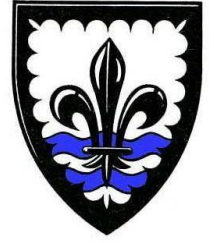




Great Torrington Bluecoat C of E Primary School



Important Information about your application

Shortlisting and interview procedure

Applicants selected for interview will be contacted as soon as possible after the short-listing meeting. If your application has been sent by email, you will be asked to sign your application on arrival at interview.

Only applicants meeting the criteria in the person specification will be short listed.

1. References must be received before interview. As well as being asked about your suitability for the post relating to the person specification, the reference pro forma will ask:

- For comment on your performance history and conduct, including performance management issues, disciplinary investigations and any proven disciplinary offences, whether time expired or not.

- For any specific concerns that the referees might have or be aware of in regard to your suitability to work with children.

2. Any discrepancies or anomalies in the information provided or issues arising from reference will be taken up at interview.

3. The panel of interviewers will consist of school governors, and a representative from the Local Authority.

4. Candidates will be questioned about safeguarding children.

Portfolio of Services to Schools

Devon has ensured that a full range of curriculum and management support is available to Headteachers and Governors. These support services are provided by Devon Education Services Devon Education Services online shop | DES and approved external agencies.

Interview Expenses

Applicants invited to interview will be provided with a form on which to reclaim essential travelling and subsistence expenses in accordance with the County scale. Expenses will not be allowed to any candidate withdrawing or refusing the post for reasons considered to be inadequate, and they will not be paid to the successful candidate until after the appointment has been taken up. There is no scheme in operation for the reimbursement of legal, removal or any other expenses connected with the change of home by the successful candidate.

Completed expenses forms should be sent directly to the appointing school for processing and not to the Local Authority or Devon Education Services.

Safeguarding

This post is one the Authority has deemed to involve substantial access to children and the Governors will require a satisfactory enhanced DBS disclosure for the successful candidate before the appointment is confirmed.

Applicants are advised that they should disclose at the time of application, on the declaration form enclosed with the application form, the details of any convictions, cautions, bind-overs, outstanding cases, disqualification from working with children or inclusion on the DCSF list 99 and any allegations concerning behaviour towards children, whether or not the allegations were investigated. Any declarations will be treated in confidence and only seen by the Chair of Governors and the School Improvement Officer who, if necessary, will seek advice from HR.

Terms and Conditions

The following terms and conditions apply to Headteacher appointments:

- The receipt of at least two satisfactory references
- Verification of identity
- Verification of qualifications
- Verification of professional status
- A satisfactory enhanced DBS disclosure
- Verification of medical fitness
- Verification required by Immigration and Asylum Act

Equal Opportunities Statement

Devon County Council recognises its responsibilities as an employer for setting standards of fair treatment. The County Council provides equal opportunities to any employee or job applicant and does not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, gender, religion (except where a specific requirement exists in a Church school), marital status, sexuality or disability. The County Council also offers its commitment to treat part-time staff as equitably as full-time staff having regard to national and local conditions of service and statute. DCC also has a 'Positive about Disabled People' policy and guarantees to interview all applicants with a disability who meet the essential elements of the person specification.

Support for Headteachers

In Devon we are committed to encouraging the participation of headteachers in national programmes as well as high quality local training and to foster close links with colleagues in Devon schools and others in the Local Authority. Newly appointed headteachers receive an induction briefing visit from the Link Adviser and are invited to attend a New Heads Welcome

Day event, where new headteachers are given the opportunity to meet with colleagues and services available to support headteachers. They can also receive purchased support visits from the school link adviser to focus on leadership and management issues and to provide negotiated professional support and development. Headteachers will be provided with full details of the support available within the Local Authority.

Who is collecting and using your personal data?

Great Torrington Bluecoat C of E Primary School (“the School”) will act as a “data controller” for any personal data that you provide to us. As such, we will ensure that the data given to us is processed in line with our organisation’s Data Protection Policies and in line with your rights under the Data Protection Act 2018 and the EU General Data Protection Regulations.

This notice applies to applicants’ jobs advertised by the school.

This notice does not form part of any employment contract or contract to provide services and may be updated from time to time. It is important that you read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the data protection legislation.

Should you wish to find out more about the school’s Data Protection Policies please contact our Data Protection Officer.

Please note that failure to provide your personal data might affect our ability to alert you of jobs you may be interested in applying for and of the continuation of any application for a job that you make with the school.

If you are successful in securing a conditional offer of employment with the school certain information, such as contact details, your right to work in the UK and payment details have to be provided to enable the school to enter into a contract of employment with you. If you do not provide this or other information, the school may not be able to continue with any offer of employment.

What Information does the school collect?

We will ask you for your personal details including your name and contact details.

To complete the application form(s) to apply for jobs with the school we will also ask you for:

- Your previous experience
- Your education
- Details of referees
- Answers to questions relevant to the role you are applying for.
- Whether you have a disability so that your application can be assessed under the ‘Disability Confident’ scheme and reasonable adjustments can be considered for the selection process should you be shortlisted.

You will also be asked to provide equal opportunities monitoring information. This is not mandatory information so if you don’t provide it, it will not affect your application. This

information will not be made available to the selection panel, in a way which can identify you. Any information you do provide will be used only to produce and monitor diversity statistics.

We might ask you to participate in assessment days, complete tests or occupational personality profile questionnaires, and/or to attend an interview or a combination of these. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes.

You will be asked to prove your identity and eligibility to work in the UK. You will also be asked to provide a criminal records declaration of unspent convictions.

If a conditional offer of employment is made you will be asked for information so that pre-employment checks can be carried out. You must successfully complete pre-employment checks to progress to a final offer and start employment with the school. We are required to confirm the identity of our staff, their right to work in the UK and their suitability for the post they have been offered. As the role involves working with children and/or vulnerable people we will also need to comply with safeguarding regulations.

You will therefore be required to provide:

- Proof of your Eligibility to Work in the UK. You will be asked to provide the original document(s) so that it can be verified and copied to place on your personnel file.
- Proof of your qualifications and professional registrations (where applicable to the role). You will be asked to provide the original document(s) so that it can be verified and copied to place on your personnel file.
- Where applicable we will contact you to complete an application for a Basic Criminal Record check via the Disclosure and Barring Service to arrange a secure government email account. You will be asked to provide appropriate ID to confirm your identity. You will be asked to provide the original document(s) so that it can be verified and copied to place on your personnel file.
- Where the role involves dealing with children or vulnerable adults we will contact you to complete an application for an Enhanced or Standard Criminal Record check via the Disclosure and Barring Service. You will be asked to provide appropriate ID to confirm your identity.
- Disqualification from Caring for Children Regulations 2002 – you will be asked to provide the information required to conform with these regulations if the post you have been offered is in fostering, adoption or the Atkinson Unit. This is so that a check can be made to assess whether you are disqualified under these regulations.
- If you will be an essential car user you will be asked to provide your driving licence so it can be verified, copied and placed on your personnel file. You will also be asked for your vehicle details.
- We will contact your referees, using the details you provide in your application, directly to obtain references. We may request details of additional referees should those provided not cover the last three years, generate a minimum of two references or cover your employment history.
- If your current employer is an organisation covered by the Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order 1999 we will ask for details of your continuous local government service from your previous employer.

- We will ask you to complete a questionnaire about your health. This is to establish your fitness to work and provide us with advice on arranging reasonable adjustments if applicable. This is done through a third party data processor.
- Bank details – to process salary payments.
- Your P45 or P46 details – to ensure your tax code is correct
- Student Loan information (where applicable) – to ensure this is processed correctly.
- Emergency contact details – so we know who to contact in case you have an emergency at work.
- Any other information to assist us in carrying out pre-employment checks to ensure your suitability for the post.

Why does the school process personal data?

The school needs to process data when you apply for jobs with us for the purpose of progressing your application effectively to fill job vacancies, to undertake pre-employment checks, to enter into an employment contract with you and to meet our obligations under that contract of employment and to fulfil its legal and regulatory obligations. The school also has a legitimate interest in processing personal data before, during and after the end of any employment relationship.

Who we will share your personal data with?

It may be necessary for us to share your personal data with other organisations / partners.

The school may share your data with third parties in order to:

- obtain pre-employment references from other employers, verify continuity of local government service, obtain employment background checks from third party providers and obtain necessary criminal records checks from the Disclosure and Barring Service
- process data on its behalf in connection with the provision of occupational health services and employee benefits
- comply with its legal obligations (such as HMRC)
- organisations such as Devon Education Services working in partnership with the school, and who for the purpose of administering some senior leader posts to the school, act as the third party data processor

All our third-party service providers and other partners are required to take appropriate security measures to protect your personal information in line with our policies and only for the purposes agreed with them.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

The school will not transfer your data outside of the European Economic Area (EEA) without appropriate organisational and technical security measures.

How long will we hold your personal data?

The school will retain your personal data for only as long as is necessary, and in line with our record retention arrangements which is available on request.

Automated decisions

No automated decisions are made using the personal data you provide under the matters covered by this privacy notice, other than those made in relation to Employee Benefits, administered by external providers.

Exercising your rights

Under the Data Protection Act 2018 and the EU General Data Protection Regulations you have the following rights;

- The right of access to your own personal data
- The right to request rectification or deletion of your personal data
- The right to object to the processing of your personal data
- The right to request a copy of the information you provide us in machine readable format
- The right to withdraw your consent to any processing that is solely reliant upon your consent

Should you wish to exercise any of your rights, you should contact the school's Data Protection

Your right to complain

If you wish to complain about the way that your personal data has been handled by the school, you should write to the Data Protection Officer at the school and clearly outline your case. Your complaint will then be investigated in accordance with the school's complaints procedure. If you remain dissatisfied with the way your personal data has been handled, you may refer the matter to the Information Commissioner's Office whose contact details are below.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF Email: casework@ico.org.uk