



Inspire Education Trust

Together we achieve, individually we grow

RECRUITMENT PACK

Pastoral Lead



Arley
Primary Academy



CONTENTS

WELCOME	3
ABOUT THE ROLE	4
ABOUT OUR SCHOOL	8
ABOUT INSPIRE EDUCATION TRUST	11
WELLBEING & SUPPORT	15
PERSON SPECIFICATION	16
MAKING AN APPLICATION	19
HOW TO FIND US	20
FAQ'S	21
STAFF TESTIMONIALS	22
PRIVACY NOTICE	23





WELCOME FROM OUR CEO



It is my pleasure to welcome you to Inspire Education Trust.

At Inspire Education Trust we are passionate about making a difference to the lives of our pupils. They are at the heart of everything we do and we strive to inspire all learners, and want all our schools to be the best they can be and for each and every child, to discover the skills, abilities, talents and interests that lie within them.

We believe in working in partnership, enabling us to ensure all children and pupils achieve their full potential. Our schools know the impact that working collaboratively can bring.

Our schools have a desire to question, change and innovate to ensure that what they provide enables our children to become successful learners, confident individuals and responsible citizens.

At the same time, we recognise the importance for each school to retain and promote their individual identity. Every school has its own context and challenges. This is why we encourage our member schools to lead and manage in a way that preserves that individual identity and responds to the specific needs of their children and community.

The combination of autonomy and collaboration across key areas of leadership and management, underpinned by shared values and best practice is what makes our schools special.

Lois Whitehouse – CEO

DEPUTY CEO - PRIMARY



We put the quality of education at the core of our vision. Our school improvement strategies provide an excellent framework to deliver a truly broad, balanced and inclusive curriculum with an emphasis on co-curricular activities such as Arts, Music and Sports from age 2 to 18. We believe that every child is a powerful learner.

We are a progressive Trust with an excellent track record of Primary school improvement across our portfolio of 8 schools, 7 of which are Primary schools.



We have strong models of Primary school improvement alongside high-quality implementation and delivery. We have proven able to deliver high standards of education, systematically, through excellent improvement practice that incorporates knowledge building, evidence-informed professional development, and the creation of communities of improvement.

As a successful Trust we deploy the expertise of specialist primary teachers and leaders across our schools to ensure maximum impact.

The goal is for every member of staff, in every classroom to be as **good as they can be** in what they teach (the curriculum) and how they teach (pedagogy), e.g., paired planning time with subject/ teaching expert to develop teacher confidence and pedagogy.

Coaching conversations with teachers/ leaders so that developments come directly from them to motivate and signpost independent improvements through self-study documents such as WALKTHRUS and external courses. This will allow capacity to be enhanced so that teachers can then improve each other and hone/ innovate practice. Once practice is embedded and impactful, we would look to develop leaders of these areas externally to innovate and lead future practice in their school and more widely across the Trust.

We are constantly refining the way we support, challenge, and improve our schools. At the heart of our approach is first-class teaching.

Rob Darling – Deputy CEO

ABOUT THE ROLE

Post Title	Pastoral Lead
Salary Range	Grade 4 – £19,599 - £22,277 (FTE £25,183 - £28,624)
Reporting to	Headteacher
Status	Permanent, 32.5 hours, Term time plus 5 insets days
Flexibility	Flexible hours available

Job Purpose:

The Pastoral Lead will promote the well-being, safety, and personal development of all pupils. They will be responsible for providing high-quality pastoral support to children, ensuring that barriers to learning are identified and addressed through early intervention.



The Pastoral Lead will champion excellent attendance, working closely with families and external agencies to improve pupil engagement and reduce persistent absence. As the Early Help Lead, they will coordinate and deliver targeted support, ensuring timely and effective interventions that promote positive outcomes for vulnerable pupils and their families. This role is central to fostering a safe, inclusive, and nurturing school environment where every child can thrive socially, emotionally, and academically.

Main Duties and Responsibilities

Support of Pupils/Families/Staff

Pastoral Support

- Provide one-to-one and group support for pupils experiencing emotional, behavioural, or social difficulties.
- Develop and implement individual support plans in collaboration with staff, families, and external agencies.
- Promote positive behaviour and emotional resilience through restorative approaches and mentoring.
- Act as a key adult for vulnerable pupils, building trusting relationships and advocating for their needs.

Attendance Leadership

- Work with students, families, and school staff to ensure a positive and supportive learning environment.
- Promote and improve pupil attendance, by addressing barriers to regular school attendance
- Collaborate with other school personnel and external agencies
- Monitor daily attendance and punctuality data, identifying patterns and concerns.
- Lead on strategies to improve attendance and reduce persistent absence, including home visits and parent meetings.
- Work closely with the Education Welfare Officer and other agencies to support families in overcoming barriers to attendance.
- Celebrate and reward good attendance through school-wide initiatives.

Early Help Lead

- Act as the school's Early Help Coordinator, identifying pupils and families in need of early intervention.
- Lead on the completion of Early Help Assessments and Team Around the Family meetings.
- Liaise with external services (e.g., social care, CAMHS, family support) to ensure coordinated support.
- Maintain accurate and confidential records in line with safeguarding and data protection policies.



Safeguarding and Child Protection

- Be a trained Deputy Designated Safeguarding Lead (or willing to train).
- Work alongside the Designated Safeguarding Lead (DSL) in all matters related to safeguarding and child protection
- Working alongside the DSL to ensure a robust safeguarding culture
- Respond to safeguarding concerns in line with school policy and statutory guidance.
- Support the DSL in maintaining safeguarding records and contributing to multi-agency meetings
- Provide advice and support to other staff members on child welfare and child protection matters.
- Help ensure school meets its legal obligations and follows procedures outlined in "Keeping Children Safe in Education" (KCSIE).

Training & Development

- To attend Pastoral Team meetings and contribute effectively to these.
- To attend relevant training to develop knowledge to undertake the role. E.g. The Thrive Approach

Wider School Responsibilities

- Contribute to the development and implementation of whole-school policies related to behaviour, attendance, and safeguarding.
- Support the school's vision and values by promoting a positive, inclusive, and respectful school culture.
- Participate in staff meetings, INSET days, and training sessions to support professional development and whole-school improvement.
- Assist with the organisation and supervision of school events, enrichment activities, and transition programmes.
- Provide pastoral support during unstructured times (e.g., break/lunch duties) and contribute to a visible staff presence around the school.
- Work collaboratively with teaching and support staff to ensure a consistent and coordinated approach to pupil well-being



ABOUT ARLEY PRIMARY ACADEMY



Arley
Primary Academy

FACTS AT A GLANCE

1-FORM ENTRY

NUMBER OF PUPILS: 206

NUMBER OF STAFF: 24

BASED IN: NEW-ARLEY, WARWICKSHIRE

WELCOME FROM HEADTEACHER



Welcome to Arley Primary School. I hope you enjoy getting to know our school.

We are a small school in the village of Arley. The school is proud to take its place in our community and we remain determined to continue to strengthen as a centre of celebration of our rich diversity. We work alongside an extremely active and supportive governing body who encourage the very best for each and every pupil at Arley.

Our aim at Arley is to create an environment that is supportive, friendly and nurturing. When children feel safe, secure and happy, they learn at their very best. We have high expectations for emotional and academic success and children are at the heart of all that we do.

We want children to believe in themselves and have high aspirations. We want children to want to learn and understand that learning opens up a world of endless possibilities. Children at Arley can go on to achieve their goals and aspirations, whatever they may be.

I am proud to lead Arley Primary School as Headteacher and I bring with me a determination to provide the very best education possible for our students. My team



and I share a passion for inspiring children to learn and we help to open the door to happy and successful lives.

At Arley, our vision is clear '**New Beginnings, Endless Possibilities**', as each day begins, endless possibilities lie before us. We would welcome you to come and visit us.



Kate Parkes – Headteacher

OUR SCHOOL VALUES

This is our vision:

As each new day begins - endless possibilities lie before us – to be the very best that we can be through hard work, commitment, dedication, and aspiration. This is the vision for Arley Primary School. As a school community, we shared our ideas, discussed our hopes and dreams and together take ownership of the future we build for and with our children.

These are our values:

Ambition, Bravery, Curiosity and Partnership. What incredible children we have, wanting these as our core values at Arley. We celebrate our values continually at Arley.

Ambition: We encourage our students to set high goals and work diligently to achieve them. Ambition drives us to strive for excellence in all of our school life.

Bravery: Bravery is about having the courage to face challenges and take risks. We aim to instill a sense of bravery in our children, encouraging them to step out of their comfort zones and embrace new experiences.

Curiosity: Curiosity fuels a love for learning and discovery. We encourage an environment where children are encouraged to ask questions, explore new ideas, and develop a lifelong passion for learning.

Partnership: Working together is key to achieving common goals. We want partnership among children, staff, and parents to build a strong and supportive school community.



We believe that these values help our children to develop into well-rounded individuals who are prepared to make positive contributions to society.



ARLEY PRIMARY ACADEMY ONLINE

Please see below the ways to connect with Arley Primary Academy online. We have so much great content on our website and our social media, which is where you can see what life at Frederick Bird is really like.

<https://arleyprimaryacademy.org>



Facebook

Search 'Arley Primary'

Instagram

[instagram.com/arleyprimaryacademy](https://www.instagram.com/arleyprimaryacademy)

X/ Twitter

twitter.com/arley_primary





ABOUT INSPIRE EDUCATION TRUST

Inspire Education Trust is an Multi Academy Trust that grew from a shared belief that children deserve a first-class education, so that each child and student understands what they are capable of, and what talents they have, and strives for excellence in themselves to succeed in the next stage of their education and the world of work.



Inspire Education Trust

Together we achieve, individually we grow

We understand that every member of our staff is here for the best interest of our children. With them, we want to ensure that every child is valued and that the unique identity of each of our schools is protected, celebrated, and recognised for the contribution it makes to ensuring our pupils have the best education and experiences.

Inspire Education Trust is made up of 8 schools.

Arley Primary School, New Arley, Warwickshire (2024)
Blue Coat Church of England School & Music College, Stoke, Coventry (2020)
Clifford Bridge Academy, Binley, Coventry (2015)
Frederick Bird Primary School, Hillfields, Coventry (2024)
Hearsall Community Academy, Earlsdon, Coventry (2017)
Stockingford Academy, Nuneaton, Warwickshire (2019)
Walsgrave Church of England Academy, Walsgrave, Coventry (2015)
Whittle Academy, Walsgrave, Coventry (2015)

Our Trust Motto encapsulates the beliefs and ideals of our family of schools.

"Together we achieve, individually we grow"



KEY FACTS AT A GLANCE

7 PRIMARIES & 1 SECONDARY

MIXED MAT – 2 CHURCH OF ENGLAND SCHOOLS

5,000+ PUPILS AS OF JAN 2024

709 STAFF

OPERATING OVER 2 LOCAL AUTHORITIES

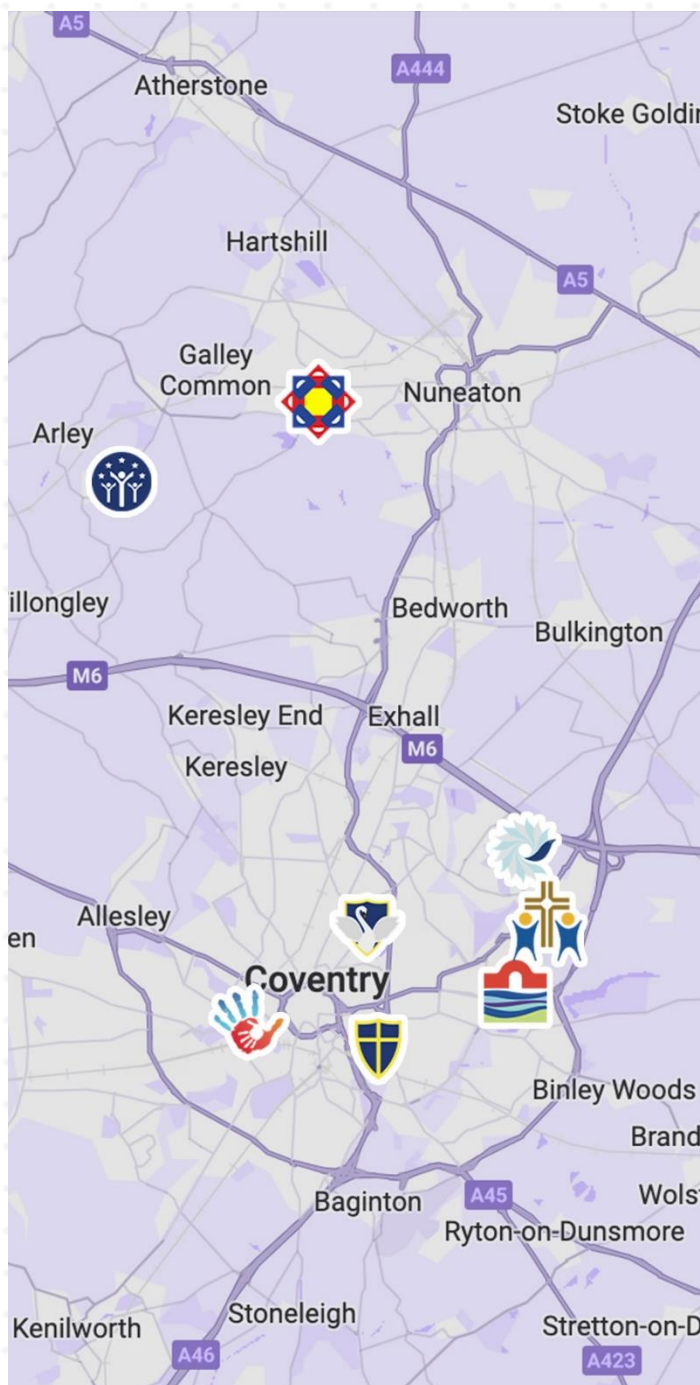


The mission statement for our Trust is "Together we achieve, individually we grow'. We aim to ensure that our academies will provide an **environment which is welcoming, caring and purposeful**, where we will encourage our pupils to be the best they can be, whilst supporting them pastorally and helping them develop socially. We want our children to enjoy school, have fun and develop a love of learning.

We have a **Board of Directors** and **Members** who hold the schools to account and work closely with the Local Governing Bodies of each school who support and challenge the outcomes and quality of teaching and learning. We have **strong links** with the **Coventry Diocesan Board of Education** reflecting the church status of our faith schools, Blue Coat School and Music College and Walsgrave Church of England Academy.

As schools, we are committed to sharing the good practice that exists in all the schools and we have numerous opportunities for **joint training days** and **shared professional development** for support and teaching staff across the Trust. Staff have welcomed this collaboration and we have retained quality staff and promoted from within.

We strive to maintain academies which will retain their **own independent culture and ethos** whilst operating within a strategic partnership to improve quality, share best practices and operate effectively and efficiently. We firmly believe that "**Expectations Shape Outcomes**" and we expect the very best for all members of our school's communities.





OUR VISION

To be the educator and employer of choice, with a first-class education that empowers pupils to flourish, grow and achieve. Where pupils matter to us as much as their academic success and with staff who are valued, supported, and developed. Together, we will live life in all its fullness.

This Vision sets the aspiration for everything we do.

For Our Pupils and Students

- ✓ where all Pupils are valued, respected and experience success
- ✓ where who they are matters as much as their academic achievement
- ✓ where children are encouraged to reach their potential, both academically and socially
- ✓ where we provide a wide range of opportunities / something for everyone
- ✓ where learning is fun
- ✓ where they experience care with high expectations

For Our Staff

an organisation:

- ✓ which prides itself in high quality CPD
- ✓ where staff receive every support to be the best they can be
- ✓ where we endeavour to promote from within, with cross MAT appointments
- ✓ where we try to support staff in achieving a work life balance
- ✓ where all staff are valued, respected and can experience success
- ✓ where people feel supported and want to work
- ✓ where they experience care with high expectations

For Our Parents and Communities

schools where:

- ✓ they are made to feel welcome
- ✓ their ideas are valued
- ✓ we work in partnership
- ✓ they are involved in their children's education
- ✓ where they receive care with high expectations

All our academies have their distinctive vision celebrating the communities they serve.

OUR SCHOOL'S VISION

ARLEY PRIMARY ACADEMY	BLUE COAT SCHOOL	CLIFFORD BRIDGE ACADEMY	FREDERICK BIRD ACADEMY	HEARSALL COMMUNITY ACADEMY	STOCKINGFORD ACADEMY	WALSgrave ACADEMY	WHITTLE ACADEMY
New beginnings, endless possibilities	Living life in all it's fullness.	See you at the top	Aspire and achieve	Reach your true potential	Nuturing hearts, Inspiring Minds, Shaping Futures.	Together we thrive	Soaring Beyond What We Imagine Possible



OUR VALUES

Our values drive our behaviours, decision making and ambitions:

Inclusive: We celebrate diversity and difference. All are valued as members of our community knowing they belong.

Nurture: We promote positive wellbeing, so all feel safe, cared for and enabled to thrive.

Servanthood: We considerately put the needs of others before our own, recognising that in serving each other we serve all.

Partnership: We work collaboratively, recognising we achieve more together than on our own.

Integrity: We are open, honest and have strong moral principles which we use to guide us.

Respect: We show care, consideration, and courtesy for ourselves and all around us.

Excellence: We always strive to be better in order to become first class in all we do





Inspire Education Trust

Together we achieve, individually we grow

STAFF WELLBEING & SUPPORT 'THE LITTLE THINGS'

At Inspire Education Trust, we are committed to working towards the best balance of hard work, commitment and wellbeing as well as avoiding the burden of unnecessary tasks. Our trust leaders aspire that all colleagues are fit, well and content at work. Some of the little but important things we give back to staff are listed below; new ideas are always welcome.



External coffee van visits site for staff use



Flexible and generous approach to family appointments, children's events, nativities, sports days etc



Support for new staff starters who join Inspire Education Trust (e.g buddy pairing)



Opportunities for staff to get involved in sport and physical activity



An annual flu jab for all staff available upon request each winter.



Opportunities for career development always considered



Calendars regularly reviewed with staff workload in mind



Measured approach to lesson drop-ins



No Student or class data collected for data's sake



Staff marking & workload group to guide and develop policy



Prayer and worship time across our CofE schools



Communications protocol which promotes a healthy work life balance



8 free external counselling sessions for all staff



Cycle to work scheme



PPA time designed to promote a healthy work life balance



Approachable Senior Leadership Teams



Dedicated classroom wherever possible for all teaching staff



Staff social events (e.g staff quiz)



Free Wellbeing App Subscription



Staff wellbeing champion network of support



Time off available for staff wellbeing



EAP (Employee Assistance Programme) - Health Assured



Staff wellbeing integral to the appraisal process.



Employer pension contributions of 23% + for teaching and support staff.



Enhanced paternity leave for all staff - 1 week at full pay and 1 week at Statutory Paternity Pay



Generous holiday allowance for all year-round support staff (28 days annual leave, plus 8 bank holidays. Increasing to 33 days after 5 years of service)



PERSON SPECIFICATION – Pastoral Lead

PERSON SPECIFICATION – Pastoral Lead Arley Primary Academy		Essential	Desirable
Education and Qualifications	Good literacy and numeracy skills	✓	
	Willingness to undertake relevant training (DSL, Early Support, Thrive)	✓	
	Evidence of continuous professional development in areas related to pastoral care or safeguarding		✓
	Designated Safeguarding Lead (DSL) or Deputy DSL trained		✓
Experience	Experience working with children and families in an educational, pastoral, or social care setting		✓
	Experience supporting pupils with emotional, behavioural, or attendance-related needs	✓	
	Experience managing sensitive or safeguarding concerns in line with school policy	✓	
	Experience working collaboratively with staff, parents, and professionals to support pupil well-being	✓	
	Experience working with external agencies (e.g., CAMHS, social care, family support services)		✓
	Experience delivering group interventions or mentoring programmes	✓	
Skills and Knowledge	Excellent interpersonal and communication skills, with the ability to engage effectively with pupils, families, and professionals	✓	
	Strong understanding of safeguarding, child protection, and confidentiality procedures	✓	
	Ability to work collaboratively with teachers, parents and other professionals	✓	
	Confident in managing sensitive situations with empathy, discretion, and professionalism	✓	
	Experience using school MIS systems (e.g., SIMS, CPOMS, MyConcern)		✓
	Ability to take responsibility and work with autonomy within set boundaries	✓	
	Excellent communication skills	✓	
	Knowledge of trauma-informed or restorative practices		✓



	Good organisation, time management skills and ability to work under pressure	✓	
	Ability to self evaluate learning needs	✓	
Personal Qualities	Commitment to equality and diversity	✓	
	Dedicated to our vision that all children are entitled to a first-class education	✓	
	Possesses a genuine belief that all children are equal and celebrates the diversity in our school communities	✓	
	Self-motivated and able to work on own initiative without supervision	✓	
	Works with honesty and integrity	✓	
	Emotional resilience in working with challenging behaviour	✓	
	Recognises the importance of protecting their own personal wellbeing	✓	
	Committed to making children feel happy, safe and secure	✓	
Safeguarding and Child Protection	Strong understanding of safeguarding legislation and Keeping Children Safe in Education (KCSiE) guidance	✓	
	Ability to recognise signs of abuse, neglect, and vulnerability and respond appropriately	✓	
	Committed to maintaining confidentiality and accurate safeguarding records	✓	
	Willingness to undertake safeguarding training and updates regularly	✓	
	Experience working with multi-agency safeguarding teams		✓
	DSL or Deputy DSL trained		✓
Professional Development	Willing to participate in further appropriate professional development	✓	
	Positive approach to own continuous personal professional development and training	✓	



CORE COMPETENCIES
Clear understanding and commitment to safeguard and protect children
Adopts an inclusive approach respecting diversity in all forms
Conscientiously adheres to school / trust policies and procedures and works ethically
Works in a way, which abides to the school values of Excellence, Resilience, Nurturing, Fairness and Partnership
Embraces the vision “Nurturing Hearts, Inspiring Minds, Shaping Futures” and devotedly helps all students achieve this



MAKING AN APPLICATION

Applications for this post will only be accepted using the electronic application form on the Tes website.

The closing date for applications is 9am Thursday 22nd May 2025.

Interested candidates are encouraged to contact Claire.Roberts1@arleyprimaryacademy.org to arrange an initial conversation with Kate Parkes - Headteacher.

Applicants are advised to contact admin@arleyprimaryacademy.org if they wish to organise a visit to the school.

Shortlisting will take place on Friday 23rd May 2025 and all candidates will then be contacted by email.

Shortlisted candidates will need to be available for interview on Wednesday 4th June 2025.

If you have any questions relating to the application process, see the FAQ's page and if you still have a question - please do let us know by contacting Catherine Alexander-Gamble – Catherine.alexander-gamble@ietrust.org

We look forward to hearing from you.





HOW TO FIND US

If you arrange a visit or are successfully shortlisted for an interview, then you will need to visit our school. Please see the below for guidance and directions on how to find Arley Primary Academy.



ADDRESS

Arley Primary Academy
Gun Hill
New Arley
Warwickshire
CV7 8HB

*A 14-minute drive away
from Nuneaton Town
Centre, and an 18-minute
drive from Coventry City
Centre..*

PARKING

As you arrive at the front gate please ring the office on 01676 233 105 then they can open the gate for you, then you can park in the car park circled below.





FREQUENTLY ASKED QUESTIONS



How do I apply for a vacancy at Inspire?

All applications must be received electronically via our TES page. CVs may be accepted but will not replace the application form.

Top tips for writing my application for Inspire?

Complete the application form as thoroughly as possible, providing comprehensive information about your past employment, training, and any gaps in employment, from leaving school, until the present day. Emphasize your alignment with the Person Specification criteria in your supporting statement, elaborating on why you believe you are the best candidate for the job.

How does shortlisting work?

'Blind' shortlisting is carried out by a panel of staff who will judge the applications based on how closely they match the criteria from the person specification. By 'blind' we do not divulge to the shortlisting panel, certain sensitive information about candidates protected characteristics.

When will my referees be contacted?

Following KCSIE guidance, we will seek to obtain references for all shortlisted candidates, before the interview. This allows any concerns raised to be explored further with the referee and taken up with the candidate at the interview. With effect of 1st September 2022, following further guidance from KCSIE, there will also be an online search as an additional pre employment check at this stage. Referees will not be contacted if candidates have not given permission.

How will I be contacted if I am successful?

Successful candidates will be contacted by email after the closing date to invite them to interview with the date, time, and location of the interview. At this stage, you will also be asked to complete a self-declaration of your criminal record or information that would make you unsuitable to work with children.



Whilst we endeavour to inform all candidates of their application outcome, If you have not heard from us within 2 weeks of the closing date, please assume you have not been successful on this occasion.

What is involved in the interview process?

All of our interviews consist of formal, competency-based questions. Additionally, for teaching roles, there will be a lesson observation, and for other key roles, there may be an assessment task (e.g. a presentation, administrative task, data analysis task etc). You will receive information on your invite to interview email which will detail the specifics of the task and what we would like you to prepare in advance.

You will also be asked to bring in proof of identity documents to satisfy a DBS check and qualification certificates, relevant to the role.

Candidates who have a disability or any other needs will be given the opportunity to highlight this prior to any selection activities in order that reasonable adjustments may be made to the selection process.

Is there an onboarding process?

We have an extensive onboarding and induction program which will take you through exactly what to expect before you start your new role, by the end of your first day, by the end of your first week, and by the end of your first month. You will also find important information to online safeguarding training sessions you will be required to complete during your induction.

Is there a probation period?

Yes, there is a probation period of 6 months for support staff. This provides an opportunity for us to put in place a structured plan of CPD and support for new colleagues.



STAFF TESTIMONIALS

Taken from our 2023 staff wellbeing survey

"I work with a wonderful team of colleagues who are supportive and will make themselves available when needed to debrief etc. I feel very blessed that my line manager in particular is very supportive and understanding and takes into consideration any presenting factors which could potentially impact on my wellbeing and workload."



"I find that generally my wellbeing and work-life balance is good. I find that SLT are very supportive of my department and I can talk to other people I work with about any issues. I appreciate that any time there are parents evenings, there is not CPD on a Monday evening. I also like that we have been given other training days as days off, such as September 1st."

"I feel well supported in my role. In particular with regard to flexible working and ad-hoc childcare needs which used to be a big cause of anxiety for me."



"Employee support program is good and helpful to manage life inside and outside school."

"I think the school and Trust does a lot to support wellbeing and workload."

"Wellbeing champions and their supportive work of the staff has been excellent and would continue to help the continual wellbeing of staff. The coffee van is also an excellent little pick-me-up when it's on site."

"The work of the wellbeing champions. It is much appreciated!"

"Deputy head actively shows support, always makes sure we feel seen and heard and checks in regularly to make sure everything is going OK. "





"My Head has been incredibly supportive of my wellbeing and is always willing to stop and listen when I am in need of someone to talk to if things become overwhelming. They have supported with helping to make my workload manageable so I can have a better work life balance. I am really grateful for that. It makes a huge difference."

"I feel our SLT are really approachable and understanding. I think they do a great job at just listening and supporting where needed."



"I feel always cared for by school. It is a really lovely nurturing caring place to work."

"I am very happy at work, I look forward to coming in and the things put in place by the trust after the last survey such as the coffee van visits have made a massive improvement to the enjoyment we collectively have at work."

"I am very happy in my place of work. I feel issues are listened to and management support them as best they can. Thank you."

"I love working at my school! Although it's crazy busy we always work together as a team to support each other. I am always thanked by my direct leadership at the end of each day."



Inspire Education Trust

Together we achieve, individually we grow

RECRUITMENT PRIVACY NOTICE INSPIRE EDUCATION TRUST

Who is collecting your data?

Inspire Education Trust is a data controller for the purposes of the General Data Protection Regulation and domestic legislation. The personal data that you provide will be used in connection with your application for vacancies at the Trust. If we make an offer of employment, the Trust will provide a fully informed privacy notice to employees.

Why are we collecting your data?

- So we can process your application to the next stage
- Check and verify your identity
- Ensure your suitability for the position advertised including contacting references from your noted referees, provided you have confirmed their consent to be contacted for this purpose
- For research, analysis and statistical purposes
- Meet our statutory obligations under the Equality Act 2010

What is being collected?

The information you provide us within submitted forms is collected to enable us to consider your suitability for the vacancy. This includes:

- Name and contact details (phone number, email and address).
- Previous work history and experience
- Education, training and qualifications
- Referee contact details

We also process special category data such as:

- Religion
- Ethnicity
- Disability Issues

We ensure we keep our records up to date by logging these on the TES platform in which you made your application. If you are successful in your application, we will provide you with further details about how we will process your personal data.

Do we share your data?

Information on application forms and notes made during the interview process are not shared if an offer of employment is not made. If an application is successful, a workforce privacy notice will be provided to you, detailing how we will use your personal data.

Your Rights.

You can see your rights in relation to the application by visiting <https://ico.org.uk/your-data-matters>

Retention

Unsuccessful candidates' application forms will be destroyed after 6 months.

Successful applicants will be provided with a fully informed employee privacy notice alongside their contract. The information provided on this form will be stored with the successful applicant's personnel file. This is kept in line with the School's record retention schedule. This can be found on the School website.

Together we achieve, individually we grow



facebook.com/ietrust



instagram.com/inspire.education.trust



twitter.com/inspireedtrust



linkedin.com/company/inspire-education-trust



tiktok.com/@ietrust



Inspire Education Trust

Together we achieve, individually we grow