If you gained QTS after 7 May 1999 have you completed the statutory NQT Induction Period? |
| **YES** |  | **NO** |  | **PARTIALLY** |  |  |  |

 |
| **DETAILS OF ANY RELEVANT SHORT COURSES ATTENDED IN THE PAST FIVE YEARS** |
| Date | Course Title | Provider |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Employment history**

|  |
| --- |
| **DETAILS OF CURRENT OR MOST RECENT EMPLOYMENT** |
| Name and Address of employer | Position Held | Full/Part time | Inclusive dates Month & Year | Reason for leaving (if applicable) |
| From | To |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **PAYSCALE/OR GRADE AND CURRENT SALARY. ALSO INDICATE ANY ALLOWANCE(S) AWARDED AND LEVEL OF PAYMENT** |
|  |  |  |  |  |  |
| TYPE OF PAYSCALE/OR GRADE | CURRENT  |
|  |  |  |  |  |  |
| **PREVIOUS EMPLOYMENT, VOLUNTARY WORK OR OTHER ACTIVITIES** |
| Please complete with most recent employment/other activities first; detailing gaps between employment/other activities, e.g. Bringing up family, time spent travelling, periods of unemployment etc. Please include any voluntary work or school based work experience. |
| Employer/Organisation | Nature of Business | Position Held | Full/Part time | Inclusive dates Month & Year | Reason for leaving |
| From | To |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

LEISURE ACTIVITIES

Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying:

**Personal statement in support of application**

In this section you are asked to detail how your knowledge, skills and experience, or any other factors, relate to the criteria listed on the person specification and job description. This section is very important and enables you to demonstrate any successes or impact evidence you have to support your application.

**Referees**

Please list referees who can comment on your skills and abilities to carry out the duties of the post for which you are applying. One of these must be your current line manager/last employer. If your employer is/was a school, the referee provided must be the Head teacher. Our normal practice is to take up references prior to interview.

REFEREE 1. CURRENT OR MOST RECENT EMPLOYER

|  |  |
| --- | --- |
| NAME | ADDRESS |
| STATUS | NAME OF EMPLOYER |
| TELEPHONE | EMAIL |

|  |  |  |
| --- | --- | --- |
| May we contact prior to interview?  | Yes |  |

REFEREE 2.

|  |  |
| --- | --- |
| NAME | ADDRESS |
| STATUS | NAME OF EMPLOYER |
| TELEPHONE | EMAIL |

|  |  |  |
| --- | --- | --- |
| May we contact prior to interview?  | Yes |  |

**Declaration of criminal offences**

The Trust is required to give you the opportunity to voluntarily declare all cautions, bindovers, pending prosecutions, spent and unspent convictions. You will be provided with a self-declaration form by the school shortly. All posts in schools are exempt from the Rehabilitation of Offenders Act 1974. If you are appointed, you will be required to complete a disclosure application that will be sent to the Disclosure & Barring Service (DBS). The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

The DBS now offers an update service which keeps DBS certificates up to date and allows employers to make an online check, with an applicant's consent. This applies where the type and level of check are identical and in the same workforce area (e.g. schools).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please confirm if you currently subscribe to the update service: | YES |  | NO |  |

**Declaration**

Do you have a close relationship with, and/or are you related to, anyone in school or a management committee school?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| YES |  | NO |  | (TICK AS APPROPRIATE) | IF YES, STATE DETAILS |

I confirm that I am not barred, either totally or to a limited extent, from work involving regular contact with children, young persons or other vulnerable people, nor subject to any prohibitions, sanctions, conditions, restrictions or disqualifications in relation to my employment/work imposed by the Secretary of State or a Regulatory body.

In accordance with the Data Protection Act 1998, I agree that information I have provided may be held and used for personnel reasons.

I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications.

I understand that failure to disclose any relevant information, or the provision of false information, could result in the withdrawal of any offer of appointment, or my dismissal without notice at any time in the future, and possible criminal prosecution.

I hereby declare that information given on this form is complete and accurate.

|  |  |
| --- | --- |
| NAME | SIGNATURE |
| DATE |

You will be asked to sign this at interview. This then makes it a formal legal document.

**Childcare (Disqualification) Regulations 2009**

The Department for Education (DfE) has revised its Statutory Guidance "Keeping Children Safe in Education".

This update requires schools which provide care for pupils under the age of 8, to ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations 2009.

A person may be disqualified through

1. having certain orders or other restrictions placed upon them
2. having committed certain offences
3. living in the same household as someone who is disqualified by virtue of 1 or 2 above (this is known as disqualification by association)

**Upon appointment an education setting may, therefore, require you to sign a declaration confirming that you are not disqualified under those Regulations from working in schools.**

|  |  |  |
| --- | --- | --- |
| **How did you find out about this job?** |  | (PLEASE TICK OR STATE AS INDICATED) |
| Advertisement on Teach in Herts website |  |  | Other (Please Specify) |
| Advertisement on the TES website |  |  |  |
| Advertisement in Times Education Supplement |  |  |

**Additional information**

|  |
| --- |
|  |

All employees at James Marks Academy Trust will require an Enhanced DBS Check

**Declaration of a Disclosure & Barring Service Enhanced Disclosure**

1. Under the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000 it is an offence for anyone either convicted of a Schedule Four offence, or on the Barred List, or on the Department of Health (DoH) or National Assembly of Wales lists to apply for work with young people. It is also an offence for anyone knowingly to employ such a person in such a capacity, either on a voluntary or paid basis.
2. The School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, and is a Registered Body within the Disclosure & Barring Service (DBS) for the purposes of obtaining access to criminal record checks for employment and voluntary appointments. In accordance with the Bureau’s Code of Practice a copy of the school’s Policy on the Recruitment of Ex-Offenders is attached, and a copy of DBS’s Code of Practice is available on request.
3. Following a risk assessment, the School considers that because the post you are applying for is a position of trust the successful applicant for the post will be required to agree to an Enhanced DBS check before the appointment can be confirmed. This Disclosure will contain details of all convictions on record, including those which are defined as ‘spent’ under the Rehabilitation of Offenders Act, and details of any cautions, reprimands or warnings held on the police national computer.
4. Difficulties which may occur following this Disclosure can be reduced if details of your criminal record, if any, are declared on initial application. You are therefore requested to complete the declaration overleaf and return it with your application.
5. A criminal record will not necessarily be a bar to employment at the School. If you have declared a criminal record and this is believed to bar you from the post you will be advised. If you have a criminal record, and you are shortlisted for interview, it will be discussed with you at the interview. If you are selected for and offered the post, subject to a Disclosure Check by the DBS, and the subsequent Disclosure reveals a criminal record which you have not declared or significant discrepancies between your Declaration and the DBS Disclosure, this may lead to the offer being withdrawn in accordance with the attached policy.

**Policy Statement on the Recruitment of Ex-offenders**

1. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants’ suitability for positions of trust, Roman Fields School complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
2. James Marks Academy Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
3. The Trust actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
4. Job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
5. Where a Disclosure is to form part of the recruitment process, we require all applicants to provide details of their criminal record at an early stage in the application process. We guarantee that this information will be kept confidentially in the Director of Finance & Administration’s office.
6. We ensure that all those in Roman Fields School who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.
7. We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
8. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
9. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

**Confidential Criminal Record Declaration Enhanced Disclosure**

**\*** Delete as appropriate

Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’

As defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

 YES/NO\*

If yes, please give details of offences, penalties and dates below:

Do you have any cases pending against you? YES/NO\*

If yes, please give details below:

Have you ever been the subject of an investigation or enquiry by the police or a statutory protection agency following an allegation made against you about the abuse or neglect of a child or vulnerable adult?

YES/NO\*

If yes, please give details below:

Are you aware of any reasons why you would be considered unsuitable to work with children?

 YES/NO\*

I confirm that the information I have given on this form is correct and complete, and that I understand that any misleading statements may be sufficient reason for cancelling any agreements made. I confirm that in the event that I am selected for the post I shall agree to an Enhanced Disclosure Check by the DBS, and that the offer of the post would be conditional on a satisfactory outcome from this check.

Signed ………………………………………………………..

Name.……………………….………………………………..

Date …………………………………………………………..

**Equal Opportunities Monitoring Form**

James Marks Academy Trust is committed to promoting equality and fairness. Your job application will be assessed on merit and you will receive equal treatment regardless of your gender, age, disability, sexual orientation, religion or ethnic origin.

We would appreciate it if you would complete this form to enable us to monitor the effectiveness of our Equal Opportunities Policy.

Telling us the following information about yourself is your decision and is voluntary. Information given will be separated from your application before it is assessed and will be used for HR, statistical and monitoring purposes only. It will be held by HR as confidential although it will be possible to link this information to other information about you.

|  |  |
| --- | --- |
| Position applied for |  |

|  |  |
| --- | --- |
| Gender - please state |  |

|  |  |
| --- | --- |
| Do you consider yourself to have a disability? |  Yes/No |
| If yes, please give details |  |

|  |  |
| --- | --- |
| Sexual Orientation – heterosexual, bisexual, same-sex, other - please state |  |

|  |  |
| --- | --- |
| Religion or Belief - please state |  |

**Ethnic Origin**

|  |  |
| --- | --- |
| **White**BritishIrishAny other White background, please state |  |
| **Mixed**White and Black CaribbeanWhite and Black AfricanWhite and AsianAny other Mixed background, please state |  |

|  |  |
| --- | --- |
| **Asian or Asian British**IndianPakistaniBangladeshiAny other Asian background, please state |  |

|  |  |
| --- | --- |
| **Black or Black British**CaribbeanAfricanAny other Black background, please state |  |

|  |  |
| --- | --- |
| **Chinese or other ethnic group**ChineseAny other ethnic group, please state |  |

**CHILD PROTECTION POLICY STATEMENT**

James Marks Academy Trust is committed to safeguarding children.

* In all of its functions and activities, the provision is fully committed to the following statements and beliefs:
* The welfare of the pupil is paramount;
* All children without exception have the right to protection from abuse;
* All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately; and
* All of the Trustees, staff and volunteers have a responsibility to report concerns with regard to the Child Protection Policy, the term ‘child’ applies to all pupils within the Trust.

The policy applies to all employees of the Trust. The person with overall responsibility for Child Protection issues is our Safeguarding Lead; Mr David Morgan. In developing and implementing this policy, the Trust will pay particular attention to the Children Act and the ‘Working Together to Safeguard Children’ document. The school will also take into account local procedures and the advice of organisations such as the DfES and the NSPCC and will act upon advice from the Social Services and the police.

**Thank you for your interest in our provision and we hope to hear from you.**

**Please do not hesitate to contact us should you have any queries.**

**By Post: Roman Fields, Boxmoor House, 11 Box Lane, Hemel Hempstead, Herts. HP3 0DF**

**Email:** **admin@romanfields.herts.sch.uk**

**Tel: 01442 256915**