



DURSTON HOUSE

DIRECTOR OF STUDIES

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 September 2018

Durston House is a vibrant and thriving boys' preparatory school in Ealing, West London. We are looking for an excellent and forward-thinking Director of Studies who understands what constitutes effective teaching and learning. This is an exciting opportunity for the right candidate, who will be offered:

- a generous remuneration package (on the Durston House Senior Management 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 Tuesday 6 February 2018.

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', The John Lyon School 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

Durston House

Director of Studies – Job Description

Job Title: Director of Studies
Line Manager: Deputy Head

Introduction

The Director of Studies is a member of the Senior Management Team (SMT), assisting the Headmaster and the Deputy Head in the leadership and management of the school. The Director of Studies carries out any tasks, as could reasonably be expected, as directed by the Deputy Head.

As a member of SMT, he/she takes part in the strategic and policy development of the school; the day-to-day operation of the school; leadership and management of pupils; the selection of staff; the leadership and management of staff, including morale, discipline and appraisal; and the professional development of staff.

The Director of Studies is accountable to the Headmaster for the quality of teaching and learning throughout the school.

The Director of Studies teaches a part-timetable.

The Director of Studies 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 as the Director of Studies

- **Oversee the Development of the Academic Curriculum**
 - Review and coordinate the development of the Academic Curriculum in each subject area
 - Oversee and maintain a consistent approach to curricular documentation across departments
 - Maintain up-to-date knowledge of the curriculum across the range of subjects
 - Maintain up-to-date knowledge of broad curricular issues
 - Develop the use of ICT and the Virtual Learning Environment (VLE) as a cross-curricular tool for learning, across the range of subjects
 - Maintain curricular continuity across each section of the school
 - In consultation with the Head of Co-Curriculum, enhance the Academic Curriculum by the use of Outings and Trips, festivals and celebrations
 - Oversee the use of continued professional development (CPD) to enhance the curriculum
- **Communicate with Heads of Department and Other Teaching Staff**
 - Ensure Heads of Department are informed about the requirements of departmental development, academic curricular development and necessary documentation
 - Communicate with teachers about the requirements of assessment of/for learning
 - Communicate with Head of Departments regarding departmental training needs
 - Disseminate future schools information and entry requirements to Senior Schools
 - Keep teachers informed about curricular issues and good practice
 - Chair Heads of Department Meetings

- **Oversee Teaching Throughout the School**
 - Set an example as a professional, a skilled, effective teacher
 - Maintain up-to-date-knowledge of teaching methodology and practice
 - Observe teaching throughout the school
 - Evaluate and enhance teaching practice and effectiveness, encouraging consistency of quality whilst recognising individuality of delivery
 - Oversee the use of continued professional development (CPD) to enhance teaching skills
 - Monitor medium and short-term planning, including differentiation
 - Monitor marking and other assessment of learning
 - Develop an ongoing approach to assessment for learning

- **Oversee Learning Throughout the School**
 - Monitor and evaluate the learning outcomes of pupils: assessment of learning (on-going assessment, examinations, standardised tests), written work and practical work
 - Observe pupils in their learning
 - Monitor and institute Rewards and Sanctions for academic work, including holding Re-Test and Work Referral Sessions
 - Oversee the transition of learning from one part of the school to another
 - Monitor and evaluate the provision of Learning Support throughout the school
 - Oversee and monitor the provision and quality of prep
 - Advise the Headmaster of the academic progress of pupils
 - Organise, in consultation with the Headmaster and Deputy Head, the Form Lists and Teaching Groups

- **Consult and liaise with the Heads of Pre-Prep and Junior School**
 - Monitor the development of the curriculum, teaching and learning, and pupil academic progress in Pre-Prep and the Junior School, and at transition points to different sections of the school
 - Work with the Heads of Pre-Prep and Junior School to develop the curriculum, enhance the teaching and learning, and to effect appropriate pupil academic progress

- **Liaise with Parents About Pupil Academic Progress**
 - Oversee and monitor communication with parents by teachers and Form Teachers regarding academic progress and performance
 - Communicate with parents directly about academic progress of individual pupils, to ease concerns and confront issues that impede progress

- **Liaise with Parents About Future Schools**
 - Communicate with parents about testing and pre-testing for future school entry
 - Communicate with parents about senior school entry requirements to respective Senior Schools

- **Oversee Continued Professional Development (CPD)**
 - Co-ordinate staff training and development through Staff Study Days
 - Monitor and approve appropriate CPD for individual members of staff
 - Mentor staff in teacher training or in an NQT year

- **Manage the Budget for Continued Professional Development (CPD)**

Specific Responsibilities as a Member of the Senior Management Team (SMT)

- Leadership and Management
 - Assist the Headmaster and Deputy Head in leading and managing the pupils and staff in the school
 - Promote and support a whole school ethos
 - Contribute to the discussion of management issues and decisions taken about them
 - Adhere to the collegiality and confidentiality of the SMT
 - Report to SMT about the teaching and learning in the school
 - Check Interim and Final Reports to parents, as directed
 - Maintain an exemplary, high standard of professionalism
- Attendance at Meetings
 - Attend SMT Leadership Meetings
 - Attend SMT Quintet Meetings
 - Attend extraordinary SMT Meetings when required
- Policy Development
 - Support and promote the policies of the school
 - Assist in the development of whole-school policies and procedures
 - Review, amend and/or develop policies and procedures pertaining to the academic life of the school and Continued Professional Development of staff
- Recruitment and Selection of Staff
 - Take part in the recruitment and selection of teaching staff, and non-teaching staff, where appropriate, according to the school's procedures
- Marketing
 - Assist in the marketing of the school through Open Days and tours of the school
- Appraisal
 - Appraise teachers, teaching assistants and school assistants, as part of a team of Appraisers
- Parents Evenings
 - Assist in hosting Informal and Formal Parents Evenings
- Assemblies
 - Lead regular Assemblies as and when required
 - Lead Final Assembly at the end of the Spring Term

Duties as a Teacher

- Teach a part-timetable (not subject specific) from Year 5 to Year 8, including, if necessary, 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 Schemes of Work in the planning and delivery of the 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 the school's Reporting Policy
- Liaise with parents and other staff where appropriate

Other General School Duties

- Accept responsibility for the welfare and care of pupils, at any time
- Cover classes for absent colleagues as directed
- Undertake break and supervisory duties
- Attend staff meetings, parent meetings and other meetings, within or outside normal school hours, according to the Schedule of Meetings
- 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 workshops, Outings and Trips as directed
- Offer at least one after school extra-curricular activity per term

DURSTON HOUSE

12-14 Castlebar Road Ealing London W5 2DR
Tel: Bursar's Office 020 8991 6430

Teaching Post - Application Form

Position applied for: Director of Studies

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

Please read the School's Safer Recruitment Policy (available on the website) prior to completing the application form.

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 5 years, or if you have lived or worked abroad during the last 5 years, you will be asked to submit overseas police checks – see below)
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:	

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 9.

Employment dates		Employer (incl. address)	Position held	Reason for leaving
From	To			

Gaps in your employment
 Please give details and dates (in chronological order) of any gap, clarifying how this time was spent eg: looking after children, sabbatical year etc.

Dates of gap (month and year)	Reason for gap

OTHER ACTIVITIES/INTERESTS

Other Activities/Interests	Any further information which you consider may be relevant to this application or of material interest
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References
 Please provide the name, occupation, postal address (including post code), telephone and e-mail address for two referees. **We do not accept references for 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, all referees will be asked questions about your suitability to work with children and all references will be followed up by telephone.
 References are normally taken up before an interview.
 Please tick this box if you do not wish us to do so.

REFEREE 1 Name: Address: Phone no: Occupation: Capacity known: Email address:	REFEREE 2 Name: Address: Phone no: Occupation: Capacity known: Email address:
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Overseas Checks
 If you have lived or worked abroad, please state the dates and country/ies below (e.g. France 09/2013-09/2014) and be aware that you will need to provide the School with a Police Certificate of Good Conduct from the country/ies

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Continue on page 9 if you need more space

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.			

Sanctions, Restrictions and Prohibitions		
Are you, or have you ever been, the subject of a sanction, restriction or prohibition issued by the National College for Teaching and Leadership, or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country?	Yes	No
Are you, or have you ever been, the subject of any proceedings before a professional conduct panel in the UK or an equivalent body in any other country?	Yes	No
Are you, or have you ever been, the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school?	Yes	No
Are you, or have you ever been, the subject of a referral to, or proceedings before, the Department for Education or other appropriate authority where consideration was given to imposing a direction under section 128 of the Education and Skills Act 2008?	Yes	No
Are you, or have you ever been, the subject of a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts you from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children?	Yes	No
If answering "Yes" to any of the questions above please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.		

Criminal Record		
<p>An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the School considers to be satisfactory. The School applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.</p> <p>The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see Appendix 1 of this form). If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure set out in the School's Safer Recruitment Policy. It is a condition of your application that you answer the questions below.</p>		
Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or another country?	Yes	No
Is there any relevant court action pending against you?	Yes	No
If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.		

Durston House recognises the requirements of the Equality Act 2010 to make reasonable adjustments to the recruitment process if an applicant makes the employer aware that they have a disability. Please let us know if any adjustments are required to enable you to take part in the recruitment process.

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- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
- I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.
- I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to the School making direct contact with the people specified as my referees to verify the reference.
- I have completed and signed the *Staff Suitability Self-Declaration Form* attached.

Signed

Date:

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 13.

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

Data Protection

The information that you have provided on this form will be used to process your application for employment. The personal information that you have provided will be stored and used in accordance with School's Data Protection Policy which can be found on the website www.durstonhouse.org.

By signing this application form you have consented to the processing of your sensitive data.

Durston House School

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 information. Provision of false information is a criminal offence under the Fraud Act 2006 that could result in the application being rejected or summary dismissal after appointment as well as a possible referral to the police and/or DBS.

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/dbs

You 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 – May 2016* statutory guidance issued 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 2015*. 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 involving work with children 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

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)? Yes No
- 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? Yes No

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? Yes No
- 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? Yes No
- 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? Yes No
- Do you live in the same household where someone who has been disqualified from registration under the Childcare Act 2006 lives or is employed? Yes No

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? Yes No
- Have any other orders been made against you regarding the care of your children? Yes No
- Have you had your registration cancelled in relation to childcare or children's homes or have you been disqualified from private fostering? Yes No
- Are you 'Disqualified from Caring for Children'? Yes No
- 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? Yes No
- 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? Yes No

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.

If you have answered 'yes' to any of the above, please provide further information below:

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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.

Declaration

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