



Fox Street
Derby DE1 2LF

Telephone 01332 204040
Fax 01332 371867
Email post@lfct.org.uk
Website www.lfct.org.uk

Dear Applicant,

Thank you for your interest in this position at Landau Forte Charitable Trust. The Trust was established in 1989 and now operates 6 Primary, Secondary and Sixth Form Academies across the Midlands. We are a vibrant, multi-cultural organisation aiming to significantly contribute to the systemic improvement of education in England.

Our staff are fundamental to our success. We are therefore looking to appoint exceptional staff who are passionate about their roles. In return, we offer a friendly and supportive working environment, a genuine commitment to your professional development and enthusiastic, hard-working students who are determined to make the most of their time at our academies.

We hope you are encouraged to apply for this vacancy. Please do visit our website to find out more about our organisation and the other academies that make up our Multi Academy Trust (www.lfct.org.uk).

Please see the original job advert for details on how you can apply for this vacancy. Further job vacancies for the Trust and our academies can be found on our vacancies web page (www.lfct.org.uk/vacancies/).

I look forward to receiving your application, and to welcoming you to our innovative and ambitious Trust.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Chris Manning', with a large, sweeping flourish at the end.

Mr Chris Manning
Executive Director of Finance

Chairman Mike Davis, OBE

Members
Martin Landau
Margaret Bell
The Hon David McAlpine
Simon Shooter
Sir Murdo Maclean
Rosemary Morgan
Sir Rocco Forte
Alex Polizzi
The Hon Mrs Olga Polizzi, CBE
Terence Ousley
Sir Roger Carr

Chief Executive Dr Antony Edkins

Landau Forte Charitable Trust
A company limited by guarantee

Registered in England No. 2387916

Registered Office:
Landau Forte College
Fox Street
Derby
DE1 2LF

An exempt charity

Safer Recruitment

Landau Forte Charitable Trust is committed to safeguarding and promoting the welfare of children and young people. We undertake very thorough checks to ensure that we meet our obligations to protect the young people attending our schools. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an Enhanced DBS and barred list check. We also ensure staff in a teaching capacity are not subject to a prohibition order or an interim prohibition order. Teachers from the EEA are also subject to a check for any restrictions/sanctions.

1. Candidates should be aware that all posts at Landau Forte Charitable Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. All members of staff will have access to the DfE Keeping Children Safe in Education guidance.
2. Longlisted candidates will be required to complete a Disclosure of Criminal Record form and bring the completed form to interview. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or Independent Safeguarding Authority.

Invitation to Interview

Please bring with you:

- Documentary evidence of identity that will satisfy DBS requirements such as a current UK Photo card driving license and/or a current passport and/or a full birth certificate
- Documentary proof of address (i.e. utility bill, financial statement etc.) dated within the last three months
- Where appropriate any documentation evidencing a change of name
- Original certificates confirming any educational or professional qualifications that are necessary or relevant for the post
- Evidence that you have the right to work in the UK

Please note that originals of the above are necessary. Photocopies are not sufficient.

Candidates will be asked to account for any gaps in their employment history and to address any discrepancies or anomalies in their application form. We will require information in accordance with statutory guidance for anyone who has worked or been resident overseas in the previous five years.

We will seek references on candidates and may approach previous employers for information to verify particular experience or qualifications before interview.