



**SWANWICK
HALL
SCHOOL**

CANDIDATE PACK



WELCOME FROM THE HEADTEACHER

Thank you for your interest in a post at Swanwick Hall School. Our mission is simple: to provide students with opportunities and experiences to enhance their life choices, making a positive contribution to the world that we share.

The delivery of this mission is complex, and for this reason we are keen to recruit and develop the most talented colleagues across all of our teams of teaching and support staff. I hope that the information provided below will prove useful in giving a sense of who we are, our values and priorities as a school.

We behave and interact on a daily basis in line with our three agreed core school values of Inclusivity, Resilience and Respect. As a founder member of The Two Counties Trust, we work together to meet our mission through the Trust's values of Ambition, Teamwork and Honesty.

Swanwick Hall School opened as a grammar school for 300 local students in 1922, and 100 years later it has increased to over 1,100. We believe that we are in a position of real strength and with many reasons to approach future challenges with confidence.

Situated in the semi-rural village of Swanwick, we serve a socially diverse community in a former coal mining area of south-east Derbyshire. We have an excellent record of students securing university places from our 6th Form, including to Oxford and Cambridge, and work hard to support all students in aiming high and achieving strong progression routes from school. Our NEET figures are consistently well below national averages.

Positive relationships based on mutual respect are at the heart of our ethos, and allow us to create a calm and focused learning environment. When students struggle to engage with our ethos and values we have a strong and experienced inclusion team who support individuals and groups of students. Our curriculum is broad and balanced and, whilst we have high uptake of the EBacc suite of subjects, we offer a wide range of choice across the arts and technology, supported by a comprehensive programme of enrichment and extra-curricular activities.

We have a strong record of recruiting high quality staff and our retention rates are excellent. Many staff in key positions have been promoted internally, several of whom started their careers at the school, including within the leadership team; others have progressed onto promotions elsewhere, including headship. Our staff are characterised by their relentless commitment to the school and the wellbeing and development of our students, a strong sense of collegiality and a willingness to innovate and explore new methods to secure desired outcomes.



Starting with excellent induction and support for new colleagues we provide high quality and bespoke training for all stages of careers. This includes access to a range of externally accredited courses with many staff completing NPO qualifications. Within the Trust there are opportunities to contribute to and benefit from a plethora of training programmes. Our training is always research-led and focused on allowing us to deliver our mission as a school.

The school is situated on a beautiful 23-acre site which is based around a grade 2 listed hall which dates from the 1770s. These were extended for the school's opening in 1922 and subsequent expansion led to an eclectic collection of buildings. In many respects these are as challenging as they are beautiful, but recent investment in several new or significantly refurbished blocks, including sports hall, ICT/library suite, music block, science, art and a new 18-room block which houses English and maths have created a balanced site with excellent facilities. We also recently completed a major refurbishment of 21 classrooms to ensure that all subjects are housed in high quality accommodation. This will be supported by upgraded ICT infrastructure including the latest generation touchscreen boards in every teaching space.

We enter our second century in a position of real strength and with a shared commitment to continuing the school's service to the local community and for the benefit of our wonderful students. I hope that this short summary has whetted your appetite to find out more and to come and contribute to the next phase of our exciting journey. If you haven't already, I recommend that you visit the school and see us in action. We are always happy to meet prospective applicants and to talk openly and honestly about the school and the post on offer. I look forward to receiving your application.

JONATHAN FAWCETT
HEADTEACHER



WHO ARE WE?

Swanwick Hall School is based in the Derbyshire village of Swanwick and has:



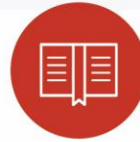
1,100

1,100 students
on roll



130

130 members
of staff



16

a post 16 study
programme



THE FOLLOWING COMMENTS WERE NOTED AT OUR LAST OFSTED INSPECTION IN 2023:

"The school has high expectations of all pupils."

"Pupils have access to a broad and balanced curriculum. This includes a wide range of GCSE and A-level subjects."

"Younger pupils benefit from a timetabled enrichment programme which allows them to develop their talents and interests."

THE FOLLOWING COMMENTS WERE MADE BY OUR TEAM IN OUR LATEST ANNUAL WELLBEING SURVEY:

"I enjoy working with all of my colleagues and my line manager is supportive."

"I believe staff are well looked after in Swanwick Hall School."

SWANWICK HALL SCHOOL IS PROUD TO BE A MEMBER OF THE TWO COUNTIES TRUST

WHO ARE WE?

We are a medium sized Trust based in the Nottinghamshire and Derbyshire area.



11,000

We are the Trust of choice for over 11,000 students



1,500

The employer of choice for 1,500 employees.



WHY DO WE EXIST?

To provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share.

HOW WILL WE SUCCEED

By creating a healthy organisation, free from politics and confusion through clarity following the empowered to lead operating model.

By crafting and implementing a high-value curriculum which is knowledge rich to allow meaningful application of skills.

By building a compelling school culture built on strong professional relationships where all can achieve.

By putting people first through high impact professional development and instructional coaching.

HOW DO WE BEHAVE



AMBITION

We maximise our potential through striving for excellence.



TEAMWORK

We give 100% effort, displaying kindness and humility for the benefit of all.



HONESTY

We are respectfully open about our successes and areas for growth.

WE ARE DETERMINED TO:

Ensure all our schools are at least good within three years of joining the Trust, and most schools to be judged outstanding.

Ensure priority students make at least the same progress as all students nationally.

Be consistently in the top 20 highest performing MATs nationally for student outcomes.

Be the Trust of choice for students, families and staff.

WHY YOU SHOULD JOIN SWANWICK HALL SCHOOL, A MEMBER OF THE TWO COUNTIES TRUST

Alongside the chance to make a difference to our schools and therefore students' life choices, there are many great reasons to choose Swanwick Hall School, a member of The Two Counties Trust, as a great place to continue your career.

We recognise the importance of a happy, healthy, rewarded, and motivated workforce and as such we have developed our HR strategy to invest in our employees.

We aim to support your career and personal development through a range of routes and offer extensive Professional Development for all employees. We are an organisation where you can make a difference, we live and breathe our values and work together for the benefit of our students, colleagues and the community.

We take the wellbeing and mental health of our employees seriously, that's why we have signed up to the Education Staff Wellbeing Charter. We recognise that balancing everyday life and work can sometimes create pressures and in order to support all employees we provide everyone with access to an enhanced Employee Assistance Programme from day 1 of employment. This scheme helps you and your family manage events and issues, providing access to confidential advice on health, family, money matters, work and much more.

There are also an extensive range of benefits that are accessible to you as an employee of The Two Counties Trust.

For your health and welfare we offer discounted gym membership to over 3,400 health clubs whilst Dental and Health Care plans offer you a range of benefits including worldwide dental cover, optical care, diagnostic consultation, and therapy plus a voluntary Private Medical Insurance scheme.

Our retail benefit scheme is designed to ensure that your pay goes that bit further. We offer great personal car leasing deals through our affinity scheme with Arnold Clark and extensive savings can be made through our Salary Extras scheme. This scheme saves you money on every day essentials, travel, gifts, fashion, going out and electronics providing you with access to a range of offers and discounts which are not available on the high street.

These benefits run alongside other elements of our total reward package including access to the Teachers' Pension Scheme or Local Government Pension Scheme (depending on your role), enhanced family friendly leave and pay arrangements, free car parking, a cycle to work scheme, the opportunity to request flexible working and most importantly a friendly, professional working environment.



DEPUTY HEADTEACHER

L18-L 22 £68,014 - £75,013

Pay award pending.

Swanwick Hall School

Located in the semi-rural village of Swanwick on the Nottinghamshire / Derbyshire border and within easy reach of the M1, Swanwick Hall is an 11-18 school with over 1,000 students situated on a beautiful 23-acre site around a Grade 2 listed Hall.

At Swanwick Hall our mission is simple, we exist to provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share. The school, a member of The Two Counties Trust, is rightly proud of its reputation in the community as a good school which has an excellent record of student progression and positive engagement based on mutual respect.

We are looking for a school leader who is ready to take the next step in their career.

This is a fantastic opportunity to join the school as one of our two Deputy Headteachers. We are seeking a talented, ambitious, and experienced leader who can work in partnership with families, students, staff, our new Headteacher, and the Leadership Team to foster a high-performance culture where achievement, excellence and inclusion are embedded into everything we do.

The successful candidate must be an excellent role model for colleagues and be able to support members of our Leadership Team.

More information

If you would like to find out more about the school and this role, please contact The Two Counties Trust via HR-Team@ttct.co.uk to attend one of our recruitment events.

Date: Monday 2nd October.

Location: Teams.

Time: 17:00 – 18:00

Date: Tuesday 10th October.

Location: Swanwick Hall School.

Time: 17:30 – 19:00.

TES is our recruitment platform so please go to www.tes.com/jobs to apply for this role online.

If you do not wish to apply online you can also download an application form from the above link and then email your application to HR-Team@ttct.co.uk.

Why join us?

There are many reasons to choose The Two Counties Trust as a great place to start or continue your career.

We recognise the importance of a happy, healthy, rewarded and well motivated workforce and as such we have developed our HR strategy to invest in our employees. We have removed appraisal and appraisal related pay progression, changing the focus from validation to professional growth and enabling all our employees to get better all the time.

We are fully committed to supporting your career and professional growth through a range of routes both within schools and across the Trust and we offer extensive professional learning opportunities for all employees.

We offer:

- Highly competitive pay and pay progression opportunities.
- An array of employee benefits and lifestyle options including discounted healthcare, gym membership and extensive high street retail discounts.
- Entry to a career average pension scheme.
- Opportunities to experience and share practice in our partner schools across the Trust.
- A stimulating, supportive and rewarding working environment with a dedicated team of like-minded professionals.
- Excellent opportunities to develop your skills and experience and to progress your career.
- We take the wellbeing and health of employees seriously. We have a range of support mechanisms and benefits available to employees and the Trust has signed up to the Education Staff Wellbeing Charter.

The closing date for applications is: 09:00 on Thursday 12 October 2023.

Interviews will be held on: Tuesday 17 October 2023.

Notes

It is an offence to apply for this role if you are barred from engaging in Regulated Activity relevant to children.

We are committed to safeguarding and promoting the welfare of children and young people. An offer of employment will be subject to the receipt of a satisfactory enhanced level DBS disclosure with a children's barred list check, two satisfactory references and successful completion of vetting procedures.

In accordance with the statutory guidance Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates and a social media check will be required as a condition of employment.

We are committed to recruiting and retaining a diverse workforce and candidates with a disability who meet the essential job criteria will be given an opportunity to demonstrate their abilities at interview.



JOB PROFILE

Job title:	Deputy Headteacher
Responsible to:	Headteacher
Salary / Grade:	L18 - L22
Working hours / weeks:	Full time
Core purpose:	To provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share

Core responsibilities as a Deputy Headteacher

- Play a senior role under the overall direction of the Headteacher by contributing, reviewing, promoting and progressing the School Improvement Plan and the aims and objectives of the school.
- To be a key player in developing and promoting a school ethos that enhances learning, raises attainment and improves achievement.
- Be a positive member of the Senior Leadership Team and a role model for others, leading by example and providing inspiration and motivation to the school community.
- Fostering excellent relationships with families and local community for the benefit of all, playing a key role in strengthening community relations.
- Responsibility for the strategic leadership of a significant aspect /area of the school priorities.
- Support, guidance, supervision and challenge to all professionals, teaching and non-teaching who work within the school in pursuit of high standards of learning, teaching, leadership, and management.
- To lead an interface between curriculum areas within the school and with other educational partners ensuring that the outcomes are consistent with the objectives defined within the school's aims and vision.
- To deputise for the Headteacher.

Core responsibilities of a Two Counties Teacher

At The Two Counties Trust, we are looking for colleagues who aspire to be the great teachers that our students need. The following describes the job done by a great teacher:

- Lives the school and Trust's mission and values every day.
- Designs their practice around supporting the most vulnerable students.
- Demonstrates consistently high standards of personal and professional conduct, including observing professional boundaries at all times.
- Contributes to a deep safeguarding culture in school and across the Trust, in line with relevant statutory guidance.
- Manages behaviour effectively, in line with the school's behaviour policy, so that all teachers can teach and all students can learn.
- Is 100% kind and 100% consistent, setting and upholding high expectations of all students and providing high levels of support for students to meet these.
- Works collaboratively with colleagues to plan well-sequenced lessons and create resources which support incremental progress and student understanding of the subject as a whole.
- Facilitates exceptional progress of all students, providing appropriate scaffolds where needed.
- Provides feedback that moves learning forwards.
- Support students throughout the day by fulfilling pastoral responsibilities.

- Believes they can get a little bit better every single day.
- Continually develops subject and pedagogical knowledge in order to deliver high quality learning experiences for students.
- Actively engages in the Trust's Professional Learning Scheme.
- Actively partakes in collegiate rehearsal and/or individual coaching offered by the school.
- Consistently meets the Teachers' Standards.
- Delivers the professional responsibilities set out in the School Teachers' Pay and Conditions Document.

Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way which reflects the mission and the values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To uphold our commitment to safeguarding and to promote the wellbeing of children.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

Notes:

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

It is an offence to apply for this role if you are barred from engaging in Regulated Activity relevant to children.

This post will have regular contact with children and as such a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS) with a Children's Barred List Check is required as a condition of employment.

In accordance with the statutory guidance Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates to identify incidents or issues that may have happened, and which are publicly available online, which we may need to explore with shortlisted candidates.

A check will also be completed of current prohibitions, restrictions, sanctions or those who have failed induction through Teacher Services which may prevent teachers from working in this role with satisfactory clearance required as a condition of employment.

Candidates for management positions will also require a satisfactory Section 128 check.

Our Mission:

Why do we exist? To provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share.

Our values:

How do we behave? **Ambition:** we maximise our potential through striving for excellence.
Teamwork: we give 100% effort, displaying kindness and humility for the benefit of all.
Honesty: we are respectfully open about our successes and areas for growth.

Our strategic anchors:

- Create a healthy organisation, free from politics and confusion through clarity following the empowered to lead operating model.
- Build a compelling school culture built on strong professional relationship where all can achieve.
- Craft and implement a high-value curriculum which is knowledge rich to allow meaningful application of skills.
- Put people first through high impact professional development and instructional coaching.

PERSON SPECIFICATION

Role: Deputy Headteacher

		E/D	A	I
Qualifications and Training				
1	Qualified Teacher Status.	E	✓	
2	Evidence of relevant and recent professional learning such as NPQ.	E	✓	
Experience				
3	Proven, recent successful leadership within secondary education.	E	✓	✓
4	Experience of successfully leading and managing change to deliver school improvement with clearly evidenced impact.	E	✓	✓
5	Exemplary practice as a teacher within secondary education, acting as a role model to others.	E	✓	✓
6	Demonstrable success of delivering high quality achievement and educational outcomes for all students.	E	✓	✓
7	Succceessful track record in leading, developing, and managing a team.	E	✓	✓
8	Experience of leading and delivering improvements in line with accountability measures and the Ofsted framework.	E	✓	✓
9	Demonstrable success in the application of raising attendance strategies.	E	✓	✓
10	Demonstrable success in the application of behaviour management strategies.	E	✓	✓
Knowledge and Understanding				
11	An understanding of KCSIE, best practice safeguarding arrangements, and promoting the welfare of children.	E	✓	✓
12	Understanding and commitment to inclusive education through a graduated approach.	E	✓	✓
13	An understanding of what constitutes an outstanding school.	E	✓	✓
14	Good knowledge of pedagogy, how students learn, and the ability to support other teachers to develop their practice.	E		✓
15	Knowledge of the National Curriculum including latest developments, initiatives and current issues and their translation into school improvement plans.	E	✓	✓
16	Knowledge of effective assessment strategies and the ability to influence school practices.	E		✓
17	Clear understanding of successful strategies for raising achievement and the ability to engage staff in the deployment of these strategies.	E	✓	✓
18	Full understanding of the Teacher Standards.	E		✓
19	An understanding of the statutory framework across secondary education.	E		✓
20	An understanding and commitment to the mission and values of the Trust.	E	✓	✓
21	Knowledge of Teach Like a Champion strategies.	D	✓	✓
22	An understanding of Instructional Coaching	D	✓	✓

Skills and Abilities

23	Able to lead, inspire, develop and manage high performing teams.	E	✓	✓
24	Able to think strategically and for the longer term.	E		✓
25	Innovative and collaborative and able to forge positive relationships.	E		✓
26	Abile to form and maintain appropriate professional boundaries with children.	E		✓
27	Able to communicate well and persuasively with a range of audiences, staff, families, students and external agencies.	E		✓
28	Highly developed organisational skills to ensure deadlines are met.	E		✓
29	The ability to absorb and analyse detailed and sometimes conflicting information/data, and make sense of it.	E		✓
30	The ability to plan, create and evaluate effective systems.	E		✓
31	The ability to act with professional urgency.	E		✓
32	Good IT skills with the confidence to exploit new technology.	E		✓
33	Ability to effectively manage and de-escalate behaviour.	E		✓
34	Ability to demonstrate a strong professional presence in school.	E		✓
35	Ability to motivate and inspire students to achieve.	E		✓

Personal Attributes

36	Values Driven.	E		
37	Commitment to the totality of students' experience; how they can be enabled to develop as independent, resilient and responsible young people, and how this can be realised through the curriculum and provision.	E		✓
38	Personal resilience and the ability to self-manage.	E		✓
39	Unconditional positive regard for students.	E		✓
40	A strong and supportive team player.	E		✓
41	Character development, mental toughness, resilience, and how this can be learnt in schools.	E		✓
42	Personal presence and confidence; warmth & sensitivity.	E		✓
43	Enthusiastic and determined.	E		✓
44	Courteous and tactful. Relates well to students, families and staff.	E		✓
45	Able to work on own initiative and manage diverse work pressures.	E		✓

Other

48	A commitment to uphold and promote equality of opportunity.	E		✓
49	Use of a car for work purposes.	E	✓	

KEY

E
D

Essential
Desirable

A
I

Assessed by Application Form
Assessed by Interview

HOW TO APPLY

TES is our recruitment platform so please go to www.tes.com/jobs to apply for this role online.

If you do not wish to apply online you can download an application form from this link and then email your application to HR-Team@ttct.co.uk.

Please ensure that you set out in your application on no more than 2 sides of A4, why your experience and ambition is a good fit for the role of Deputy Headteacher within Swanwick Hall School.

In order to comply with Safeguarding requirements, you must complete either an application form or apply online via TES. We cannot accept a Curriculum Vitae as an application for this post.

Please note that we receive a large number of applications and so unfortunately cannot provide feedback to everyone. If you have not been contacted within four weeks of the closing date you should assume that your application has not been successful on this occasion.

The closing date for applications is: 09:00 on Thursday 12 October 2023.

Interviews will be held on: Tuesday 17 October 2023.

TOP TIPS FOR A SUCCESSFUL APPLICATION

Here are our top tips to help your application stand out and give you the best chance of getting shortlisted for an interview.

1. Always read the job profile.

The job profile includes details of the responsibilities of the role and the essential and desirable criteria we are looking for in the person specification. This list of criteria is what we will use to put together our shortlist, the more essential and desirable criteria you meet, the more likely you are to be invited for an interview. Make sure to read what we are looking for, and then highlight which points you meet when completing your application.

2. Complete as much detail as possible.

We get many applications where some of the information is missing. We understand applications can be a lengthy process, but poorly completed applications give the impression that little effort has been made by the applicant. There also may be vital information missing that we need when making our selection decision. It is important to make sure your details are accurate, up to date and your employment dates are correct. When going over your work history, make sure you mention any relevant experience you gained from those roles and do not leave gaps in your employment history. Where there are genuine gaps, you must address these.

3. Make sure your supporting statement is well constructed.

Your supporting statement is your chance to show how you meet our person specification, so make sure you have the job profile document available to refer back to. This section is where you can really sell yourself and tell us anything that is relevant to the role you are applying for, and to highlight anything that will make your application stand out. Please ensure your supporting statement is focussed and should normally not extend beyond two sides of A4.

4. Proofread your application before submission.

Once your application is complete and ready to submit, do one final read over to check for any mistakes and to make sure you are happy with all the information you have provided. Perhaps do one more check over the person specification and make sure you have demonstrated how you meet the criteria including examples where appropriate.

5. Be truthful!

While you want to highlight all the experience you do have, be careful not to exaggerate your work history. This may get you an interview, but may not get you any further than that. Also be honest about what grades you received from your education history, as we will ask to see proof of qualifications.

6. References.

We ask all applicants to provide the details of two people who will act for you as a referee. Please ensure one of them is your current/most recent employer and the other is from your most recent employment prior to this. If you do not have two employment referees, for example if you have just left school or university, you should use the course leader as your referee.

Your employment referee should not be a colleague but, the name of the most senior person who can provide a reference on behalf of the organisation. If you are currently working at a school the Headteacher must be cited as your referee. Make sure to provide all the relevant information; name of the person, what role they hold, in what capacity they know you and their email address. There is a tick box for you to let us know if you are happy for us to contact that referee before interview. We will never contact someone you do not give us permission to contact before interview. Once you have been offered a role, we will still wait for you to give us permission to contact that referee. Please note that any job offer is conditional upon receipt of two satisfactory references.

Equal Opportunities Monitoring

The Trust is committed to providing equality of opportunity to all candidates. As part of our application process we ask you to complete a separate equal opportunities monitoring form. This form is never shared with hiring managers and it will in no way affect your application. This information is collected for the Human Resources department to review statistics on who is applying for our jobs, and what we can do to attract a more diverse workforce.

We also want to identify anyone who may need adjustments to enable them to have a fair chance at the interview stage.

The Two Counties Trust is a Disability Confident Employer, amongst other things, this means that if you declare you have a disability and you meet all of our essential criteria (available in the person specification document) you should be offered an interview.

Please note that the Trust is committed to promoting and protecting the physical and mental health of all our employees.



PRIVACY NOTICE

1. Introduction

- 1.1 When applying for a position in The Two Counties Trust, as an organisation we are the Data Controller. That means we have a statutory responsibility to explain how we collect, manage, use and store information about applicants.
- 1.2 You have a right to be informed how our Trust uses any personal data that we collect about you. This privacy notice, and our Data Protection Policy, explains our data usage when you apply for a job with us.

2. What information do we collect?

- 2.1 Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:
 - Name, address and contact details, including email address and telephone number
 - Copies of right to work documentation
 - References
 - Evidence of qualifications
 - Information about your current role, level of remuneration, including benefit entitlements
 - Employment records, including work history, job titles, training records and professional memberships
- 2.2 We may also request and collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:
 - Information about race, ethnicity, religious beliefs, sexual orientation and political opinions
 - Whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process
 - Photographs and CCTV images captured in school
 - All telephone calls are recorded for quality and training purposes
- 2.3 We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.
- 2.4 We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.
- 2.5 In accordance with the statutory guidance Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates with the information retained for the successful candidate.
- 2.6 We have statutory obligations that are set out in 'Keeping Children Safe in Education' and other guidance and regulations.

3. Why we use this data

- 3.1 The Trust needs to process data to take steps prior to entering into a contract with you.
- 3.2 The Trust needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.
- 3.3 The Trust has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Trust to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Trust may also need to process data from job applicants to respond to and defend against legal claims.

- 3.4 The Trust may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.
- 3.5 Where the Trust processes other special categories of data, such as information about ethnic origin, sexual orientation, disability or religion or belief, this is for equal opportunities monitoring purposes.
- 3.6 The Trust is obliged to seek information about criminal convictions and offences. Where the Trust seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.
- 3.7 The Trust will not use your application data for any purpose other than the recruitment exercise for which you have applied.

4. How use the data

- 4.1 Your information may be shared within the Trust for the purposes of the recruitment exercise. This includes members of HR, shortlisting and interview panel members involved in the recruitment process (this may include external panel members). This also includes IT staff if access to the data is necessary for the performance of their roles.
- 4.2 The Trust will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. As well as circulating your application and related materials to the appropriate staff at our schools, we will share your personal information for the above purposes as relevant and necessary with:
 - Your referees
 - The Disclosure & Barring Service (DBS) in order to administer relevant recruitment checks and procedures
 - UK Visas & Immigration (UKVI) in order to administer relevant recruitment checks and procedures
 - Where relevant and as required for some posts, the Teacher Regulation Authority
- 4.3 Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you would go about withdrawing consent if you wish to do so.

5. Automated Decision Making and Profiling

- 5.1 We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

6. Collecting data

- 6.1 As a Trust, we have a legal obligation to safeguard and protect our pupils, staff, volunteers and visitors. We collect the data for specific purposes.

7. What if you do not provide personal data?

- 7.1 You are under no statutory or contractual obligation to provide data to the Trust during the recruitment process. However, if you do not provide the information, the Trust may not be able to process your application properly, or at all.
- 7.2 Whenever we seek to collect information from you, we make it clear whether you must provide this information for us to process your application (and if so, what the possible consequences are of not complying), or whether you have a choice.
- 7.3 Most of the data we hold about you will come from you, but we may also hold data about you from:
 - Local authorities
 - Government departments or agencies
 - Police forces, courts, tribunals

8. How we store data

- 8.1 The Trust takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.
- 8.2 We will dispose of your personal data securely when we no longer need it. We keep applicant data for a period of up to 6 months if an applicant is not successful.
- 8.3 Successful applicants who secure a position then come within the employee / workforce provisions.

9. Transferring data internationally

- 9.1 We do not share personal information internationally.

10. Your rights

- 10.1 You have a right to access and obtain a copy of your data on request;
You can:
- require us to change incorrect or incomplete data
 - require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
 - object to the processing of your data where the Trust is relying on its legitimate interests as the legal grounds for processing
- 10.2 If you would like to exercise any of these rights, please contact the Trust. If you believe that the Trust has not complied with your data protection rights, you can complain to the Information Commissioner.

11. Complaints

- 11.1 We take any complaints about our collection and use of personal information seriously.
- 11.2 Our complaints policy deals with the different stages of any complaint, and how this is managed within the Trust.
- 11.3 You can also contact our Data Protection Officer or contact the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/make-a-complaint/>

Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

12. Contact us

- 12.1 If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer. Our Data Protection Officer is: John Walker of J.A.Walker, Solicitor - info@jawalker.co.uk
- 12.2 However, our data protection lead has day-to-day responsibility for data protection issues in each of our academies.
- 12.3 If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact us via <https://www.ttct.co.uk/contact>

13. General Data Protection Regulation

- 13.1 All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.



**SWANWICK
HALL
SCHOOL**

CONTACT US

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