**DURSTON HOUSE**

# HEAD OF MATHEMATICS / TEACHER OF MATHEMATICS

INFORMATION AND APPLICATION PROCEDURE

**Thank you for your enquiry with regard to the above permanent, full-time post at**

 **Durston House to start on 1 January 2018**

Durston House is a vibrant and thriving boys’ preparatory school in Ealing, West London. We are looking for an excellent and forward-thinking Teacher of Mathematics who understands what constitutes effective teaching and learning. The Post of Head of Department would be available to a suitable candidate. This is an exciting opportunity for the right candidate, who will be offered:

* a generous remuneration package (on the Durston House Teachers’ Pay Scale)
* happy, enthusiastic pupils who enjoy learning
* a strong sense of community from supportive colleagues
* excellent support for your own professional development

**Enclosed:**

* *Brief History of Durston House and Information for Applicants*
* *Durston House Safeguarding and Child Protection*
* *Details of Post*
* *Application Form and Self Declaration*  (16 pages)

**Applicants should provide a brief, handwritten letter of application, a completed *Application Form* and *Declaration***, **and photocopies of degree and teaching qualification certificates. Further information, which the applicant may wish to include, can also be provided.**

**The address for applications is: *The Headmaster, Durston House, 12 Castlebar Road, Ealing, London, W5 2DR.***

**The closing date for applications is Friday 22 September 2017.**

Should you require further information or clarification, please do not hesitate to contact my secretary, Mrs C. Ferns (Direct Line: 020 8991 6532).

I look forward to hearing from you.



Ian Kendrick

Headmaster

# BRIEF HISTORY AND INFORMATION FOR APPLICANTS

The School was opened in 1886 by the Pearce brothers at 14 Castlebar Road (then called Durston House), since when it has been in continuous operation as a major West London boys’ day preparatory school. From the earliest years it had a very strong academic reputation and a keen sporting tradition. These strengths have increasingly been nourished by a lively cultural programme. There is great enthusiasm in the school for music, drama, I.C.T., travel and a wide range of extra-curricular activities.

When the founders acquired the adjoining house, No. 12 in 1900, they built classrooms and a playground. Playing fields were also established: *Castlebar* within walking distance, and *Swyncombe*, which is a ten minute drive away. When the founders’ family retired, the Pearce Trust retained ownership of the three sites, of which subsequent Headmasters were tenants. Pupil numbers stood at 135 when the last proprietary Headmaster retired in 1983.

Under the Educational Trust that soon took over, Durston House has steadily developed, with significant building projects almost every year. Before the original freeholds were purchased in 1995, the Governors acquired 26 Castlebar Road (*Middleton’s*), which houses the Reception Classes, and Years 1 and 2. There are spacious new pavilions at both sports grounds, with indoor space for P.E. in the Buckley Pavilion at Castlebar field, together with a floodlit multi-purpose hard play area. There are close relationships with two local churches: Haven Green Baptist Church, whose hall accommodates Durston House assemblies and drama productions, and St Peter’s Church, where concerts and carol services are held.

In November 2006 the school acquired an additional property at 9 Longfield Road. The increase in the size of the premises gave us the opportunity to restructure the organization of the school in 2007 into a Pre-Preparatory Department (Reception and Years 1 and 2), Junior School (Years 3 and 4), Middle School (Years 5 and 6) and Upper School (Years 7 and 8). An extensive refurbishment in 2014 has seen the Junior School – now known as Durston House Junior School (Allen’s) – reopen as a much expanded facility.

The school currently caters for approximately 400 boys aged 4-13. In the Pre-Prep, Junior and Middle Schools, each year group has three forms of about 16 pupils. Setting by ability is introduced in Year 6. Most pupils transfer at 13+, mainly to London senior independent schools where Durston House has an excellent record of scholarship success. In the past ten years our pupils have secured an Oppidan Scholarship to Eton College, eleven John Colet Scholarships to St Paul’s School, nineteen Foundation Scholarships to St Paul’s, Academic Scholarships to City of London School, Harrow, Merchant Taylors’ (5), The Lyon School, Kingswood (Bath) and Stowe, an Academic Exhibition to Bloxham, Music Scholarships to Christ’s Hospital, Emanuel, Harrow and Sherfield, two Music Exhibitions and two Outstanding Talent (Sport) Scholarships to Harrow, a Music Exhibition to St Paul’s, Sports Scholarships to Hampton, Merchant Taylors’ (2) and Mill Hill, an Art Scholarship and a Drama Scholarship to Merchant Taylors’, an Art Scholarship to The John Lyon School, a Latin Exhibition to Mill Hill, All-Rounder Scholarships to Merchant Taylors’ and The John Lyon School and a Junior Sports Scholarship to The John Lyon School. Other boarding schools to which pupils have transferred in recent years include Bradfield, Charterhouse, Cranbrook, Epsom College, Marlborough, Pangbourne, Radley, Rugby, Shiplake, St Edward’s (Oxford), Tonbridge, Wellington College and Winchester.

A smaller number of boys will transfer to schools at the end of Middle School – that is at 11+. Latymer Upper, Merchant Taylors’ and St Benedict’s are the usual destination schools at this stage.

The ethos of the School is to require high standards of work and behaviour through encouragement and example and a wide involvement in extra-curricular activities. Although the school is administered in sections, it must be stressed that all sections are seen as part of a corporate whole. The success of Durston House is wholly dependent on the four sections of the school working closely together.

**Durston House: Safeguarding and Child Protection**

Durston House is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment:

* The school will ensure that the welfare of children is given paramount consideration when developing and delivering all school activities.
* All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection: to feel safe, secure, valued and respected, and feel confident, and know how to approach adults if they are in difficulties.
* All members of staff have an equal responsibility to act, in accordance with this guidance, on any suspicion, concern or disclosure that may suggest a child is at risk of harm.

A child’s wishes or feelings will be taken into account when determining what action to take and what services to provide to protect them; children will be given the opportunity to express their views and give feedback wherever possible.

Durston House is committed to operating safer recruitment procedures in compliance with relevant legislation and in accordance with the school’s *Safer Recruitment Policy*; where staff from another organisation are working with pupils on another site, the School will have received assurances that appropriate child protection checks and procedures apply to those staff.

All pupils and staff involved in child protection issues will receive appropriate support from the senior management of the school who will follow this policy guidance in doing so.

The school will work with other agencies wherever such work is needed to ensure adequate arrangements to identify, assess and support those children who are suffering harm or who may suffer harm without appropriate intervention.

The **Designated Safeguarding Lead** for child protection at Durston House is:

**Mr Ian Kendrick** (Headmaster), 020 8991 6532, **info@durstonhouse.org**

The **Deputy Designated Safeguarding Lead** at Durston House is:

**Mr William Murphy** (Deputy Head), 020 8991 6530, **info@durstonhouse.org**

The **Deputy Designated Safeguarding Lead** with specific responsibility for the **Reception** setting is:

**Miss Charlotte Hands-Wicks** (Acting Head of Pre-Prep), 020 8991 6450, **info@durstonhouse.org**

**A copy of the complete *Durston House Safeguarding Policy and Child Protection Procedures* is available on the Durston House *Website*:** [**www.durstonhouse.org**](http://www.durstonhouse.org)

The school wishes to complement its Mathematics Department. Accordingly we seek to appoint a Teacher of Mathematics. The post of Head of Mathematics, which has fallen vacant, would be available to the right candidate.

*Job Descriptions* for a *Teacher of Mathematics* and a *Head of Mathematics* are outlined below.

Durston House

Teacher of Mathematics – Job Description

Job Title: Teacher of Mathematics

Line Manager: Deputy Head

**Introduction**

The Teacher of Mathematics carries out any tasks, as could reasonably be expected, as directed by the Deputy Head.

The Teacher of Mathematics supports and promotes the policies and procedures held in the Staff Handbook and the School Handbook, including the Durston House Safeguarding Policy and other policies that promote the welfare and care of pupils.

**Specific Responsibilities of the Teacher of Mathematics**

* Teach Mathematics to boys from Year 5 to Year 8, up to and including 13-plus Senior School Entrance, Common Entrance and Scholarship as directed by Senior Management
* Be accountable to the Head of Mathematics and Senior Management for the planning, teaching and assessing of Mathematics in his/her classes
* Devote sufficient time in and out of formal school hours for planning, monitoring, assessment and administration
* Liaise with the Head of Department to develop planning, assessment and to monitor the curriculum
* Follow the Mathematics Department Schemes of Work in the planning and delivery of the Mathematics Curriculum
* Set and mark homework
* Mark assessments and examinations
* Follow the school’s Marking and Presentation Policies
* Prepare feedback to parents about pupil progress, to be given at Parents Evenings
* Write reports according to school Reporting Policy
* Liaise with parents and other staff where appropriate
* Maintain an ordered, stimulating classroom, displaying pupil work appropriately

Duties as a Form Teacher (where appropriate)

* Be the first point of contact for pupils and parents
* Liaise with parents and other staff where appropriate
* Be responsible in the first instance for the general welfare of the pupils in that form
* Be responsible for overseeing a pupil’s academic and social progress in school that year
* Help the form to develop a collective spirit of loyalty, trust and support
* Register the form twice daily
* Disseminate any information or correspondence to pupils
* Prepare feedback to parents about pupil progress, to be given at Parents Evenings
* Read and check the form’s school reports and write a general, Form Report for these pupils, according to the school’s Reporting Policy
* Maintain an ordered, attractive Form Room in which the pupils can take pride, as their base
* Prepare a Form Assembly annually (Year 5 only)
* Liaise closely with the Deputy Head, Director of Studies and Head of Complementary Curriculum

**Other General School Duties**

* Accept responsibility for the welfare and care of pupils, at any time
* Be a member of a House, supporting its pupils and assisting in one of its constituent Vertical Groups
* Cover classes for absent colleagues as directed by Senior Management
* Undertake break and supervisory duties as designated by Senior Management
* Attend staff meetings, parent meetings and other meetings, within or outside normal school hours, according to the Schedule of Meetings and as required by Senior Management
* Attend all Staff Study Days, according to Term Dates for Staff and the Schedule of Meetings
* Attend major school events, such as the Carol Service and School Concert, outside normal school hours
* Attend school Outings and Trips as required by Senior Management
* Offer at least one after school extra-curricular activity per term
* Assist with Games (where appropriate)

**Durston House**

**Head of Mathematics - Job Description**

**Job Title:** Head of Mathematics

**Line Manager:** Deputy Head

**Introduction**

The Head of Mathematics carries out any tasks, as could reasonably be expected, as directed by the Deputy Head, on behalf of the Headmaster.

The Head of Mathematics supports and promotes the policies and procedures held in the Staff Handbook and the School Handbook, including the Durston House Safeguarding Policy and other policies that promote the welfare and care of pupils.

**Specific Responsibilities of the Head of Mathematics**

* Be accountable to Senior Management for Mathematics throughout the school
* Oversee the progression of Mathematics throughout the school from Year 1 to Year 8
* Oversee and support all staff teaching Mathematics from Year 1 to Year 8
* Set an example of good practice in Mathematics teaching
* Assess and address the training needs of those teaching Mathematics
* Oversee the development, planning and assessment of Mathematics, in conjunction with the Prep-Prep and Junior School Mathematics Co-ordinators, who are responsible for Mathematics in their respective sections of the school
* Implement systems of assessment that facilitate co-ordination and continuity between year groups and between the three sections of the school
* Formulate and update the departmental documentation, which provides guidelines of principles of good practice in English teaching and gives a framework through which the demands of National Curriculum, KS2 Tests, Senior School Entrance, Common Entrance and Scholarship examinations can be met in the light of current teaching practice and changes to the curriculum
* Formulate and update the Schemes of Work
* Monitor and ensure that the Schemes of Work are being followed throughout the school
* Monitor marking, ensuring that the school and departmental marking policies are being followed
* Co-ordinate the preparation, setting and marking of appropriate examinations including preparing pupils for KS2 Tests, Scholarship, Common Entrance and individual Senior School Entrance examinations
* Monitor and assess Mathematics results in conjunction with the Junior School Mathematics Co-ordinator
* Produce and implement the Department Strategic Plan in conjunction with the Pre-Prep and Junior School Mathematics Co-ordinators
* Organise events and excursions that support the Mathematics curriculum in the Middle and Upper Schools
* Lead and co-ordinate the organisation of the annual Maths Day (as part of STEM Week), in conjunction with the Head of Complementary Curriculum.
* Provide and set appropriate tasks for absent Mathematics colleagues in the Middle and Upper Schools
* Cost and submit an annual budget bid for Middle and Upper School Mathematics and then monitor purchases to remain within that budget
* Oversee the costing and submission of budget bids for Junior School and Pre-Prep Mathematics
* Order new equipment and books as necessary to meet the demands of the curriculum within the allocated budget
* Check and organise the resources and equipment so that they are stored safely and used correctly by all the appropriate staff
* Provide an agenda for and chair Mathematics Department Meetings with the Junior School and Pre-Prep Mathematics Co-ordinators and other Mathematics teachers, according to the Schedule of Meetings
* Record minutes of meetings and distribute appropriately
* Attend Heads of Department meetings
* Liaise with other schools, particularly Senior Schools, on changing requirements and new syllabuses
* Liaise with parents and other staff as appropriate

**Duties as a Teacher of Mathematics**

* Teach Mathematics from Year 5 to Year 8, including some, or all of 13-plus Senior School Entrance, Common Entrance and Scholarship
* Devote sufficient time in and out of formal school hours for preparation, assessment and administration
* Follow the Mathematics Department Schemes of Work in the planning and delivery of the Mathematics Curriculum
* Set and mark homework
* Set and mark examinations
* Follow the school’s Marking and Presentation Policies
* Prepare feedback to parents about pupil progress, to be given at Parents Evenings
* Write reports according to the school’s Reporting Policy
* Liaise with parents and other staff where appropriate
* Maintain an ordered, stimulating classroom, displaying pupil work appropriately

**Duties as a Form Teacher (where appropriate)**

* Be the first point of contact for pupils and parents
* Liaise with parents and other staff where appropriate
* Be responsible in the first instance for the general welfare of the pupils in that form
* Be responsible for overseeing a pupil’s academic and social progress in school that year
* Help the form to develop a collective spirit of loyalty, trust and support
* Register the form twice daily
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* Prepare a Form Assembly annually (Year 5 only)
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| DURSTON HOUSE  12-14 Castlebar Road Ealing London W5 2DR**Tel: Headmaster’s Office 020 8991 6532**Teaching Post Application Form |
|  Position applied for**: Teacher of Mathematics / Head of Mathematics\***  (\**Please delete as appropriate)* |

|  |  |
| --- | --- |
| Surname  | Date of Birth  |
| Forenames | Nationality |
| Former surname (if applicable) | Marital Status |
| Address | Home Telephone No |
|  | Mobile Number |
|   | National Insurance Number |
|  | Teacher’s Reference Number |
| Postcode | Full Driving Licence YES/NO |
| e-mail address: | How long have you been resident in the UK?(If less than 2 years you will be asked to submit an overseas police check) |
| Are you legally eligible for employment in the UK? YES/NO | Do you require a work permit/visa to work in the UK? YES/NO |
| If you know, or are related to, any current employees, pupils or governors, please state their name and the nature of your relationship: |

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| **EDUCATION AND TRAINING** |
| **Secondary Education** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and full address of School (s) | From | To | Subjects Studied | Grade/Qualification Obtained |
| **Further Education** |
| Name and full address of College/University | From | To | Subjects Studied | Grade/Qualification Obtained |
| **EMPLOYMENT HISTORY** |
| **Current Employment**Present employer (incl. address): ­  |
| Present occupation: ­  | Salary:  |
| Length of service with current employer:  | Notice period required:  |
| **Employment History** Please ensure that you note all **gaps in employment** and detail the reasons for these e.g. travelling, looking after children etc. CVs can be submitted in addition but not instead of completion of this form.If more space is required, please continue on page 8. |
| **Employment dates** | **Employer (incl. address)** | **Position held** | **Reason for leaving** |
| **From** | **To** |
|  |  |  |  |  |
| **OTHER ACTIVITIES/INTERESTS** |
| Other Activities/Interests  | Any further information which you consider may be relevant to this application or of material interest |
| **References**  Name, occupation, postal address (including post code), telephone and e-mail address**We do not accept references from applicants’ relatives.** **At least one referee to be current or most recent employer.** Where you are not currently working with children but have done so in the past, one reference must be from the employer by whom you were most recently employed to work with children. Please note that any previous employer may be approached for a reference. |
| REFEREE 1Name:Address: Phone no:Occupation:Capacity known:Email address: | REFEREE 2Name:Address: Phone no:Occupation:Capacity known:Email address: |

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| **Oversees Checks:** If you have lived abroad for a period of three months or longer within the last five years, please state the dates and country/ies below (e.g. France 09/2013-02/2014) and be aware that you will need to provide the School with a Police Certificate of Good Conduct from the country/ies. |
| **Right to Work in the UK – are you:** | **Yes** | **No** | **N/A** |
|  **i)** A UK national ? |  |  |  |
|  **ii)** From another country within the EEA\* ? |  |  |  |
|  **ii.i)** From Croatia ? |  |  |  |
|  **ii.ii)** If you are from Croatia do you have an accession worker card,  registration certificate or proof of your right to work in the UK ? |  |  |  |
|  **iii)** From outside the EEA\* |  |  |  |
|  If yes, do you have the relevant visa which allows you to work in the UK ? |  |  |  |
| **\*** The EEA countries are Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, the Republic of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK.**Please note that you will be asked to provide proof of your right to work in the UK at interview.** |

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| **DBS Checks, Social Media and Declarations**DBS: Providing false information is an offence and could result in your application being rejected, or summary dismissal if you have been appointed, and referral to the police. Should you be appointed to a post, an enhanced disclosure will be requested from the Disclosure and Barring Service.Have you included either of the following in a sealed envelope marked confidential for the attention of the Bursar?* Details of 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 N/A (please delete, as applicable)* Anything you would like the School to know in advance of any online search that may be carried out prior to an interview Yes  No   N/A (please delete, as applicable)

I hereby declare that I am not on the DBS Barred List (List 99), disqualified from working with children, or subject to sanctions imposed by a regulatory body, e.g. the Department for Education (DfE), and have no convictions, cautions, reprimands, warnings or bind-overs other than those disclosed to the Bursar where applicable.  |
| **Please note:** * This post is exempt from the Rehabilitation of Offenders Act (1974). A criminal record will not necessarily be a bar to obtaining a position with Durston House School; the School’s policy is available on request.
* If you are currently working with children (on a paid or voluntary basis) your current employer will be asked about disciplinary offences relating to children, including any in which the penalty is time expired.
* Your date of birth is necessary so that Durston House School may verify the identity of all applicants. The School does not discriminate on the grounds of age.
* Durston House School is an equal opportunities employer.

*\*\* The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website:* [***https://www.gov.uk/government/publications/dbs-filtering-guidance***](https://www.gov.uk/government/publications/dbs-filtering-guidance) |

I confirm I have completed and signed the *Staff Suitability Self-Declaration Form* attached*.*

I confirm that the information I have provided in this application form is true and correct.

Signed ………………………………………………………………

Date: ……………………………………

**Any further information in support of this application may be included separately**

Durston House School

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| The job for which you are applying involves substantial opportunity for access to children, it is important therefore that you provide us with legally accurate answers.Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Headmaster or Bursar, as applicable. If you would like to discuss this beforehand, please telephone the Headmaster or Bursar for advice, in confidence.Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. www.gov.uk/dbsYou should be aware that the School will institute its own checks with the Disclosure and Barring Service on successful applicants. Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.In addition, supplementary advice to *Keeping Children Safe in Education* statutory guidanceissued in 2015 requires schools to check that they do not employ people, or allow them to be directly concerned in the management of the Early Years Foundation Stage setting in schools, or from work in later years provision for children who have not yet attained the age of eight if they or others in their households are ‘disqualified’. Such ‘disqualification by association with others’ is laid down in *The Childcare (Disqualification) Regulations 2009*. The grounds for disqualification are not only that a person is barred from working with children (included on the children’s barred list) but also include, in summary, that:* They have been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad
* Other orders have been made against them relating to their care of children
* They have had their registration cancelled in relation to childcare or children’s homes or have been disqualified from private fostering
* They are living in the same household where another person who is disqualified lives.

Any person applying for a position at the school will be required to complete the attached *Staff Suitability Self-Declaration Form* to ascertain that they are not ‘disqualified by association with others’ from working in an environment where they may find themselves operating in the Early Years Foundation Stage setting or in later years provision for children who have not yet attained the age of eight. |

Durston House School

**Staff Suitability Self-Declaration**

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| This form is to be completed by all staff as part of pre-employment checks.   Full Name: ………………………………………………………………………………..…………………… Address: …………………………………………………………………………………………..…………..Please respond to the questions listed below and sign the declaration to confirm that there are no reasons why you should not be working with children.  If you are unable to meet any of the following aspects, please disclose this immediately to the Headmaster or Bursar, as applicable.  Please circle yes or no against each point.  |
| **Your personal situation** * Have you been barred from working with children (i.e does your name appear on the DBS Barring List)?
* Have you been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, either at home or abroad? (Please see a list of the relevant offences set out in the Appendix below.\*\*)
 | YesYes | NoNo |

|  |  |  |
| --- | --- | --- |
|   **Those you live with** |    |    |
| * Do you live in the same household as or is someone employed in your household who has unspent cautions or convictions for a relevant offence? (Please see a list of the relevant offences set out in the Appendix below)
* Do you live in the same household as or is someone employed in your household who has been barred from working with children as a result of receiving a caution or conviction for a relevant offence? (Please see a list of the relevant offences set out in the Appendix below\*\*)
 | YesYes | NoNo |
| * Do you live in the same household as or is someone employed in your household who has been disqualified from working with children under the Childcare Act 2006?
* Do you live in the same household where someone who has been disqualified from registration under the Childcare Act 2006 lives or is employed?
 | YesYes | NoNo |
| **Care of children**  |  |  |
| * Have your own children been taken into care?
 | Yes | No |
| * Have your own children been the subject of a child protection order?
* Have any other orders been made against you regarding the care of your children?
* Have you had your registration cancelled in relation to childcare or children's homes or have you been disqualified from private fostering?
* Are you 'Disqualified from Caring for Children'?
 | YesYesYesYes | NoNoNoNo |
| * Do you have any medical conditions that could affect your ability to care for children?
 | Yes | No |
| * Are you taking any medication on a regular basis or any other substances that could affect your ability to work with children?
* If you have answered 'yes' to either of the last two questions, have you sought medical advice about whether it may affect your ability to care for children?

                 ***If 'yes' please attach a copy of the medical advice confirming that the condition/medication is unlikely to impair your ability to look after children properly.***  | YesYes | NoNo |

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| If you have answered 'yes' to any of the above, please provide further information below:  ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………Please note: Staff who are disqualified from childcare or registration, including 'by association', may apply to Ofsted for a waiver of disqualification.  Such staff may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Headmaster or Bursar for more details.  |

\*\* List of relevant convictions which can be found here: [**https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/384712/DBS\_referrals\_guide\_-\_relevant\_offences\_v2.4.pdf**](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/384712/DBS_referrals_guide_-_relevant_offences_v2.4.pdf)

Please note that due to changes in legislation, this list may not be exhaustive. If you have any queries or concerns, please contact the Headmaster or Bursar.

 **Declaration**

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| I understand my responsibility to safeguard children, and I am aware that I must notify the Headmaster or Bursar immediately of anything that may affect my suitability to work with children. I will ensure that I notify the Headmaster or Bursar immediately of any convictions, cautions, court orders, reprimands or warnings I may receive. I am aware that if I am taking medication on a regular basis which may affect my suitability to work with children, I must notify the Headmaster or Bursar immediately, and must keep the medication in a safe place, out of reach of children. I will ensure I notify the Headmaster or Bursar immediately if I experience any health concerns which could impact upon my ability to work with children. I give permission for you to contact any previous employer, local authority staff, the police, the DBS, or any medical professionals to share information about my suitability to care for children. I will ensure that I notify the Headmaster or Bursar immediately if I live in a household where anyone lives or works who has been disqualified from working with children or from registration for the provision of childcare.  Signed ………………………………….………Name In Full ………………………………..………………….Date…………………………………………  |

*For School use:*

I have reviewed the above and confirm that no further action is to be taken.

Signed ……………………………….……… Headmaster/Bursar *(delete as appropriate)*

Date…………………………………………

**OR**

I have reviewed the above and the following action has been taken:

 ………………………………………………………………………………………………………………

Signed ……………………………….……… Headmaster/Bursar *(delete as appropriate)*

Date action taken …………………………..

PAGE LEFT INTENTIONALLY BLANK FOR CONTINUATION OF EMPLOYMENT HISTORY OR OTHER SUPPORTING NOTES