



**SELSTON
HIGH
SCHOOL**

CANDIDATE PACK



WELCOME TO SELSTON HIGH SCHOOL

Thank you for your interest in applying for a post at Selston High School. I am delighted that you wish to find out more about our school. My name is David Broomhead, and I am proud to introduce myself as Headteacher. In a few words, I would like to share with you a sense of our compelling school culture, school ethos and values. We pride ourselves on working hard to provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share.

We are a 11-16 school with 900 students. We work with our local community and neighbouring schools to establish strong relationships that support high standards and expectations. For the last three years, the school has been oversubscribed.

We have 4 school values that are lived by both students and staff; Ambition, Teamwork, Honesty and Respect. Our values and drivers provide us with a focus and enable us to aspire to achieve our aim; for every student to achieve their full potential and enjoy the experience of attending Selston High School.

All values are especially important to us; although the value of Respect has been long standing on our school site and is deep with the foundations of our historical building.

During our latest Ofsted inspection in April 2019, the school was again graded 'Good' in all areas. We are pleased with this judgement, but we also know that there is more work to be done in order to provide our students with the very best education and life experiences that will prepare them for the world of work. At the last inspection, Ofsted noted, "pupils are polite and courteous to each other. Mutual respect between pupils is clearly evident. There is a convivial atmosphere during social times and a calm learning environment throughout lessons. Pupils feel safe, well cared for and supported in school."

Selston High school is a fantastic place to work. Staff are hardworking, ambitious and friendly. We value strong professional relationships and are looking to recruit people with these qualities. We put people first and commit to providing high impact professional development and instruction an instructional coaching model.

Looking ahead, we strive to promote a passion for learning by delivering a high quality, knowledge rich curriculum. We are open and honest and are always looking to grow our provision through accurate reflection. We continue to invest in our building and facilities and look forward to sharing the next phase of our journey with you.

If you haven't already, I would recommend that you visit the school to see for yourself what we are all about. I would be delighted to welcome you on site to see the school in action.

Thank you again,

DAVID BROOMHEAD
HEADTEACHER



WHO ARE WE?

Selston High School is based in Selston, a large village in Nottinghamshire.

Selston has:



900

900 students
on roll



100

100 members
of staff



THE FOLLOWING COMMENTS WERE NOTED IN OUR LAST INSPECTION IN 2022

"School leaders are ambitious for all pupils. They are engaging the staff in their work to improve the quality of pupils' education. Leaders, however, are mindful of teachers' workloads."

"The Headteacher recognised that pupil's behaviour needed to improve. He set high expectations for pupils' conduct. Pupils' behaviour has now improved. There is little disruptive behaviour in lessons."

"Leaders manage safeguarding issues effectively. Pupils learn about the potential risks they face and how to manage them."

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

"There is a good work life balance at Selston High School, staff are very supportive."

" I feel very valued and appreciated. My line manager is approachable and understanding."

"Staff around me are always willing to listen to and support with any issue."

SELSTON HIGH 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.

Priority students to 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 SELSTON HIGH 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 Selston High 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.

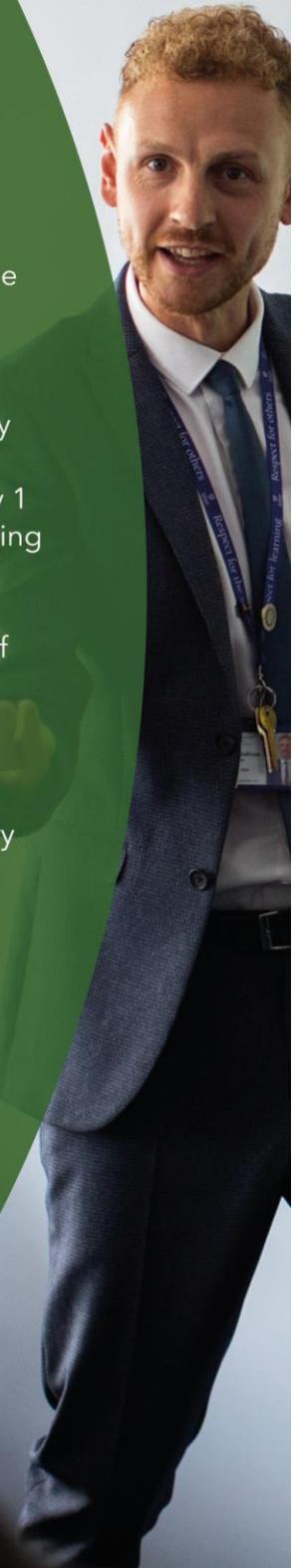
We take the wellbeing and mental health of our employees seriously, that's why we have signed up to the Education Staff Wellbeing Charter. We recognise that balancing everyday life and work can sometimes create pressures and in order to support all employees we provide everyone with access to an enhanced 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.



Head of Design and Technology (RM Specialism)

Grade and Salary	MPS/UPS plus TLR 2B £5,055 per annum
Working pattern	1 FTE
Contract term	Permanent

The School:

Our aim at Selston High School is to inspire every member of the school community to achieve their full potential and enjoy their time with us. As a caring community school we recognise the importance of our values which include respect for all, trust, pride, recognition and celebration of success.

The role:

We are seeking to appoint a full-time permanent Head of Department to effectively lead and manage our Design and Technology Faculty. The role will be responsible for improving teaching and learning within the department, developing staff in their team and developing the languages curriculum across the School.

The subject specialism for this role is Resistant Materials.

The person:

The successful candidate will be a positive and impactful leader, with a proven track record of improving teaching and learning. Experience of managing a people is essential, as well as experience of using data to inform planning, target setting and securing improvement.

Why join us?

This Trust has a forward-thinking HR strategy with all the professional benefits that this brings for staff. We are easily reached by public transport, and for those who drive, there is a large free staff carpark. We have some excellent facilities for staff and our students really want to learn and achieve.

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.
- A full induction and a strong commitment to your professional development and career.
- 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: Sunday 16th April 2023

Interviews will be held on: a date to be confirmed after the Easter Break

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.

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:	Head of Design Technology (RM Specialism)
Responsible to:	Senior Leadership Team
Salary / Grade:	Main pay scale / Upper pay scale
Core purpose	<p>To lead and manage the Languages faculty to improve teaching & learning within the department.</p> <p>To carry out the duties of a Teacher in accordance with the School Teachers' Pay and Conditions Document and other relevant statutory provisions.</p> <p>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum to designated students, incorporating National Curriculum requirements and in line with curriculum policy.</p> <p>To work towards and promote the vision and the aims outlined in the School/ Academy Improvement Plan.</p>

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.

As a Head of Faculty, you shall carry out the professional duties of a teacher as circumstances may reasonably require as provided for under the relevant sections of the School Teachers' Pay and Conditions Document.

This post carries a leadership level salary for a sustained and significant additional responsibility that is not required of a classroom teacher.

This post:

- Must focus on teaching and learning
- Requires you to exercise your professional skill and judgement
- Must have impact on the educational progress of students other than those you teach
- Involves you leading, developing and enhancing the teaching practice of other staff and students

Purpose

- To raise standards of student attainment and achievement within the department and to monitor and support student progress
- To be accountable for student progress and development within the department
- To develop and enhance the teaching practice of others
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school

- To be accountable for leading, managing and developing the department, working with the faculty leader
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio

Core Duties

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department
- The day to day management, control and operation of course provision within the department, including effective deployment of staff and physical resources
- To fully engage with the whole school CPD programme, ensuring impact at departmental level
- To actively monitor and follow up student progress across the department
- To implement all school policies and procedures across the department
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school
- To lead and manage the business planning function of the department, alongside the faculty leader, to ensure that the planning activities of the department reflect the needs of students within the subject area, SIP and the aims and objectives of the school
- To link with the Literacy Co-ordinator to ensure that the work in the department fully reflects the school's distinctive ethos and mission
- To liaise with the SENCO to ensure that the needs of all SEND students are met and that all students are able to access the curriculum
- To oversee the application of ICT in the department
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the department are in line with national requirements and are updated where necessary, therefore liaising with the school's Support Manager.

Curriculum Provision

- To liaise with the Assistant Head for Teaching and Learning to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school Improvement Plan/School Evaluation
- To be accountable for the development and delivery of the subject curriculum

Curriculum Development

- To lead curriculum development for the whole department
- To keep up to date with national developments in the subject area, teaching practice and methodology
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels
- To liaise with the Examination Officer to maintain accreditation with the relevant examination and validating bodies
- To ensure that the development of the department is in line with national developments

Recruitment and Development of Staff

- To work with the Assistant Head (Teaching and Learning) to ensure that staff development needs within the department are identified and that appropriate programmes are designed to meet such needs
- To be responsible for the efficient and effective deployment of any support staff
- To undertake Appraisal Review(s) and to act as reviewer for a group of staff within the designated department
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department and liaising with the Cover Supervisor to secure appropriate cover within the department
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures
- To promote teamwork and to motivate staff to ensure effective working relations
- To participate in the school's ITT and GTP programme
- To be responsible for the day to day management of staff within the department and to act as a positive role model

Quality Assurance

- To establish the process of the setting of targets within the department and to work towards their achievement
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department
- To contribute to the school procedures for lesson observation
- To implement school quality procedures and to ensure adherence to those within the department
- To monitor and evaluate the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria
- To seek/implement modification and improvement where required
- To ensure that the department's quality assurance procedures meet the requirements of Self Evaluation and the Strategic Plan

Management Information

- To ensure the maintenance of accurate and up to date information concerning the department
- To make use of analysis and evaluate performance data provided
- To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken
- To produce reports within the quality assurance cycle for the department
- To produce reports on examination performance, including the use of progress and value-added data
- To manage the department's collection of data, both internally and whole school
- To provide the Governing Body with relevant information relating to the departmental performance and development
- To be available to meet with and support staff within the department, where necessary, before and after school on a regular basis

Communications

- To ensure that all members of the department are familiar with its aims and objectives
- To effectively run and/or participate in departmental meetings as directed by line manager
- To ensure effective communication/consultation as appropriate with the parents of students
- To liaise with partner colleges, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies
- To represent the department's views and interests

Marketing & Liaison

- To contribute to the school liaison and marketing activities, for example the collection of material for press releases
- To lead the development of effective subject links with partner colleges and the community, attendance where necessary at liaison events in partner colleges and the effective promotion of subjects at Open Days/Evenings and other events
- To actively promote the development of effective subject links with external agencies

Management of Resources

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the department budget, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with the Assistant Head Teacher (Curriculum) and Faculty Leader in order to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed

Pastoral System

- To monitor and support the overall progress and development of students within the department
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
- To act as a Tutor and to carry out the duties associated with that role as outlined in the generic job description
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place

Expectations of all teachers:

Teachers within the Two Counties Trust ensure that the education of students is their first concern and are accountable for maintaining high standards of professional conduct.

Our teachers are expected to:

- Set high expectations which inspire, motivate and challenge students to fulfil their potential.
- Demonstrate consistently high standards of personal and professional conduct.
- Ensure that students are offered engaging and high quality learning opportunities.
- Facilitate, support and monitor the progress and development of students.
- Demonstrate good, current subject and curriculum knowledge.

- Plan and teach well-structured lessons.
- Adapt teaching to respond to the strengths and needs of all students.
- Make accurate and productive use of assessment.
- Treat students with dignity, building relationships which are rooted in mutual respect, observing proper boundaries as appropriate to their professional role.
- Have regard for the need to safeguard students' well-being, in accordance with statutory provisions.
- Show tolerance of and respect for others.
- Have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
- Manage behaviour effectively in order to maintain a good and safe learning environment.
- Actively engage with performance improvement and undertake professional development activities to enhance self and job performance.

Teaching & Learning responsibilities:

Our teachers are expected to:

- Plan, teach and evaluate lessons, ensuring that the learning experience for all students is well matched to their educational needs.
- Create a stimulating environment for teaching and learning using a variety of methods which are appropriate to students' learning styles and the varying demands of curriculum.
- Deliver a high quality learning experience that meets internal and external quality standards.
- Assess, record and report on the attendance, progress, development and attainment of students.
- Provide set targets for students and provide feedback, ensuring students know how best to improve, maintaining accurate and relevant records as required.
- Maintain a positive, conducive and safe learning environment, being aware of and responding to any health and safety issues.
- Encourage high standards in punctuality and presentation of work.
- Set high expectations for students' behaviour and maintain a good standard of discipline through well focused teaching, fostering positive relationships and implementing the behaviour policy.
- Use ICT appropriately and creatively to support effective learning.
- Consistently apply and support the development of policies which enable effective learning and inclusion.

Working with others:

Our teachers are expected to:

- Form professional and co-operative working relationships with colleagues.
- Share knowledge and expertise concerning the content, teaching strategies and learning activities that represent good practice in the relevant curriculum area(s).
- Support colleagues in the formulation of appropriate methods of assessment and recording for their curriculum area.
- Trial materials, strategies and interventions related to the subject and sharing these, and their outcomes, with colleagues in staff meetings.

- Work with parents and carers as partners in order to raise standards and achievement.

Other Duties relevant to the role:

Our teachers are expected to:

- Support and adhere to all quality assurance procedures.
- Maintain accurate records which identify and monitor the progress of all students.
- Communicate effectively with parents of students and with persons or bodies who are concerned with the welfare of students, after consultation with appropriate staff.
- Contribute to the personal, social, health, citizenship and enterprise education of students according to the agreed policy.
- Carry out a share of supervisory duties in accordance with published rosters.
- Participate in appropriate meetings with staff and parents as defined by the annual calendar.

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.

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.

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

Employees engaged in management positions will also require a 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: Head of Design Technology

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Qualifications and Training

1	Qualified Teacher Status or completion of training programme.	E	✓	
2	Degree in a relevant subject.	D	✓	
3	Evidence of continuing professional development .	E	✓	

Experience

4	Relevant and effective teaching in secondary education.	E	✓	✓
5	Experience of developing and delivering engaging and motivating lessons.	E	✓	✓
6	Experience of using data to inform planning, target setting and securing improvement.	E	✓	✓
7	Experience of implementing successful teaching and learning strategies.	E	✓	✓

Knowledge and understanding

8	Excellent up to date knowledge and passion for the curriculum area.	E	✓	✓
9	An understanding of safeguarding issues and promoting the welfare of children.	E		✓
10	Up to date knowledge of the National Curriculum including performance measures.	E	✓	✓
11	Knowledge of effective assessment strategies.	E	✓	✓
12	Clear understanding of successful strategies for raising achievement.	E	✓	✓
13	Full understanding of the Teacher Standards.	E	✓	✓
14	Good knowledge of pedagogy, how students learn and teaching styles.	E	✓	✓
15	Understanding and commitment to inclusive education.	E	✓	✓
16	An understanding of the mission and values of the Trust.	E	✓	✓

Skills and abilities

17	Ability to form and maintain appropriate professional boundaries with children.	E	✓	✓
18	Ability to reflect on and improve practice to increase student achievement.	E	✓	✓
19	Ability to communicate effectively with students' and parents.	E		✓
20	Flexible and imaginative with the ability to solve problems creatively.	E		✓
21	Good IT skills with the confidence to exploit new technology.	E	✓	✓
22	Ability to deploy effective and systematic approaches to behaviour management.	E	✓	✓
23	Ability to create the right climate for learning which inspires students to achieve.	E		✓

Personal attributes

24	Demonstrate resilience, motivation and commitment to raising standards.	E		✓
25	A strong and supportive team player.	E		✓
26	Personal presence and confidence.	E		✓

27	Passion and belief in the potential of every student.	E		✓
28	Sensitive to the needs of young people with high levels of emotional intelligence.	E		✓
29	Able to work on own initiative and well organised.	E		✓

Other

30	A commitment to uphold and promote equality of opportunity.	E	✓	✓
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KEY

E Essential

D Desirable

A Assessed by Application Form

I 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 Head of DT within Selston High 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.

Applications must arrive by Sunday 16th April 2023

Interviews will be held on a date to be confirmed after the Easter Break

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 someone in a position of seniority who can provide a reference on behalf of the organisation. If you are currently working at a school the Headteacher should 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 will be 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 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
- 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; and
 - 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 www.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 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.



SELSTON HIGH SCHOOL

CONTACT US

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