

Humanities and/or sociology Teacher

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

Dear Candidate

A unique and exciting opportunity has arisen to join our small Trust, as a humanities teacher, at the James Marks Academy (JMA) in Welwyn Garden City. The JMA initially opened in September 2023 to 20 pupils, but now supports 53 (including sixth form) with this rising to 65 in September 2025 with 72 when full. We therefore need to expand our staffing. If you want to know what it is really like to teach in the JMA, prior to making an application, please feel free to contact [mark.reynolds@jamesmarks.herts.sch.uk](mailto:fayemoulton@jmatherts.co.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.

This post has arisen as a result of expansion: the Trust has an exceptional staff retention record. In the most recent anonymous staff survey, 100% of staff responded either ‘strongly agree’ or ‘agree’ to ‘I am proud to be a member of staff’, and ‘I enjoy working at this school’. This is reflective of our commitment to professional development, staff wellbeing and work-life balance.

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 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.

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 humanities, 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; which are supported by the Ofsted report and Autism Accreditation report that best demonstrates the ethos and approach of the Trust, which are on the Roman Fields website.

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@](mailto:mandy.crow@romanfields.herts.sch.uk)jmatherts.co.uk or posting it to Mandy Crow, Roman Fields Academy, 11 Box Lane, Hemel Hempstead, Herts. HP3 0DF. Please note this is where the central functions are managed for the Trust, 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.

Please feel most welcome to visit us at any time convenient to yourself.

Kind Regards

Trevor Orchard

Executive Head

**Advert Description: Humanities teacher**

**Please note the successful applicant will work at the James Marks Academy, The Commons, Welwyn Garden City, Herts, AL7 4RZ. The details for Roman Fields are provided for correspondence purposes only.**

Roman Fields Academy  
11 Box Lane  
Hemel Hempstead  
Herts  
HP3 0DF  
Tel: 01442 256915

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

**Pay**: Up to UPS3 plus SEN point 1

**Hours:** 1265

**Start Date:** September 2025. We are prepared to negotiate a start date for the right candidate.

The James Marks Academy - our Trust’s new free school - opened in Welwyn Garden City in September 2024. This new, purpose-built, school has state of the art facilities and supports pupils with high anxiety; communication difficulties and poor self-esteem/mental health. The school now supports over 50 pupils, with numbers rising to 65 in September and 72 when full in 2026.

We offer competitive rates of pay, holiday pay, a pension, and continual professional development opportunities. The candidates will work as part of a professional team to support teaching and learning for pupils. If you want to work in a supportive environment that offers unrivalled personal and professional satisfaction, due to the incredible outcomes our vulnerable pupils achieve (academically, personally and socially), you simply need to apply, because you won’t be disappointed. We are looking for creative, enthusiastic individuals who recognise the importance of building strong relationships with all stakeholders.

**Duties:**

* Deliver engaging and interactive lessons
* Create a positive and inclusive environment
* Collaborate with colleagues to develop the curriculum offer

**Attributes:**

* Strong knowledge of subject matter/interest
* Excellent communication and interpersonal skills
* Ability to effectively engage pupils
* Patience, flexibility, and adaptability

We'd love you to visit - please contact JMA admin – 01707 830950 to arrange a convenient time. We are committed to safeguarding and promoting the welfare of pupils 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.

An application pack and further details are available from Ms. Mandy Crow, CFO: 01442 256915 or email mandy.crow@jmatherts.co.uk, or alternatively visit one of our websites where the application pack can be downloaded.

Closing date for applications is 9am on Monday 19th May. Interviews will take place the same week. Candidates are welcome to call and speak to the Executive Head Teacher 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@romanfields.herts.sch.uk](mailto:mandy.crow@romanfields.herts.sch.uk).

**Applications Close**: Monday 19th May

**Interviews:** Wednesday 21st May for a start in September we will wait for the right candidate.

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

**JOB DESCRIPTION**

**JOB TITLE:** Humanities and/or sociology teacher

**REPORTS TO:**  Assistant Head

**SALARY RANGE:** Up to UPS3 plus a SEN point

**HOURS:** 1265

**DATE:**  September 2025 or January

**LOCATION:** James Marks Academy in Welwyn Garden City

**JOB CONTEXT**

All post holders in the trust are required to support the wider team, through:

* Keeping children safe
* Exhibiting professional behaviour
* Committing to continual professional development
* Fulfilling the expectations, responsibilities and accountabilities of the chosen role
* Meeting the professional standards of the post
* Being an advocate for change and championing school improvement
* Conveying a positive attitude
* Working effectively and efficiently
* Ensuring compliance with Trust and local policies and procedures
* Contributing to and supporting the overall aims and ethos of the school(s)

The duties and responsibilities listed in this job description are not exhaustive. The post holder will be expected to comply with any reasonable requests that may be necessary, from time to time, to support the wider team and pupils.

**PURPOSE OF THE JOB**

* To provide learning opportunities for pupils to support their curricular, personal, social, emotional development.
* To assist in the development of your areas of passion within the provision.

**MAIN AREAS OF RESPONSIBILITY**

* To provide innovative, differentiated and personalised support
* To provide resources and strategies to maximise engagement, and motivate pupils to learn.
* To use your own specialist curricular knowledge or experience to support learning.
* To liaise with parents and professionals and attend meetings as requested
* To attend general staff meetings, focus meetings and training days.
* To provide pastoral support for individual pupils and be the point of contact for parent/carers.
* Select, adapt and/or create appropriate resources/methods to facilitate agreed learning activities
* Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
* Develop and maintain effective working relationships with trust colleagues
* Be a positive role model and demonstrate consistently the positive attitude, values and behaviours, which we hope to instil in our pupils
* Supervise and support the pupil throughout the school day.
* Establish and maintain relationships with families, carers and other adults
* Escort and supervise pupils on educational visits / school activities

**ASSIGNMENT AND REVIEW OF WORK**

Work is directed through Line Manager and Members of SLT.

**COMMUNICATION AND RELATIONSHIPS**

The post holder is required to communicate and develop working relationships with both internal and external stakeholders.

**EQUALITY**

Ensure that the provision’s equality and diversity policies are followed.

**HEALTH AND SAFETY**

Be aware of, and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection.

**DISCLOSURE AND BARRING SERVICE**

The post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offences Act 1974. The provision is highly committed to safeguarding children. An enhanced disclosure will be sought through the Disclosure and Barring service as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Disclosure and barring service is in the guidance notes attached to the application form.

\*\* 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 Teacher at James Marks Academy

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

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

Person Specification

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Qualifications and Training | * QTS * Degree in a relevant humanities subject and/or sociology * Evidence of continuous professional development. | * Ability to teach more than one humanities subject or sociology |
| Knowledge and Experience | * Appropriate knowledge of health, wellbeing and safety. * Understanding of keeping children safe in education. * Awareness of data protection and confidentiality. * Worked in a school environment. | * Knowledge of SEND and pupils with an EHCP. |
| Skills and Abilities | * Well-developed interpersonal skills including a diplomatic and tactful approach. * Ability to follow instructions and use own initiative. * Proactive with a flexible approach. | * Knowledge of Arbor and CPOMS Management Information Systems. |
| Personal Qualities | * Warm and sensitive. * Willingness to learn. * Resourceful and positive. * Holds strong values. |  |

**APPLICATION FORM – TEACHING POST**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| POST | Humanities and/or sociology teacher | | | | 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(s) |  | | | | | | | | | |
| Surname |  | | | | Title | |  | | | |
| Home Address |  | | | | | | | | | |
| Town/City |  | | Country | |  | | Post Code | |  | |
| Telephone |  | | Mobile | |  | | | | | |
| Email |  | | | | | | | | | |
| Teacher ref no. |  | | | NI Number | |  | | | | |
| Permission to work in the UK | | | | | | | | Yes ☐ | | No ☐ |
| Are there any restrictions on your rights to work in the UK? | | | | | | | | Yes ☐ | | No ☐ |
| IF YES PLEASE PROVIDE FURTHER INFORMATION BELOW | | | | | | | | | | |
|  | | | | | | | | | | |
| *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 |
| From | To | |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SECONDARY SCHOOL OR EQUIVALENT** | | | | |
| Name of school/college, location | Inclusive dates  Month & Year | | Qualifications achieved | Grades |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **TEACHER INDUCTION PERIOD** | | |
| If you gained QTS after 7 May 1999, have you completed the statutory 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** | | | | | | | | | | |
| PAYSCALE AND ANY ALLOWANCES | | | | | | SALARY | | | | |
|  | | | | | |  | | | | |
|  | |  | |  | |  | |  | |  |
| **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 |

|  |  |  |
| --- | --- | --- |
| Permission to contact prior to interview? | Yes | ☐ |

REFEREE 2.

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

|  |  |  |
| --- | --- | --- |
| Permission to contact prior to interview? | Yes | ☐ |

**Declaration of criminal offences**

The school 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 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, this then makes this 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 TES | ☐ | |  |

**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 retained confidentially in the CFO’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 | Humanities and or sociology teacher |

|  |  |
| --- | --- |
| 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 David Morgan.. 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 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. Please note the role is based in Welwyn, but you can reach us….**

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

**Email:** [**admin@romanfields.herts.sch.uk**](mailto:admin@romanfields.herts.sch.uk)

**Tel: 01442 256915**