FRIESLAND SCHOOL

CANDIDATE PACK



THE TWO COUNTIES TRUST

www.friesland.ttct.co.uk

WELCOME FROM THE HEADTEACHER

Friesland School is a values-centred organisation, and we strive to live up to our ethos of Ambition, Teamwork, Honesty and Respect in everything that we do. Our school is a vibrant and energetic educational environment, where we prioritise the academic, personal and cultural education of all our students.

We are a large school of over 1300 students, including 200 in our growing and successful 6th form, with a curriculum that mixes a substantial academic core with a long standing and genuine commitment to the Arts, Physical Education and Technology.

Friesland has a strong track record of high-quality teaching; with experienced, committed staff delivering challenging and innovative lessons. Our teachers are expert subject specialists and work in partnership with colleagues at Friesland and across the The Two Counties Trust to provide our students with a knowledge rich curriculum and an inspirational educational experience.

Staff at Friesland are highly trained and seek continual improvement through our bespoke Professional Development programme. We are genuinely reflective practitioners, with the continual growth and wellbeing of our staff a key consideration in all decision making and improvement planning.

At Friesland we have high expectations of ourselves and those around us, as we strive to do the best for our students and our community. Our ambition is always to employ the highest quality staff who identify with our ethos and outlook. The best way to experience our school is to visit, so if you would like to see more of our school please do not hesitate to get in touch.

CRAIG PATTERSON
HEADTEACHER





WHO ARE WE?

Friesland School is based in Sandiacre and has the values of Ambition, Honesty, Teamwork and Respect.

Friesland School has:

1,300
1,300 students on roll

150
150 members of staff

16
has a post 16 study programme

THE FOLLOWING COMMENTS WERE NOTED AT OUR LAST INSPECTION IN 2015:

"The school's arrangements for safeguarding are effective. Staff keep meticulous records, and react immediately to involve other agencies to help potentially vulnerable students."

"Classrooms exude a positive atmosphere. Teachers are knowledgeable and explain ideas in a clear and well-structured manner, so that students make secure gains in their understanding."

"Students' attitudes to learning are overwhelmingly positive. They appreciate the skill and care their teachers show, and they work hard. They behave well in lessons and during social times."

"Teaching is good. High expectations and clear explanations help students to learn well. Teachers check students' understanding regularly so that they can adapt their lessons, when necessary."

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

"There are regular reminders to think about wellbeing and helpful recommendations and ideas."

"New employability standards policies are easy to follow and allow more time for learning which improves well-being."

"We have a good supportive body of teaching staff. I am lucky to have built up strong relationships with colleagues over the years."

FRIESLAND 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 FRIESLAND 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 Friesland School, a member of The Two Counties Trust, as a great place to continue your career.

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

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

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

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

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

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

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

Teacher of Technology (Resistant Materials)

Grade and Salary	**MPS/ UPS**
Working pattern	1 FTE
Contract term	Permanent

The School

Friesland School is a values-centred organisation, and we strive to live up to our ethos of Ambition, Teamwork, Honesty and Respect in everything that we do. Our school is a vibrant and energetic educational environment, where we prioritise the academic, personal and cultural education of all our students. At Friesland we have high expectations of ourselves and those around us, working collectively to develop and improve whilst enhancing the life opportunities of our students. We have a long track record of high attainment at both Y11 and Y13, alongside a wide and varied extra-curricular provision. As someone interested in a role at our school we would urge to come to visit us and see Friesland School for yourself, as there is no better way to learn about our wonderful school and what we offer.

The role:

Friesland School are looking to appoint an inspirational Teacher to join a committed and hardworking team, teaching Design and Technology to KS3-KS5. This role is perfect for an individual who is committed to students' learning and ensuring they each achieve their full potential by consistently delivering engaging lessons. The successful candidate will join a team of effective, hardworking professionals, committed to providing an outstanding education for all students. The ideal candidate will join the popular subject and help to develop and motivate students to gain their best outcomes.

The person:

We are looking to appoint a colleague who is an excellent teacher and has the talent, drive and commitment to build on current strong foundations. The ideal candidate will have a real passion for design and the developments in technology, with a drive to improving the outcomes of students at all key stages. They will be organised, able to plan ahead and have the ability to develop an engaging curriculum, continuing to develop the established success of the popular subject and department. They will have creative ideas and set challenges that motivate students both inside and outside the classroom, allowing students to explore their ideas and be proud of their achievements.

The ideal candidate for this role will have experience in teaching Design and Technology. They will have a genuine desire to help and support our young people throughout this course, be able to teach all areas of Design and Technology to KS3 and Resistant Materials at KS4/5. They will be enthusiastic and self-motivated with a passion for teaching and learning.

The school encourages visits and will invite any candidate to contact them for further information regarding this role

Why join us?
Our academy is part of The Two Counties Trust. 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: Friday 27 January 2023

Interviews will be held on: February 2023

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:	**Teacher of Technology**
Responsible to:	Head of Technology
Salary / Grade:	Main Pay Scale / Upper Pay Scale
Working hours / weeks:	1 FTE
Core purpose	To carry out the duties of a Teacher in accordance with the School Teachers' Pay and Conditions Document and other relevant statutory provisions. 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. To work towards and promote the vision and the aims outlined in the School/ Academy Improvement Plan.

Corporate responsibilities:

To ensure that the responsibilities of the role are carried out in a way that reflects the vision and 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.

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.

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: Teacher of Technology (Resistant Materials)		E/D	A	I
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	Experi9ence 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	Sound 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	Abilty 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 relisience, 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	✓	✓

KEY

E	Essential	**A**	Assessed by Application Form
D	Desirable	**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 Teacher of Technology within Friesland 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: Friday 27 January 2023

Interviews will be held in February 2023

TOP TIPS FOR A SUCCESSFUL APPLICATION

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

1. Always read the job profile.

The job profiles 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 application forms where half of the information is missing. We understand application forms can be a lengthy process, but poorly completed application forms 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 decision. It is important to make sure your details are accurate and up to date. When going over your work history, make sure you mention any relevant experience you got from those roles and do not leave gaps in your employment history. Where there are genuine gaps, address these in the appropriate section.

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 any education you have, 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.

FRIESLAND SCHOOL

CONTACT US

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Sandiacre
Nottingham
NG10 5AF

HR-Team@ttct.co.uk

01623 259 600

www.friesland.ttct.co.uk

@TTCTcareers

www.linkedin.com/school/ttctrust

THE TWO COUNTIES TRUST