



Recruitment Information Pack

Headteacher
St Mary's CE Primary School
Required from September 2021





Dear Colleague

We are looking to appoint an inspirational Headteacher to work with the Chief Executive Officer, Local Governing Body and other colleagues within the Trust to lead the school through the next stage of its development.

We are looking for an ambitious, experienced, committed and energetic leader. This is a unique and exciting post that requires a substantial level of creativity, innovation, ambition and determination and will provide rich reward for anyone with the ambition of making a real difference to children's education.

Summary of Key Responsibilities:

Provide effective and overall strategic and operational leadership for the school. In particular, the role of the Headteacher is to:

- Establish aims and objectives for the school, within the context of the Trust, and ensure actions are implemented and monitored for their impact in partnership with the Chief Executive Officer and Local Governing Body (LGB).
- Devise, implement and evaluate policies and practice, including those determined by any statutory guidance, the Chief Executive Officer, the Local Governing Body and the Trust.
- Promote safeguarding across the school, and more widely, and secure the safety and well-being of pupils and staff, including by providing a safe, calm and orderly environment and complying with all relevant health and safety legislation.
- Ensure very high standards of teaching and learning, and a rich curriculum, so that all pupils achieve the highest possible standards.
- Lead, manage and develop school staff, including by appraising and managing performance.
- Promote harmonious working relationships within the school community and externally, including with the Trust.
- Lead by example and model best practice in relation to professional conduct, workload and personal development.
- Discharge effectively all relevant statutory and regulatory functions, including in relation to equalities, financial matters, safeguarding, welfare, pupil discipline, and health and safety.
- Lead other designated aspects of Trust work, as determined by the Chief Executive, and work productively with other headteachers, the Chief Executive, LGB and Trustees to further the aims of the Trust.

This is an excellent opportunity for a current school leader looking to combine a high degree of autonomy in running their own school, aligned to Trust policies and procedures, with the benefits of working closely with colleagues across a successful cluster of schools as part of a supportive Trust. Empower Trust aims to develop innovative and dynamic approaches to learning and share expertise to develop the most effective learning strategies possible for all our children.

If you would like an informal chat, to arrange a visit to the school or any further information, please feel free to contact me on 01939 211140 via my Executive Assistant, Michelle Owen. Please email michelle.owen@empowertrust.co.uk

Yours sincerely,
Ian Nurser
Chief Executive Officer





St Mary's Aims and Vision

Our Church of England School seeks to inspire and nurture a love of learning, curiosity, independence and self-belief in a safe and enjoyable environment. Building on a strong framework of Christian beliefs and values, we aim to support each other and the wider community.

Peace

'Blessed are the peacemakers, for they will be called children of God' (Matthew 5:9)

School Values

We have six school values and an underpinning value of 'Peace'

The school's six values:

Empowerment

We aim to make our children stronger and more confident especially in their learning and understanding their own rights.

'I can do all things through Christ who strengthens me' (Philippians 4:13)

Ambition

We aim to instil our children with a desire and determination to achieve success in education.

'Seek the Kingdom of God...and he will give you everything you need' (Matthew 6:33)

Collaboration

We aim to provide our children with opportunities to work together to complete a task or achieve a goal.

'Two people are better off than one, for they can help each other succeed' (Ecclesiastes 4:9)

Positivity

We aim to adopt a 'can do' attitude and an optimistic approach with courage and perseverance for our children.

'This is the day that the Lord has made; let us rejoice and be glad in it' (Psalm 118:24)

Respect

We aim for our children to be thoughtful towards the feelings, wishes and rights of themselves and others.

'Do to others whatever you would like them to do to you' (Matthew 7:12)

Integrity

We aim for our children to do the right thing and make the right choices.

'...Do what is right, not only in the eyes of the Lord but also in the eyes of people' (Corinthians 8:21)





Welcome to St Mary's School

We would like to welcome you to St Mary's Church of England Primary School and Nursery. Based in the village of Shawbury in Shropshire and bordering on open countryside, St Mary's is a growing Primary school with approximately 240 children currently on roll.

In our school, it is important that people are made welcome by all staff. The learning environment, displays pupils' work and the general care of our school reflects the ethos and values of the staff, governors, pupils, families and communities. We are an open and friendly school where all children are made welcome and made to feel they can succeed. We work hard to provide an atmosphere of care, commitment and fun!



St Mary's boasts an excellent building, grounds and facilities. Our school is a welcoming and friendly place to learn and has a lovely fresh and vibrant feel as you walk our corridors. There are many bright airy classrooms, colourful lockers, library, community room and a central hall with gym equipment. The school is wheelchair accessible and has good facilities for wheelchair users too.

We enjoy plenty of room outside with playing fields to the front and rear with farmland behind us. We have lots of play equipment for all ages including an enclosed area purposely built for the early years children.



We are lucky enough to have our very own nursery within our school which makes the transition into their school years with us very smooth indeed. Children can join our nursery the term after their third birthday.

We have strong links with RAF Shawbury where many parents come for short-term postings. As a church school, we have established links within the three parishes of Shawbury, Moreton Corbet and Stanton





Summary Vision

Empower Trust aims to develop innovative and dynamic approaches to learning, combining levels of expertise across our academies to develop the most effective learning strategies possible. We aim to raise aspirations for all our children and nurture their ambitions for future success.

Empower Trust celebrates the fact that every school is different. Each academy retains a unique ethos and character to meet the needs of its local community. Local Governing Bodies ensure local needs are prioritised. We aim to support all children to become successful learners and to develop into young people of whom the family, academy and community can be proud.

Our mission is to ensure that we give every child the very best education possible – socially, morally and academically. We believe that education needs to be exciting and motivational. Academies within Empower Trust demonstrate the courage to innovate and empower every member of the school community to play their part in developing exciting and imaginative child-centred learning experiences.

We will ensure every child receives a high quality education within an inclusive, caring environment by:

- * Enabling each child to become a happy, confident and enthusiastic learner, willing to take risks with their learning – to be the best they can be;***
- * Guiding, supporting and inspiring every child to fulfil their potential, emotionally, physically, spiritually and intellectually, both during their time at school and in their life ahead;***
- * Providing an excellent academic and holistic education inclusive of access to sporting, cultural and artistic activities;***
- * Fostering life skills, hard work, resilience and conscientious application of study skills;***
- * Developing a culture of inclusion and diversity in which everyone – children, parents, staff, governors and members of the community – is welcomed and their opinions valued.***

There are some common features in all of our academies, including:

- * An exciting and inspirational curriculum and extra-curricular activities to broaden opportunity and experience for all children;
- * A drive to inspire and motivate life-long learners;
- * A culture of mutual respect and teamwork – between children, parents and staff;
- * High standards and rates of progress;
- * An early and consistent focus on developing key literacy and numeracy skills;
- * A focus on developing healthy schools – including a focus on maintaining the mental health and well-being of children and adults;
- * A uniform code to nurture a sense of identity and responsibility and high expectations around personal appearance;
- * A commitment to excellence and a culture of no excuses.





Why would an aspirational Headteacher join Empower Trust?

***'We regard the appointment of Headteacher at St Mary's CE Primary School as a fantastic career development opportunity for an inspirational school leader with an aspirational vision for the education of all children.'* Ian Nurser, CEO**

We understand that headship is an exciting, challenging and demanding role. It is also an extremely rewarding role – seeing your vision becoming a reality.

Empower Trust is a successful and growing values-led Trust, committed to supporting the professional development of all school leaders. Empower Trust has invested heavily in the support we offer for school leaders to ensure that they are able to be successful. Currently we are exploring a range of innovative and leadership models across the Trust.

We expect the Headteacher of St Mary's CE Primary School to drive the school's vision and practice, but also to play a key role in developing and driving the Trust's vision in partnership with the other Trust schools.

In summary, the support offered to the new Headteacher of St Mary's Primary School includes;

- Regular school improvement visits and support from a skilled and experienced Attached Adviser
- Termly visits from the CEO, a National Leader of Education
- Support from an experienced Headteacher Mentor
- Regular professional leadership coaching sessions from an experienced independent coach
- Attendance at half-termly Executive Group Meetings where Trust Headteachers meet to share the most effective practice and influence Trust Policy
- Support for their personal professional development and career development via Shropshire Learning Partnership, based at the Trust's National Teaching School
- Central Team support for financial, services, premises and facilities, HR, Payroll, legal services, H&S, etc. This enables the Headteacher to focus on school improvement.

Other benefits to joining St Mary's CE Primary School and Empower Trust include:

- A supportive staff who are keen to support new approaches to improve outcomes for the children
- A supportive Local Governing Body and a highly experienced Board of Trustees
- The school is growing with capacity for further expansion

We are different

Empower Trust celebrates the fact that every academy is regarded as unique, with its own culture reflecting the characteristics and needs of its own community, whilst actively supporting the other academies to deliver an outstanding education to all the children within the Trust.

We value and celebrate the unique identities of our academies. We encourage them to innovate, create and develop their diversity so that they can inspire others.

Empower Trust is a local multi academy trust based on shared principles, placing the wellbeing of children and staff at the centre.





Why would an aspirational Headteacher join Empower Trust?

'We believe we have an opportunity to forge our own future and create a local education system based on our shared commitment and belief that together we can achieve more for our children.'

Our mission is to ensure that we give every child the very best education possible – socially, morally and academically. We believe that education needs to be exciting and motivational. Academies within Empower Trust demonstrate the courage to innovate and empower every member of the school community to play their part in developing exciting and imaginative child-centred learning experiences.

Support for Headteachers to Promote School Improvement

Our school improvement offer is founded on the principles of transparency, integrity, honesty and respect.

We work with senior leaders at the school to develop a bespoke school development package and facilitate the sharing of good practice and school to school support both within the Trust and with external partners and schools outside the Trust.

We have high expectations and work to ensure all schools, and every pupil is successful. The Trust works with Headteachers to provide the necessary tools, challenges and opportunities to ensure success. We aim to support schools to share the most effective practice across the Trust.

Empower Trust Offers:

- High quality school Improvement expertise
- St Mary's CE Primary School currently receives six half-day sessions from a highly skilled Attached Adviser to support the Headteacher in meeting their school improvement priorities
- The capacity to support your continued improvement
- Professional support and challenge, built on strong relationships and mutual respect
- An Annual School Review
- An annual cycle of monitoring, evaluation and review
- Performance tracking and benchmarking
- Data sharing
- Ongoing collaboration for improvement
- A rich continuous professional development offer
- Professional leadership coaching for senior leaders
- Robust Trust-level Governance
- Support for Governor development
- Financial assurance
- OFSTED-trained staff
- A leadership support network
- A culture of innovation and of finding creative solutions to the challenges we all face

The Trust commissions a bespoke package for school improvement which:

- Is tailored to each individual school and is in response to 'rich' contextual understanding of the challenges faced
- Brings about rapid improvement where needed and/or builds capacity
- Is recognised as good practice
- Draws upon research and is supported by an evidence base
- Takes account of effective adult learning and motivational theories





Why would an aspirational Headteacher join Empower Trust?

- Is provided by professionals who respect and build capacity and confidence
- Maximises the use of school to school support
- Articulates high expectations of teachers and learners

Leadership Support

Leadership is the most important determinant in the success of a school. Empower Trust know that supporting and enabling effective leaders is critical to their success.

Empower Trust encourages and supports our leaders to be innovative, collaborative, passionate and positive.

Empower Trust offers:

- Exceptional School Improvement expertise
- Support and regular visits from the CEO
- Well balanced challenge and support
- Middle and Senior Leadership development programmes
- Leadership capacity building
- A collegiate approach
- A leadership support network
- Executive Headteacher Group half-termly meetings
- Leadership career development pathways

Empower Trust champions high performance through autonomy. We will help you monitor what you are doing well and provide the tools you need to help you improve further. We will need certain information at key points in the year in order to measure your performance and benchmark it against others.

We believe that empowering your autonomy is the most effective way to create a sustainably outstanding school system.

Staff Development

Staff development is at the core of Empower Trust's improvement strategy. We are creating an innovative talent management and succession planning framework focused on developing exciting and sustainable career structures and staff professional development opportunities for all our staff. This will enable us to retain our talented staff, recruit ambitious, high quality staff and 'grow our own' future school leaders – all of which will help our academies to continue to provide outstanding learning opportunities for all the children within the Trust.

We believe that the best schools are those that offer the best development opportunities to staff. Working with Empower Trust gives access to broad training and development opportunities for staff at all levels, enabling you to:

- Deepen your pool of talent
- Continuously build capacity
- Secure a sustainable long term future for your school

Empower Trust offers:

- Mentoring and coaching programmes
- Senior leadership development
- Middle leadership development
- Professional development pathways for staff at all levels





Why would an aspirational Headteacher join Empower Trust?

- Collaboration and co-operation between schools
- Talent spotting and talent management
- Peer Learning
- Professional networks
- Building community capacity
- Recruitment and training of School Direct teacher trainees

We believe that effective Professional Development is a key driver for ongoing School Improvement. Empower Trust is proud that the Shropshire Learning Partnership is based at one of our schools, St. Peter's CE Primary School and Nursery. The Shropshire Learning Partnership is a successful partnership of local schools and academies that collaborate and support each other to aim to provide an effective education for every child within the Alliance. Professional Development programmes are delivered at both St. Peter's Learning Centre in Wem and in the Darwin Centre based at Woodfield Infant School in Shrewsbury.

Finance Support

Academies have different financial reporting requirements to those of Local Authority Schools. Academy Trusts are charitable companies and therefore have to comply with charity and company law as well as comply with reporting requirements to the Education Funding Agency. Funding mechanisms are also different for Academies to those of maintained schools.

Empower Trust has a central Finance Team led by the Trust Finance Officer and supported by a firm of Chartered Accountants. The team supports Academies and takes care of statutory reporting requirements. The Trust has established accounting systems and procedures that ensure Academies are fully compliant with financial requirements and that their finance operations run smoothly.

Empower Trust Offers:

- Support through the conversion process
- Preparation and submission of annual reports required by the ESFA and Company legislation
- Assistance in strategic financial planning and financial management advice
- Implementation of accounting and budgeting software and training of staff
- Ongoing support on financial systems and procedures
- Budget monitoring and forecasting
- Month end support
- Monthly monitoring visits to ensure the budget is kept on track
- Core finance policies and finance regulations
- Support with grant applications/ funding bids
- Strategic procurement reviews
- Internal and external audit functions
- A network of Business Support Managers and finance experts
- Support from the Central Finance Team via email; online; telephone or on-site support.

Empower Trust aims to support its Academies in reducing the financial burden by continually improving the efficiency of the finance function. We offer an experienced finance support network that will continue to grow as the Trust grows.





Why would an aspirational Headteacher join Empower Trust?

Economies of Scale and Financial Efficiencies

With financial weight comes better purchasing power. The economies of scale and collective purchasing made possible within a Trust can help Academies cope better with shrinking budgets. By sharing costs and negotiating for the Trust, we can ensure that all Academies' requirements are met efficiently, financially and professionally.

Empower Trust offers financial efficiencies in the following areas:

- HR provision and payroll
- Energy supply
- Staff Absence Insurance
- Supply staff
- Data management systems
- Accounting and budgeting software
- Purchasing and lease hire
- Stationary and photocopying
- Premises/ estates management
- Clerking Service
- Accountancy services
- Legal Services
- Education Welfare Service
- IT services and support

We are currently extending efficiency savings in the following areas:

- Catering services
- Grounds and site maintenance

Clerking Service

Good governance is essential in driving up educational performance and pupil outcomes and to ensure resources are used to give every child the best possible education.

High quality clerking is crucial to the effective functioning of the Local Governing Body. Clerking is about good organisation and administration, but more importantly, about helping the Local Governing Body understand its role, functions and legal duties in order to exercise its responsibilities confidently. Our clerks support the process of effective governance in our academies by providing Local Governing Bodies with professional clerking expertise.

Empower Trust Offers:

- A nominated Clerk for your Local Governing Body
- Support for Chairs, Headteachers and governors
- Timely production and distribution of documentation
- Efficient administrative support
- NGA membership for Local Governing Bodies
- Termly Chairs Forum meetings for LGB Chairs to meet with Trustees and the CEO



Headteacher Job Description

Reports to
Chief Executive Officer

Salary L14 to L21 (currently £58,135 to £69,031) negotiable depending on experience

Purpose of the role

The role requires the Headteacher to develop and manage St Mary's curriculum, teaching and learning policies, and lead the school's senior leadership team (SLT); as well as following, promoting and managing the school in accordance with statutory duties. The Headteacher is required to work with the CEO, Trustees, the LGB, and other school leaders within the Trust, to ensure the best education for pupils through achieving the Trust's aims and objectives.

ACCOUNTABILITY

- Be accountable to the CEO in accordance with the Scheme of Delegation for all legal substantive Headteacher responsibilities, including being the named person for Ofsted purposes, all aspects of the school's performance, management of staff discipline, grievance and capability processes, including the power to suspend, in addition to the internal organisation, management and control of the school.
- The Headteacher reports to the LGB for aspects delegated to them through the Scheme of Delegation.
- Ensure that the school complies with all relevant statutory requirements relating to the provision of education and, where applicable, other relevant legislation, e.g. equal opportunities, safeguarding.
- Provide appropriate information, advice and support to the CEO, LGB and the Trustees, helping them to meet their responsibilities in accordance with the Scheme of Delegation.
- Promote and maintain a resolute focus on school improvement and excellence, ensuring that front-line teaching is at the centre of all strategic planning and resource allocations so that Greenacres achieves consistently high academic results within the local context.
- Ensure classroom practice is closely monitored, evaluated and reviewed and, based on findings, ensure the effective implementation of improvement strategies.
- Actively promote pupils' academic, moral, social, emotional and cultural welfare.
- Ensure the provision of a safe and productive learning environment which is engaging for all pupils.
- Ensure robust safeguarding policies and procedures are adopted and promoted and that all staff are fully trained and accountable.
- Support the LGB to effectively deliver those aspects delegated to them through the Scheme of Delegation.

LEADERSHIP

- Develop an effective leadership culture that empowers pupils and staff members to work in collaboration, share knowledge, celebrate success and accept responsibility for outcomes within the school and the Trust as a whole.
- Liaise and work with the CEO and other leaders within the Trust to secure creative, responsive and effective approaches to learning and teaching and be prepared to take a lead in developing Trust initiatives and priorities.
- Liaise with Headteachers within the Trust to fulfil aspects of the CEO's role on a temporary basis should the need arise.
- Ensure the school works towards maintaining Ofsted at least 'good' criteria and supports other Trust schools to achieve and maintain that status.





Headteacher Job Description

MANAGING THE SCHOOL

- Actively promote the values of St Mary's and the Trust, and ensure these are in line with legal requirements.
- Actively promote the development of a professional learning culture in which all staff are encouraged to take responsibility for their professional development.
- Build and maintain excellent relationships with other schools in the Trust, the LGB the Board of Trustees and other partners to develop a 'world class' local education system.
- Ensure the school creates an attractive and professional working environment.
- Recruit, retain and deploy exceptional teachers and staff, managing them to achieve the Trust's vision and goals.
- Liaise with the Trust Finance & Business Manager, School Business Manager (SBM), LGB and CEO to ensure funding is appropriately allocated, monitored, reviewed and evaluated to improve the quality of education for pupils and to ensure value for money is achieved.
- Manage disciplinary, grievance and capability processes in line with school and Trust policies.
- Ensure the supervision, security and maintenance of buildings and ensure the health and safety of all people on the premises.
- Produce, implement and monitor improvement plans and policies that benefit the development of the school and the Trust, including promoting policies that ensure high standards of behaviour and attendance.
- Ensure the effective implementation of an effective appraisal process for all staff.
- Ensure the effective day-to-day management and organisation of the school to reflect the Trust's policies, delegating such management duties to other members of the leadership team wherever appropriate.
- Meet regularly with the CEO to discuss the running of the school, including what can be implemented to improve this.
- Ensure that staff are well informed and kept up-to-date with Trust level activity.
- Clearly define and communicate staff accountabilities, ensuring they are understood, agreed upon and properly reviewed.

- Collaborate with the CEO to provide Trustees, the LGB, parents and others, e.g. Ofsted, with information and accurate accounts of the schools performance.

- Must be committed to promoting the Christian ethos of the school and to maintaining and building relationships with the Church.

CURRICULUM

- Ensure the delivery of a broad, balanced and dynamic curriculum across Foundation Stage, KS1 and 2 in line with the vision and values of St Mary's and of the Trust; ensuring differentiation and reflecting the individual abilities and needs of all pupils.
- Ensure parents and pupils are well informed about the curriculum, attainment and progress.
- Ensure the curriculum is translated into an effective school timetable, delegating such management duties to other members of the leadership team as appropriate.
- Promote and support the running of extra-curricular clubs, e.g. athletics. music, drama, art etc.
- Ensure the school develops a strong reputation for the quality of its sporting and cultural activities and for its pastoral care.

TEACHING & LEARNING

- Ensure teaching and learning is at least consistently good, with significant areas of outstanding practice.
- Ensure a consistent and continuous focus on pupils' achievement, with systems for recording each individual's progress, and effective use of data and benchmarks to monitor the pupil's progress.
- Ensure the implementation of an effective system to effectively monitor, evaluate and review classroom practice, and promote improvement strategies.
- Actively encourage every member of staff to develop and trial innovative teaching and learning strategies to engage, motivate and inspire every child.
- Give constructive feedback to colleagues in a way that recognises good practice and supports their progress against professional and performance management objectives, ultimately resulting in a tangible impact on pupils' learning.
- Ensure resources are prioritised to support front-line teaching.



Headteacher Person Specification

Qualifications & Training	Essential	Desirable
Qualified Teacher Status	X	
A Degree or equivalent	X	
NPQH Award		X
Evidence of continuing and recent relevant professional development	X	
Experience	Essential	Desirable
At least 3 years as a substantive Deputy Headteacher or Headteacher (at point of application).	X	
Evidence of leading and delivering successful classroom practice and curriculum development across the primary age range.	X	
Competence Summary	Essential	Desirable
A proven ability to motivate, inspire, lead and communicate interact positively with all stakeholders.	X	
A thorough knowledge and understanding of the primary curriculum and the ability to develop and deliver a broad, balanced and inspirational curriculum.	X	
Ability to lead, assess, support and motivate staff to improve the quality of teaching and learning and outcomes for children.	X	
Relevant and up to date knowledge of educational policies and legal requirements.	X	
The ability to effectively identify the needs of every child and deploy staff and resources to ensure those needs are met.	X	
Ability to use attainment and pupil progress data and implement a range of strategies to raise achievement.	X	
A commitment to equality of opportunity for all and of successful strategies for promoting inclusion.	X	
The ability to lead safeguarding and promotion of the welfare of children.	X	
Work-related Personal Requirements	Essential	Desirable
The ability to embrace change and support a team philosophy to implementing change.	X	
A willingness to support the academies agenda and contribute to the development of the ethos, values and vision of both Greenacres and the Trust and lead them into their next phase of development.	X	
The ability to make well-informed decisions in challenging situations.	X	
A proven ability to foster positive relationships with peers and senior colleagues	X	
High professional integrity and honesty	X	
Excellent oral and written communication skills	X	





Application & Selection Process

Please complete the online application form in full and submit with a supporting letter detailing how your skills, experience and attributes reflect the vision, ethos and values of the school and how they align with the person specifications provided.

Applications should be sent to Ian Nurser via Michelle Owen (Executive Assistant):
michelle.owen@empowertrust.co.uk

The closing date for applications is Monday 3rd May 2021 @midday

Selection Procedure

Successful candidates will be invited to interview Wednesday 12th May 2021

More detailed information about the interview process will be provided to shortlisted candidates.

Safer Recruitment

Empower Trust is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. As part of our recruitment process all successful candidates will be subject to a Disclosure and Barring Service check along with other relevant employment checks.

On the day of interview

All applicants will be required to bring in a minimum of three pieces of identification which verify their name, date of birth and current address., one of which must be a form of photographic identification.

The following are acceptable:

- Valid passport, birth certificate or driving licence
- Additional proof of address such as a recent utility bill, council tax bill or bank statement (at least two are required and should be dated no more than three months ago)

Applicants will also need to bring in their qualification certificates.

Appointments are subject to the receipt of satisfactory references. References will be sought from the current employer and gaps in employment history followed up.

Data Protection

You should be aware that the information you provide will be stored at Empower Trust and will not be passed to any third party. Please also refer to our Recruitment Privacy Notice.



PRIVACY NOTICE – JOB APPLICANTS

This privacy notice advises job applicants of the Trust's commitment to data protection responsibilities of privacy and confidentiality relating to the collection and processing of their personal information.

We collect and process your personal data as part of the recruitment process in relation to the role you are applying for. All Headteachers and Managers involved in the recruitment process have responsibility for ensuring that applicants' personal information is held and processed in the correct way.

What is personal information

Personal information is any information that relates to you and can be used directly or indirectly to identify you, such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person (GDPR article 4).

Special categories of personal data means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and biometric/genetic data (GDPR article 9).

Legal Basis for Using Personal Data

We collect personal data only for specified, explicit and legitimate purposes, whether or not by automated means, such as collection, recording, storage, retrieval, use, disclosure, dissemination, erasure, or destruction (GDPR article 4).

1. We process personal data lawfully, only where it is adequate, relevant, and limited to what is necessary for the purposes of processing.
2. We keep accurate personal data, only for the period necessary for processing, and take all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay.
3. We adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, accidental loss, destruction, or damage.
4. We do this to ensure a candidate is suitable for the role and to make sure reasonable adjustments can be made for those applicants who have a disability.
5. Processing of personal data ensures that a fair recruitment process has taken place.

We will not process personal data of applicants for reasons other than the recruitment and selection process. Where we process special categories of personal data or criminal records data to perform obligations, this is done for legal reasons. We will update personal data promptly if an applicant advises that his/her information has changed or is inaccurate.

To operate an effective recruitment process, we will collect and store personal information you submit as part of the application process. By submitting your personal information, you are consenting to us using it in accordance with this policy. You are under no obligation to provide your consent for the organisation to hold your data out-side of the recruitment process. If you do not consent to the organisation holding, processing, and sharing your personal data during the recruitment process, we may not be able to process your application.

In some cases, the organisation will need to process data to ensure that it is complying with its legal obligations. For example, we must check an applicant's entitlement to work in the UK.



What data do we hold on you?

The personal data we hold regarding you can include, but is not limited to, information such as:

- ☒ Your name and address.
- ☒ Email address and telephone number.
- ☒ Date of birth.
- ☒ Equal opportunities monitoring information.
- ☒ Your nationality and entitlement to work in the UK.
- ☒ National insurance number.
- ☒ Information about your current salary and benefits.
- ☒ Qualifications and skills.
- ☒ Work experience and employment history.
- ☒ Information about your criminal record.
- ☒ Disability status to enable us to make any reasonable adjustments throughout the recruitment process.

Any applicant wishing to see a copy of the information about them that we hold should contact the organisation.

Who has access to your personal data?

Your personal data may be shared internally with other members of staff involved in the recruitment process for them to perform their roles. Throughout the recruitment process we maintain strict confidentiality and only process and retain personal data of unsuccessful applicants for up to 12 months before being deleted or destroyed.

How do we protect applicants' personal data?

Our servers and storage systems are based in the UK and we have ensured that appropriate safeguards are in place to protect your personal data.

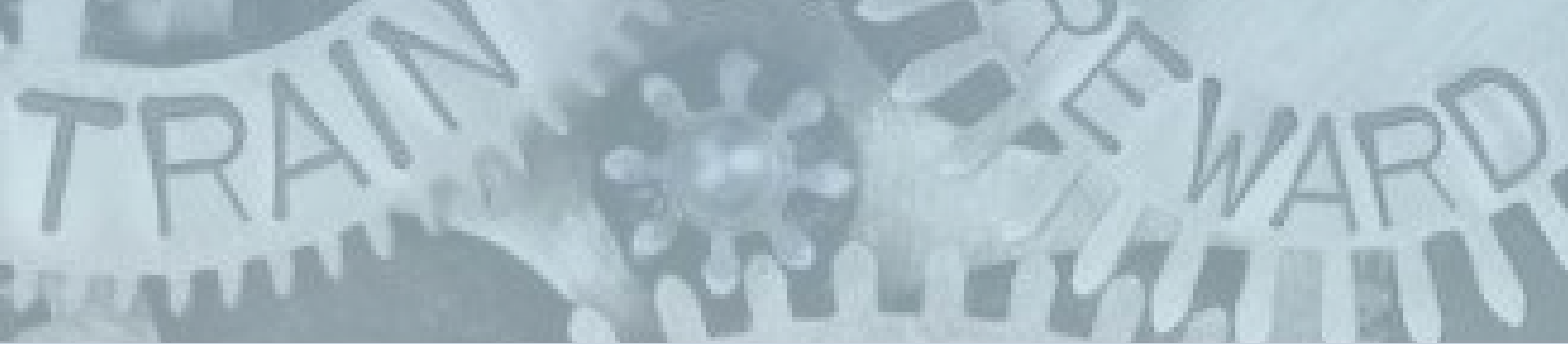
We take the security of your personal data very seriously. Internal policies and controls are in place to try to ensure that data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the performance of their duties. Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. For example, we ensure that we use encrypted devices, use passwords, virus protection and have appropriate firewalls.

What rights do you have in relation to your information?

You have the following rights in relation to your personal data: -

- The right of access to the personal data and supplementary information. This right is to enable you to be aware of and verify the lawfulness of the personal data we are processing.
- The right to rectification. This right allows you to have personal data rectified if it is inaccurate or incomplete.
 - The right to erasure. This is also known as the 'right to be forgotten'. This is not an absolute right and applies in specific circumstances.
- The right to restrict processing. This right applies in circumstances where, for example, the data subject contests the accuracy of the data or challenges the public interest or legitimate interest basis. Further guidance can be obtained from the ICO's website.





- The right to data portability. This allows individuals to obtain and reuse their personal data for their own purposes.
- The right to object. Individuals have the right to object to:
 - * Processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority.
 - * Direct marketing.
 - * Processing for scientific/historical research and statistics.
 - * Rights in relation to automated decision making and profiling.

Further guidance and advice on the above rights can be obtained from the ICO:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/individual-rights/>

This policy may be subject to change, and any changes. We recommend that you check the Privacy Notice each time you submit an application. If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting the Data Protection Officer on admin@empowertrust.co.uk Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns> to raise any issues you have.

