



Outreach (Bridging Programme) support worker

NEEDED FOR THE JAMES MARKS ACADEMY

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

Dear Prospective Candidate,

Our Trust, which includes Forest House, Roman Fields and the James Marks Academy, needs up to three support workers for a new venture. The bridging programme will be based at the James Marks Academy in Welwyn.

The Trust’s founder school, Roman Fields was graded ‘outstanding’ in June 2024. If you want to know what it is like to work within the Trust, please find the very recent June 2024 Ofsted report, anonymous staff survey and the National Autistic Society’s assessment of our practice (Feb 2023) on our website.

The Trust opened the James Marks Academy, a free school (the first Ofsted is due in 2025/6) two years ago, moving to a new state of the art building in September 2024. The JMA supports pupils for whom a traditional SEMH school would be inappropriate, those with high anxiety and SLCN.

Our wider Trust supports a number of pupils across our three provisions, the vast majority of whom have had significant absences from school prior to joining us. Many pupils are able to access one of our specialist provisions fulltime and quickly, within our typical six-week transition period. Unfortunately, some, especially those who have been accessing minimal or no education and/or parents are pursuing an EOTAS (Educated other than at school) package need additional support. Experience tells us that if we can re-engage these pupils with education, using our specialist teachers and intervention in the home and local community, which is where the successful applicant comes in, the vast majority of these pupils can and will return to full time education at some point. The long term outcomes for these pupils and their families therefore improves significantly.

Outreach is defined as taking group services into family homes, offering one-to-one support and encouraging families to access the support available within the Trust and wider community. Facilitating access to a network of professionals including teachers, statutory, private, voluntary and independent agencies.

We need dedicated and experienced professionals who have the skill set and desire to work with families, so collectively, we can improve lifelong outcomes for these highly anxious vulnerable pupils. The goal is to support these youngsters to return to school.

Please look at our website and come and visit us, if you are in two minds about making an application. I can assure you, potential candidates for all advertised vacancies to date, have decided to proceed with their application after a visit.

Whilst the bridging programme is a new venture, designed in response to demand, we have a successful and long standing Trust team who have significant experience when it comes to facilitating the return of pupils to school, who will support you and the new team every step of the way. We are committed to supporting new colleagues and ensuring that what we offer across the Trust is the very best. Our website contains countless genuine comments from parents and pupils, independent Ofsted and the Autism Accreditation reports which we believe best demonstrates our ethos and approach. An approach we expect to see replicated in the ‘bridging programme’.

If you wish to apply please 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@romanfields.herts.sch.uk](mailto:mandy.crow@romanfields.herts.sch.uk) or posting it to Mandy Crow, Roman Fields Academy, 11 Box Lane, Hemel Hempstead, HP3 0DF. Please note we do not accept CVs.

James Marks Academy Trust is committed to safeguarding and promoting the welfare of children and pupils 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.

Please feel free to call me at any time to discuss this post further and/or arrange a visit.

Kind Regards

Trevor Orchard

Executive Head & CEO**Advert Description – Bridging Programme leader post for the James Marks Academy, Welwyn.**

**Please note the job is Welwyn based, the address below is simply the site in the Trust from which we run our central functions**

Roman Fields   
Boxmoor House  
Hemel Hempstead  
Herts  
HP3 0DF  
Tel: 01442 256915  
Website: [www.romanfields.herts.sch.uk](http://www.romanfields.herts.sch.uk)

**1 Job Purpose**

To work with vulnerable families to support their child through periods of absence from school due to anxiety/mental health and social communication difficulties. The objective being to improve a child’s well- being and self-confidence so they are able to access environments outside of the family home and on-line lessons initially, prior to returning to full time educational provision, with your support.

To work as Outreach tutors for our new bridging programme. The role will involve coordination of the daily provision for the pupils on the programme who have been allocated to each individual. To ensure pupils are effectively supported and we are optimising the use of our finite resources. This role is only suitable for those that are highly organised and effective communicators. The expectation is that the programmes for individual pupils will change on a weekly basis which will involve significant collaboration with, and the organisation of, others.

The James Marks Academy Trust supports a number of pupils across our three provisions Forest House, Roman Fields and the James Marks Academies’ the vast majority of whom have had significant absences prior to joining our Trust. Many pupils are able to access one of our specialist provisions fulltime and quickly within our typical six-week transition period. Unfortunately, some, especially those who have been accessing minimal or no education and/or parents are pursuing an EOTAS (Educated other than at school) package need additional support. Experience tells us that if we can re-engage these pupils with education, using our specialist teachers and intervention in the home and local community (which is where the successful applicant comes in) the vast majority of these pupils can and will return to full time education at some point. The long term outcomes for these pupils and their families therefore improves significantly.

Outreach is defined as taking group services into family homes, offering one-to-one support and encouraging families to access the support available within the Trust and wider community. Facilitating access to a network of professionals including teachers, statutory, private, voluntary and independent agencies.

We need a dedicated and experienced professional who has the skill set and desire to improve lifelong outcomes for these highly anxious vulnerable pupils.

You will be joining a creative and enthusiastic team who will support you to thrive in your new role, and achieve the job satisfaction most people want, but never obtain.

The ideal candidate will have experience within a families first/ education and /or care setting; and will be flexible and able to work in a team. Excellent communication, numeracy, literacy and organisational skills are a MUST.

If you require further details please contact Mandy Crow, CFO on 01442 256915 or email [mandy.crow@jmatherts.co.uk](mailto:mandy.crow@jmatherts.co.uk). The application is available for download on our website: [www.jamesmarks.herts.sch.uk](http://www.jamesmarks.herts.sch.uk).

Closing date for applications is 12th May 2025. Candidates are welcome to call and speak to the CEO and/or arrange to visit the school site. Please use contact details above to make arrangements.

Please address your covering letter of interest and application to: Mandy Crow

**Applications Close:** 12th May 2025

**Interviews:** Week Commencing Monday 19th May 2025

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

**JOB DESCRIPTION**

JOB TITLE: Outreach (Bridging programme) tutor

REPORTS TO: TBC

SALARY RANGE: H5/6

HOURS: 37 hours (negotiable, but term time only)

START DATE: September 2025

LOCATION: The Commons, Welwyn with travel (time and petrol paid)

**1 Job Purpose**

To work with vulnerable families to support their child through periods of absence from school due to anxiety/mental health and social communication difficulties. The objective being to improve a child’s well- being and self-confidence so they are able to access environments outside of the family home and on-line lessons initially, prior to returning to full time educational provision, with your support.

This role is only suitable for those that are highly organised and effective communicators. The expectation is that the programmes for individual pupils will change on a weekly basis which will involve significant collaboration with, and the organisation of, others.

**1.1 Reason Job Exists**

The James Marks Academy Trust supports a number of pupils across our three provisions Forest House, Roman Fields and the James Marks Academies’ the vast majority of whom have had significant absences prior to joining our Trust. Many pupils are able to access one of our specialist provisions fulltime and quickly within our typical six-week transition period. Unfortunately, some, especially those who have been accessing minimal or no education and/or parents are pursuing an EOTAS (Educated other than at school) package need additional support. Experience tells us that if we can re-engage these pupils with education, using our specialist teachers and intervention in the home and local community (which is where the successful applicants come in) the vast majority of these pupils can and will return to full time education at some point. The long term outcomes for these pupils and their families therefore improves significantly.

Outreach is defined as taking group services into family homes, offering one-to-one support and encouraging families to access all that is available within the Trust and wider community. Facilitating access to a network of professionals including teachers, statutory, private, voluntary and independent agencies.

We need a dedicated and experienced professional who has the skill set and desire to improve lifelong outcomes for these highly anxious vulnerable pupils.

**1.2 Main Areas of responsibility**.

* Design bespoke packages to support particular children and communicate intentions to wider stakeholders.
* Monitor the delivery of these programmes to ensure they are fully responsive to need and therefore extend or reduce based on situational change.
* Ensure the programme’s activities and plans are communicated with all interested stakeholders on a regular basis.
* Provide high quality, co-ordinated activities and intervention designed to engage pupils so they access both your support and that of our teachers.
* To ensure that services are evaluated and "the journeys" pupils and families go on are evidenced so we can measure the impact of the offer.
* In partnership with the Trust and other service providers, develop and implement specific outreach programmes designed around each individual.
* Support parents/carers with advice and guidance.
* To engage with and encourage parents and carers to play an active role in all aspects of their child’s life including the ‘new offer’ that you and colleagues have designed for them.
* To ensure that the needs of children and families from different racial, cultural and religious communities are identified to ensure equality of opportunity in the services provided.
* To comply with all requirements of child protection and safeguarding children procedures including Integrated Practice.
* To attend Child in Need and Child Protection meetings as needed and provide reports for these. Support will be provided initially.
* Ensure that proper records are kept in respect of dealings with families and that notes are taken at the time and accurately reflect given situations.
* To ensure up to date and accurate information of other services is shared with families so they are signposted as appropriate.
* To contribute to all team, operational, governance and other meetings as appropriate producing reports for Governors the LA and other stakeholders as necessary.
* To contribute to the development of the ‘Bridging Programmes’ Self Evaluation Form and Action Plan.
* To assist Leaders in preparation for and taking part in Ofsted inspections.
* To ensure all services offered are fully evaluated and next steps are identified for provision.
* To provide detailed records for all outreach work undertaken and to provide comprehensive reports for other professionals.
* Ensure that you promote professional working practice and friendly image for the Trust in all contact with the public and other colleagues.
* To attend training and engage in supervision and development opportunities as directed by your line manager in order to develop your own skills and knowledge.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the Outreach Manager and/or the Headteacher.

**1.3 Equality**

The James Marks Academy Trust is committed to openness and equality of opportunity in every activity, from the way we employ staff to the way we deliver services. We therefore expect all employees to role model the behaviour we hope to see from others in our daily actions to ensure that every individual that we come into contact with is treated with dignity and respect.

**1.4 Health & Safety**

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

When working off site (for example on home visits) the post holder will follow relevant lone working and risk assessment guidelines issued to staff to ensure their safety and the safety of others.

**1.5 Disclosure & Barring Service**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks. This post will also be required to complete a Disqualification by Association Declaration and a Suitability Declaration. If you are invited to an interview you will receive more information. Please note that additional information referring to the Disclosure and barring service is in the guidance notes attached to the application form.

**1.6 Additional Information**

The post holder will be required to have their own transport.

**2. Supervision**

Within this work you may encounter situations where you need support from your line manager,

other professionals and/or your colleagues. You will be giving training in Child Protection, Lone working policies and risk assessments. You will be fully supported within your role.

**3. Working Environment**

The post holder will have access to a computer and office space at the James Marks Academy in Welwyn. The successful candidate is expected to undertake their own administration, filing and paperwork. The post holder will also ensure all the necessary paperwork produced by those they line manage is professional and comprehensive.

\*\* The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary\*\*

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read, understood and accept the responsibilities of Outreach Support Worker

(Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Person Specification

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Qualifications and Training | * NVQ Level 2 in numeracy and literacy (or equivalent) * Qualifications relating to working with young people with SEN | * Qualified to level 3 and above * Safeguarding training * First Aid qualification |
| Knowledge and Experience | * knowledge of ICT * Intermediate knowledge of health, wellbeing and safety * Awareness of keeping children safe * Awareness of data protection and confidentiality * Experience of working with vulnerable families and/or pupils to secure better outcomes * Knowledge of how to support pupils and families to access broader services. | * Worked within a school environment * Knowledge of supporting people with mental health needs/high anxiety |
| Skills and Abilities | * Well-developed interpersonal skills including a diplomatic and tactful approach * Proficient in use of Microsoft Office software, e.g. Word, Excel, Access, PowerPoint * Ability to lead others and use own initiative * Personal resilience * Proactive with a flexible approach | * Knowledge of Arbor and CPOMS Management Information Systems * Advanced keyboard skills for manipulation and presentation of data. |
| Personal Qualities | * Warm and sensitive * Willingness to learn * Resourceful and positive * Holds strong values |  |

**Application Form – Professional or Support role**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| POST | Outreach (bridging programme) manager | | | SCHOOL | | James Marks Academy | | | | |
| 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 |  | | County |  | | Post Code | |  | | |
| Telephone |  | | Mobile |  | | Email | |  | | |
| NI Number |  | | | | Permission to work in the UK | | | | Yes | No |
| Are there any restrictions on your rights to work in the UK | | | |  |  |
| 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 - please include GCSEs, A-levels or other qualifications. (Please add rows as necessary)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DETAILS OF QUALIFICATION OBTAINED OR IN PROGRESS** | | | | | | |
| Name of college, university or other institution, location | | Dates  Month & Year | | Qualification | Title/name | Grade  (state if still in progress) |
| From | To |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | | | | | | |
| **DETAILS OF ANY RELEVANT TRAINING ATTENDED IN THE PAST THREE YEARS** | | | | | | |
| Date | Course Title | | | | Provider | |
|  |  | | | |  | |
|  |  | | | |  | |
|  |  | | | |  | |

**Employment history**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DETAILS OF CURRENT OR MOST RECENT EMPLOYMENT** | | | | | | | | | | |
| Name and Address of employer | | Position Held | | Full/Part time | | Dates  Month & Year | | | | Reason for leaving  (if applicable) |
| From | | To | |
|  | |  | |  | |  | |  | |  |
| **PAYSCALE/OR GRADE AND CURRENT SALARY**  **(indicate any allowance(s) awarded and amount)** | | | | | | | | | | |
| Payscale/Grade | |  | | Salary | | | |  | | |
|  | |  | |  | |  | |  | |  |
| **PREVIOUS EMPLOYMENT, VOLUNTARY WORK OR OTHER ACTIVITIES** | | | | | | | | | | |
| Please complete with most recent employment/other activities first; detailing gaps between employments/other activities, e.g. Bringing up family, time spent travelling, periods of unemployment etc. Please include any voluntary work or school based work experience. | | | | | | | | | | |
| Name and address of employer | 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 referee prior to interview? | Yes |  |

REFEREE 2.

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

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

**Declaration of criminal offences**

The school is required to provide you with 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 governor?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 which then makes it a 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 in 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 pupils. 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 Trust 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 James Marks Academy Trust 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 Trust. 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, James Marks Academy Trust 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 James Marks Academy Trust 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**  British  Irish  Any other White background, please state |  |
| **Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed background, please state |  |

|  |  |
| --- | --- |
| **Asian or Asian British**  Indian  Pakistani  Bangladeshi  Any other Asian background, please state |  |

|  |  |
| --- | --- |
| **Black or Black British**  Caribbean  African  Any other Black background, please state |  |

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

**CHILD PROTECTION POLICY STATEMENT**

James Marks Academy Trust is a local authority funded alternative provider for those pupils who struggle in education, or have been out of education for some time. 70% of our cohort is autistic and we have recently been awarded our autism accreditation for the third time.

* 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 Board of Trustees, staff and volunteers have a responsibility to report concerns. With regard to the Child Protection Policy, the term ‘child’ applies to all pupils in James Marks Academy Trust.

The policy applies to all employees of James Marks Academy Trust and to onsite alternative providers and is considered in the recruitment, training and monitoring of all personnel at the school. The person with overall responsibility for Child Protection issues is the Child Protection Officer; Mr Ashley Purser. In developing and implementing this policy, James Marks Academy 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 DfE 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: James Marks Academy Trust, c/o Roman Fields Academy, 11 Box Lane, Hemel Hempstead, Herts. HP3 0DF**

**Email:** [**CentralHR@**](about:blank)**jmatherts.co.uk**

**Tel: 01442 256915**