



# HUDDERSFIELD NEW COLLEGE

Appointment of the Assistant Principal -  
Student Support





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# WELCOME

Dear Applicant



## **Re: Position of Assistant Principal – Student Support**

I am delighted to provide an application pack for the permanent post of Assistant Principal – Student Support at Huddersfield New College. Hopefully the information provided will be of interest to you and will help you in taking your application forward.

Huddersfield New College has operated as a Sixth Form College since 1974, and across the 44 years to 2018, has established a national reputation as an Outstanding College. The College had its last OFSTED inspection in April 2016. The report is available to view at <http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider>.

The College currently has around 2400 students on roll. In summer 2018, we celebrated their outstanding success on A levels and BTECs, with student progress at advanced level just outside the top 10% nationally. We want to improve on this level of success and move in to the top 10%. We are therefore looking for an Assistant Principal - Student Support who is at all times ambitious about what our students can achieve; and who will ensure that all of our students are supported to achieve their very best at Huddersfield New College.

Working at Huddersfield New College is really demanding. We are looking therefore for a new colleague who is willing to work hard and to go the 'extra mile' for our students, as many of our students would not be as successful as they are without this approach. However, I can assure you that you will be appreciated for this hard work, and that you will be provided with excellent support, continuing professional development and fantastic resources to carry out a first class job.

I am extremely proud to be Principal of Huddersfield New College. We transform lives. This is the moral dimension to our work, so recruiting a colleague who will be equally proud to work here, and who wants to make a positive difference to the lives of young people through education, is crucial. If you are inspired by this moral purpose, and the opportunity to make a positive difference to the lives of our young people, then please apply.

Finally, I would like to say that I do appreciate how long it takes to apply for jobs. If you do decide to apply, I appreciate your investment of time and, whatever the outcome, I wish you well in the future.

Yours sincerely,

A handwritten signature in black ink that reads 'Angela Williams'.

Angela Williams  
Principal



# ABOUT HUDDERSFIELD NEW COLLEGE

Huddersfield New College (HNC) is an outstanding sixth form college, and amongst the top 15% nationally for the academic progress our students make.

Outstanding Support and Guidance is at the heart of the College experience for our students and supports them to make their academic progress.

Our 2,400 strong student community, also enjoys exceptional enrichment opportunities and the success of our Alumni is testament to how as a College we provide our young people with both the academic qualifications, support and the rounded experience to help them stand out from the crowd.

The facilities to support academic success and an enriched college experience are fantastic and include a Sports Hall and Sports Barn, Multi Gym, Media Editing Suite, Childcare and Education Suite and an onsite Costa Café and Starbucks, amongst others. We are constantly investing in our facilities to ensure that they are first class.

The College is in exceptionally strong financial health.

## **Why do students choose HNC?**

In 2018, the College was again significantly oversubscribed and continues to grow in popularity. There are many reasons why students choose HNC.

We are renowned locally and nationally for our results, and for our exceptional student support. In 2018, students maintained the College's outstanding results, with a 100% A Level pass rate, and overall 66% of students achieved A\*, A, or B or equivalent. This is in a context where 1 in 4 students receive some type of additional learning support and nearly 35% come from a background judged to be economically deprived. Kirklees is in the top 30% of most deprived areas in the country. We are very proud that almost three quarters of students progress to university, and

that many of these are the first in their family to do so. It is no surprise therefore that 95% of our students would recommend the College to others.

### **Equality, Diversity and Inclusion**

Our approach to Equality, Diversity and Inclusion is award winning. In January 2018, the College was named as the UK Organisation of the Year in the National Centre for Diversity Grand Awards for the second year running.

We achieved 'Leaders in Diversity Level 3' in 2014 and again, for the second time, in 2016. Individuals have also been recognised for their outstanding personal contribution to our Equality and Diversity work, and our excellent reputation led to a consultancy arrangement with Huddersfield Town AFC, helping them work towards achieving the Premier League Equality Standard.

Equality, Diversity and Inclusion are at the heart of our College Vision and Mission and young people are given the opportunity to explore and celebrate their own differences and those of others whilst at College. It is important that each and every student feels part of our community, and that their own uniqueness is valued.

Our Equality and Diversity awards also reflect how hard we work to ensure that everyone in our College family is treated fairly, with respect and dignity. We actively seek to eliminate any form of inequality or discrimination on campus, and in all aspects of our work. This approach also helps our young people to prepare for the diverse world they will experience when progressing to university or work.

We are looking for colleagues committed to fairness and equality of opportunity.

### **Local context**

Huddersfield New College is one of three major local post-16 provider options in Kirklees. Students also join us from neighbouring local authorities. The College has excellent relationships with schools in the local area and beyond and provides a wide range of support to help young people plan their next steps after school, regardless of their choice of post-16 provider.

We host Year 10 Taster Days, a Year 11 Welcome Event, alongside careers events and activities such as a bespoke robotics day for local secondary pupils.

### **Summary**

This post is key to our continuing to build upon our outstanding outcomes through outstanding support. It is a role in which you can genuinely influence and improve our students' life chances and future.



# MISSION STATEMENT AND VALUES

## Mission Statement

**Our mission is to provide a high quality sixth form education, in a friendly, supportive and diverse learning environment.**

## Our Values

### AMBITIOUS:

for our students to realise their full potential

### SUPPORTIVE:

of our students' personal growth and development into rounded, resilient young adults, ready for whatever their future holds

### PASSIONATE:

about making a positive difference for our students through education

### INSPIRING:

our students with a love of learning, to help them succeed

### RESPECTFUL:

of our students' individual strengths, gifts and differences

### ENCOURAGING:

our students to be the best that they can be

## Our Behaviours

### AMBITIOUS:

I have high expectations of myself and others

I challenge myself and others to go beyond what is easy and comfortable

### SUPPORTIVE:

I go out of my way to help and support others

I recognise others for what they've done and celebrate their successes

### PASSIONATE:

I work really hard to make a positive difference

I am persistent and I do not give up!

### INSPIRING:

I act with integrity

I am a good role model for others

### RESPECTFUL:

I treat others as I would like to be treated

I can be trusted to do what I say I will do

### ENCOURAGING:

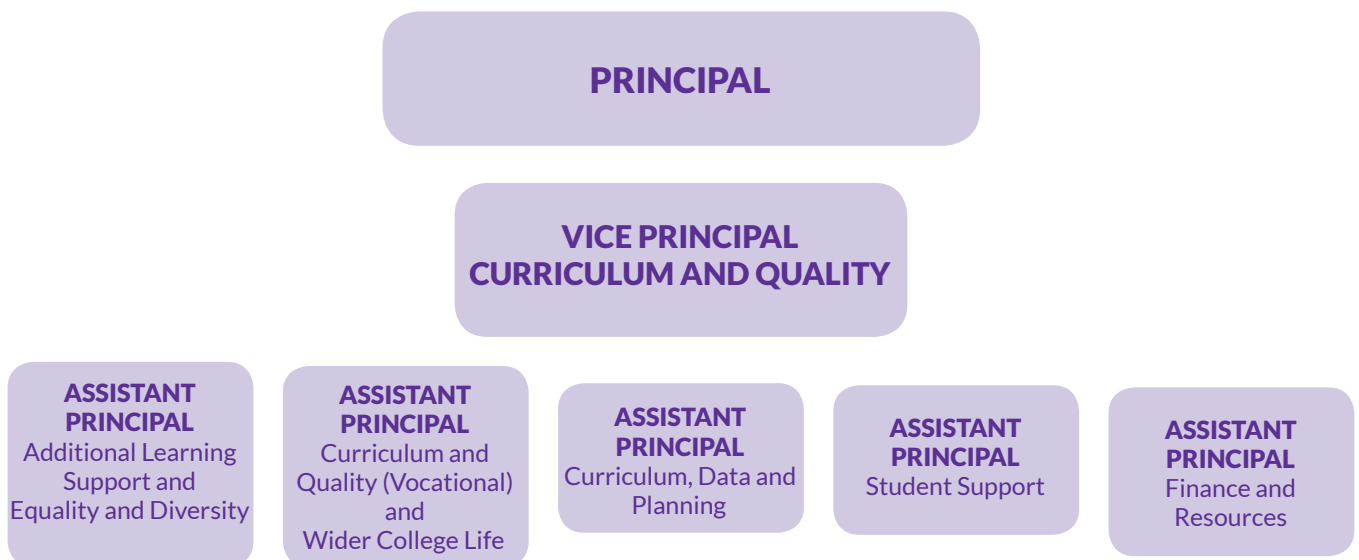
I show that I genuinely care about others

I look for the best in others and help them to see the best in themselves



# STRUCTURE OF THE SENIOR LEADERSHIP TEAM

The structure diagram below sets out the current SLT structure in the College. Each member has core areas for which they are responsible, and they work collectively to ensure an outstanding experience for each and every student. The Assistant Principal - Student Support will join a team that is collaborative, honest and lives by the values and behaviours we expect of our students and our staff.





# JOB DESCRIPTION: ASSISTANT PRINCIPAL - STUDENT SUPPORT

Post reference: SLT

**Location of the post within the College structure:**

The post is located within the Senior Leadership Team (SLT)

**Reports to:**

The Principal

**Responsible for:**

Deputy Safeguarding Leads (x2)  
Student Support Managers (x3)  
Student Welfare Officer  
Student Well-Being Champions

**Functional links with:**

- 1) Vice Principal: Curriculum and Quality
- 2) Other Senior Leaders
- 3) Academic Managers and their teams
- 4) Support Staff Managers and their teams
- 5) Relevant External Agencies
- 6) Governors and the Governor Safeguarding Champion



## **Overall purpose of the post:**

To have the lead strategic responsibility for:

- 1) The pastoral provision for learners
- 2) Ensuring learners are supported through the pastoral provision to become self-assured, resilient and confident young adults, who know they have the potential to make progress and be successful, who are successful and make outstanding progress, and who are proud of their successes.
- 3) Ensuring learners are safe and feel safe and genuinely understand how to keep themselves safe, including on-line.
- 4) Ensuring learners are supported to develop challenging and realistic plans for their future beyond College.
- 5) Ensuring learners are well prepared for their future and life beyond College in a diverse Modern Britain.

## **Duties and responsibilities**

### **A) Tutorial**

- 1) To have overall responsibility for the design, implementation, and management of the tutorial programme to ensure students are appropriately supported whilst at College, liaising with staff, parents and stakeholders, as appropriate.
- 2) To have overall responsibility for the development of a high quality tutorial team
- 3) To have lead responsibility for the quality assurance of all tutorials sessions: groups and 1:1 to ensure outstanding tutoring.
- 4) To work with the Vice Principal Curriculum and Quality and HODs to develop and implement an effective Student Progress Monitoring System which enables both Progress Tutors and subject staff to jointly monitor academic performance and progress, and to quickly and easily identify any student under-performance, enabling timely and effective interventions to be made to address this under performance.
- 5) To work with the HODs to ensure appropriate intervention strategies are being put in place and are being monitored for impact by Progress Tutors and subject staff where academic under-performance has been identified.
- 6) To ensure that all learners have regular 1:1 progress review meetings with their Progress Tutors to discuss their academic performance and that these are high quality discussions.
- 7) To ensure that each learner has a challenging and realistic Individual Learning Plan, including as essential a Career Plan, and that these ILPs are being used regularly and consistently by Progress Tutors to support each learner's journey through and from College.
- 8) To work with the Assistant Principal Curriculum Data and Planning to ensure that excellent attendance and punctuality monitoring systems are in place, and that both are monitored rigorously by Progress Tutors, ensuring College targets for attendance are met.
- 9) To manage directly the most serious matters relating to attendance and punctuality.
- 10) To lead on the design and implementation of the College's 'Behaviour for Learning' expectations, in the classroom and beyond, and for the Student Disciplinary Policy and procedures to promote excellent behaviour
- 11) To ensure all student behaviour which falls outside of the College's high expectations is managed well and

consistently by Progress Tutors and subject staff within the framework of the Student Disciplinary Policy.

12) To manage directly the most serious matters relating to student behaviour, and to have overall responsibility for suspensions or exclusion from College.

### **B) Safeguarding and Prevent**

1) To act as the College's Designated Safeguarding and Prevent lead and to keep up to date with legislation in both areas.

2) To line manage the two Deputy Safeguarding Leads and work closely with the safeguarding team to ensure learners are safe and feel safe.

3) To Chair the College's safeguarding meetings and be responsible for the College's Prevent Risk Assessment and Action plan.

4) To Chair the Prevent sub group meetings.

5) To write the annual report for Governors on Safeguarding and Prevent, including the number of safeguarding incidents and the number of referrals to Channel in the College across the year.

6) To ensure that all statutory requirements are met in relation to the safeguarding of students as well as the legal requirements relating to the Prevent UK agenda.

7) To work with the Director of Teaching & Learning (CPD) to ensure regular safeguarding and Prevent training for Governors, SLT, staff and external contractors (as appropriate) is in place and to oversee and where appropriate lead this training.

8) To liaise with external agencies, as relevant, on any serious Safeguarding and/or Prevent matters.

9) To ensure that there is an up to date and accurate log of all safeguarding concerns.

10) To work with the HR Manager to ensure an accurate Single Central Record.

11) To support the two Deputy Safeguarding leads with any guidance and support given to staff on safeguarding matters.

12) To ensure through tutorial all learners develop a deep and personal understanding of how to keep themselves and others safe, physically, emotionally, on-line and in all contexts.

13) To ensure through tutorial all learners develop a deep and personal understanding of Fundamental British Values and how they are important to them in their everyday lives

### **C) Student Welfare and Well Being**

1) To lead on the promotion of student's emotional well-being and good mental health.

2) To lead and develop the relationship with external agencies who support with promoting and protecting Student Welfare and well-being, such as the one with the United Healing Mission, who provide the counselling service for students at the College.

3) To manage the Student Welfare Officer.

4) To manage the College's Student Well-Being group and to lead on the School Mental Health Award (awarded by

Leeds Beckett University)

5) To line manage the two Student Well-Being Champions.

#### **D) Student Experience**

1) To lead on the development and recruitment of Tutor Group representatives

2) To use this mechanism to obtain student feedback about their pastoral experience

3) To lead on the College's SPOC processes to gain feedback from students on their general College experience

4) To lead on the recruitment of two Head Students to represent the College at high profile events e.g. Celebration Evenings.

#### **E) Parental Engagement**

1) To work with the 3 Student Support Managers (SSMs) to organise the annual Welcome Evening for New Parents.

2) To ensure high quality reporting from both Progress Tutors and subject staff to Parents through CEDAR.

3) To work with the Assistant Principal Curriculum Data and Planning and 3 SSMs on organising Parents Evenings.

4) To lead on the College's processes to gain feedback from parents, including the annual 'family and friends' test

#### **F. UCAS Management**

1) To lead on UCAS management and to ensure that high quality UCAS applications are made by students who want to progress from College to university.

2) To organise and lead the annual training for subject staff and for Progress Tutors on writing good UCAS subject reports/College references.

3) To quality assure both subject reports and UCAS College references and to follow up where any fall below expectation.

4) To work with the Careers Manager on promoting widening participation schemes and bursary opportunities to students wanting to progress to university.

5) To lead on the Helena Kennedy Foundation Awards application process.

6) To support, as appropriate, with the design, implementation and management of the annual Progression Day led by Careers.

7) To support, as appropriate, the Assistant Principal Curriculum Data and Planning with the organisation of Results Day in August each year.

#### **G. Self Assessment**

1) To write an annual SAR and QIP on Student Support and another on Safeguarding and Prevent.

#### **Other**

To have a tutorial commitment of 4.5 hours overseeing a cohort of students in the provision of high quality support.

### **Managing the College**

The Assistant Principal will work with the Principal and the Vice Principal Curriculum and Quality to ensure effective organisation and management of Huddersfield New College through:

- 1) Managing the College's financial and human resources effectively and efficiently to achieve the College's strategic objectives.
- 2) Recruiting, retaining and deploying staff effectively and managing their workload to achieve the Vision and strategic objectives of the College.
- 3) Managing and organising the College environment efficiently and effectively to ensure it meets all health and safety regulations.

The duties and responsibilities attached to this role demand a flexible approach to work, which will include occasional evenings, Saturdays and work in non-term-time.

The post holder will be required to sign and return to the Human Resources department a copy of their job description, which will be reviewed periodically.

This job description is current at the date shown, but with consultation may be changed to reflect or anticipate changes in the job commensurate with the salary and position of the post within the organisational structure.

### **General Senior Leadership Responsibilities**

- 1) Lead by example as a leader and a manager, developing and maintaining a culture of high expectations for self and others.
- 2) Lead by example as a progress tutor, achieving high standards of student attendance, behaviour and progress.
- 3) Participate in the annual Professional Development Review process and maintain high standards of professionalism.
- 4) Develop and sustain positive relationships with all staff, students, parents, Governors, the local community and other relevant stakeholders.
- 5) Ensure consistent application of agreed College policies and procedures.
- 6) Challenge under performance at all levels and ensure timely intervention.
- 7) Attend College events, activities and external meetings/commitments, as directed by the Principal.
- 8) Lead and manage events, activities and internal meetings, as relevant to the role and responsibilities.
- 9) Participate in College environment supervision and inspection, as necessary and directed by the Principal.
- 10) Support staff and students on Results Day.
- 11) Manage budgets in line with role and responsibilities.
- 12) Keep the Senior Leadership team up to date with national developments specific to role and responsibilities of this post.
- 13) Any other reasonable duties, as requested by the Principal.

The post holder will be required to sign and return to the Human Resources Manager a copy of their job description, which will be reviewed periodically.

This job description is current at the date shown, but with consultation may be changed to reflect or anticipate changes in the job commensurate with the salary and position of the post within the organisation.

**Post Holder:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# PERSON SPECIFICATION - GUIDE TO APPLICANTS

The Person Specification details the principal skills and personal attributes the post holder must possess and actively demonstrate in order to effectively fulfil the role. The criteria are ranked as 'Essential' and 'Desirable' and your application form should demonstrate how you meet these criteria and possess the key skills relevant to the job.

The ranking of criteria on the person specification can be explained as follows:

**Essential** - The successful candidate must meet the Essential criteria in full on the first day of commencing in post, in order to be able to effectively fulfil the role to which he/she has been appointed.

**Desirable** - The post holder needs to meet the Desirable criteria to fulfil the role on a longer-term, permanent basis. The successful candidate would be expected to develop his/her skills and knowledge within an agreed timescale (usually within six to twelve months of his/her start date) to meet the Desirable criteria in full, if they are unable to demonstrate they meet these criteria at short-listing and interview stage.

Criteria will be measured through a number of methods, the key to which is as follows:

A = Application

I = Interview

T = Test

C = Certificates

R = References

DBS = Disclosure and Barring Service Enhanced Criminal Records Check

These letters are used in the 'Assessment Method(s)' column on the Person Specification to identify to you the combination of methods we will use to assess you against the requirements of the position for which you are applying. In the first instance your application form will be used to determine the extent to which you meet the criteria for the role and will inform our short-listing decisions.

Where criteria are to be identified through the Interview and/or Test(s), these may involve scenario-based or hypothetical questions and a combination of written exercises, literacy and/or numeracy assessments, presentations, and any other practical assessments relevant to the role. For teaching positions candidates will usually be asked to deliver a micro-teaching session to facilitate assessment of teaching ability.

We encourage you to read the Guidance Notes for Applicants for further detail on how to complete your application in order to present yourself fully to the short-listing panel.



# PERSON SPECIFICATION: ASSISTANT PRINCIPAL - STUDENT SUPPORT

Attributes	Criteria	Rank	Assessment Methods					
			A	I	R	C	T	DBS
<b>Experiences</b>	Evidence of excellent teaching to advanced level	Essential	*		*			
	Experience of being a Personal/Progress Tutor and/or holding a student support managerial post	Essential	*	*	*			
	Experience of leading and inspiring a team to success	Essential	*	*	*			
	Experience of developing partnerships/relationships with external agencies	Desirable	*	*	*			
	Experience of monitoring and evaluating the quality of teaching and learning and/or student support	Essential	*	*	*		*	
	Experience of developing policies and strategies at a College level	Essential	*	*	*			
	Experience of working in more than one educational establishment	Desirable	*					
<b>Education and Qualifications</b>	Degree and teaching qualification	Essential	*			*		
	Post graduate qualification	Desirable	*			*		
	Evidence of relevant continuing professional development	Desirable	*		*	*		
	Further professional qualifications	Desirable	*		*	*		



Attributes	Criteria	Rank	Assessment Methods					
			A	I	R	C	T	DBS
<b>Special Knowledge and Skills</b>	Thorough knowledge and understanding of safeguarding legislation and the Prevent UK agenda and a willingness to train as DSL	Essential	*	*				
	An understanding of how to use data effectively to track and monitor student progress and to show the impact of support and/or intervention on student achievement	Essential	*	*			*	
	Ability to be able to communicate effectively in a range of situations, both verbally and in writing, and be able to adapt style and approach where necessary to achieve the desired outcome	Essential	*	*	*		*	
	A thorough understanding of current educational issues, including an understanding of the complexity of safeguarding issues in a large and diverse post 16 institution	Essential	*	*			*	
	Ability and desire to innovate and to manage change effectively	Essential	*	*	*			
	High level IT skills and the ability to use these effectively in a range of situations	Essential	*		*			
<b>Additional factors and attributes</b>	Ability to work under pressure and to deadlines	Essential	*	*	*			
	Ability to establish and maintain good relationships with others	Essential	*	*	*			
	Ability to monitor, evaluate and review policies	Essential	*	*	*			
	Commitment to equality, diversity and inclusion, including promoting Fundamental British Values and anti-discriminatory practice	Essential	*	*	*			
	Suitable to work with children and vulnerable adults	Essential	*		*			*



## FURTHER PARTICULARS

**Post Title: Assistant Principal – Student Support**

**Post Reference: SLT**

### **Salary**

The salary for this post will be on the SFCA Leadership Spine in the range L5 - L10, which is the range £49,805 - £56,252 per annum. Starting salary will be determined by experience.

Progression within the salary range will be on an annual basis until the top of the range is reached, and will be subject to ongoing high level performance against identified targets, and a successful probationary period/performance review as applicable.

### **Conditions of Appointment**

Appointment will be to a contract of employment with Huddersfield New College working to the terms and conditions of service for senior leaders under the following main provisions:

### **Working Week**

You will be expected to work such hours as are reasonably necessary for the proper performance of your duties and responsibilities, with a minimum of 37 hours per week. The standard working day is 08:30 to 16:30.

### **Holiday Entitlement**

You will be entitled to 40 days holiday per year plus statutory/public holidays recognised by the College up to a maximum of 12.5 days. The holiday year runs from 1<sup>st</sup> September to 31<sup>st</sup> August each year. The nature of this post requires annual leave to be taken in non-term time.

As a member of the Senior Leadership Team you will be required to be available for the publication of students' results in August each year.

Pension: You will be entitled to participate in the Teachers' Pension Scheme at a rate of 11.7% of salary, with an employer contribution of 16.48%. The Scheme requires members to be contracted out of the State Earnings Related Pension Scheme (SERPS). Alternatively you may make your own arrangements with regard to pension.

### **Probationary Period and Annual Review**

The first 12 months of the appointment constitute a probationary period during which time suitability for the post will be assessed. Probationary periods will not be deemed to be successfully completed unless and until confirmation is made in writing.

On completion of a probationary period the College's arrangements for performance review will apply.

### **Notice**

The contract may be terminated by either party by giving at least 3 months' notice. If the employment is terminated by reason of redundancy, statutory and/or contractual notice periods will apply. In all cases notice must be given in writing.

### **Sickness and Maternity/Paternity/Adoption**

The Corporation's policies will apply. Details are available from the Human Resources department.

### **Disciplinary & Grievance**

Details of the Corporation's Disciplinary and Grievance Policies are available from the Human Resources department.

Disclosure and Barring Service Check: Appointment is subject to you obtaining a satisfactory Enhanced Criminal Records Check through the Disclosure and Barring Service. The cost of this check is £44.00, which will be deducted from your first salary payment. The successful candidate will be required to provide relevant evidence to enable a DBS check to be undertaken prior to commencement of employment. Further details will be given upon appointment.

You will also be required to subscribe to the DBS Update Service at the time of applying for a new DBS Disclosure, if you have not already registered, and to maintain that subscription on an annual basis. The annual cost to the individual is currently £13.

The College will undertake 'status checks' on DBS Disclosures to assess that the information on the original certificate remains current; membership of the Update Service is therefore mandatory to enable status checks to be completed.

### **College Security**

Employees are required to wear identification badges at all times to adhere to Health and Safety and security procedures.

Smoking: Employees are not permitted to smoke in College buildings or in their immediate environs.

*The above represents the main provisions of the contract but is not intended to be exhaustive.*



## HOW TO APPLY

Section 6 of the Application Form (Supporting Statement) gives you an opportunity to provide further information to support your application. You may wish to include details about previous duties and responsibilities, experience, training and interests. Please ensure that in this section you address the relevant aspects of the Person Specification for the role, giving clear examples to support any statement and or/claims that you make to reflect your suitability for the post. There is no need to replicate information that may be covered in other sections of the application form, for example, qualifications.

**Please limit your supporting information to four sides of A4.**

For further details and an application pack, please visit our website [www.huddnewcoll.ac.uk](http://www.huddnewcoll.ac.uk) or contact the Human Resources department by email to [recruitment@huddnewcoll.ac.uk](mailto:recruitment@huddnewcoll.ac.uk)

**Closing date: Midday, Wednesday 17<sup>th</sup> October 2018**

*We are committed to equality and diversity, and safeguarding young people. We welcome applications from all sections of the community, particularly from Black and Minority Ethnic groups that are under-represented in the College. All posts are subject to an Enhanced DBS Disclosure.*



# PRIVACY NOTICE: APPLICANTS/ PROSPECTIVE EMPLOYEES

The Data Protection Act 1998 and General Data Protection Regulation 2018

As part of any recruitment and selection process, Huddersfield New College collects and processes personal data relating to job applicants. The College is committed to being transparent about how it collects, uses, stores and deletes that data and to meeting its data protection obligations.

## **What information does the College collect?**

The College collects a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number(s);
- Details of your qualifications, skills, experience and employment history;
- Information about your current level of remuneration;
- Equality monitoring information including: age; whether or not you have a disability for which the College needs to make reasonable adjustments during the recruitment and selection process; gender identity (gender reassignment); marital status; race/ethnicity; religion/belief; sex, and sexual orientation;
- Information about your entitlement to work in the UK; and,
- Information about criminal records, in accordance with the Rehabilitation of Offenders Act 1974.

The College may collect this information in a variety of ways. For example, data might be entered into the College's online recruitment portal or contained in application forms, CVs, obtained from your passport or other identity documents, or collected through our selection processes.

The College may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. The College usually applies for references for all candidates invited to attend a selection process; however, we will only approach those individuals in accordance with your consent, as indicated on your application form.

Data will be stored in a range of different places, including the College's recruitment portal, in HR management systems and on other IT systems (including email).

### **Why does the College process personal data?**

The College needs to obtain and process data prior to potentially entering into a contract of employment with you. The College then needs to process your data to enter into a contract of employment, or other working relationship, with you.

In some cases, the College needs to process data to ensure that it is complying with its legal obligations. For example, we are required to check applicants' eligibility to work in the UK to ensure that any applicant who is successful in a selection process can legally be offered employment with the College.

The College has a legitimate interest in processing personal data during recruitment and selection processes, and for keeping records of these processes. Processing data from job applicants allows the College to manage the recruitment and selection cycle, assess and confirm candidates' suitability for employment and decide to whom to offer a job. The College may also need to process data from job applicants to respond to and defend any legal claims.

The College will process special categories of data, such as equality monitoring information, to monitor recruitment activity and to ensure that we are receiving applications for employment from a wide variety of candidates, and to remove, as far as reasonably practicable, any barriers within our recruitment and selection processes. As a Disability Confident Employer, the College will collect information about whether or not applicants are disabled, in order to make reasonable adjustments for candidates who have a disability.

The College processes such information to carry out its obligations and exercise specific rights in relation to employment and the Equality Act 2010.

For all roles, the College is obliged to seek information about criminal convictions and offences. The College is required to obtain information regarding criminal records because of the nature of our organisation and in relation to the safeguarding of young people in our care, and other members of the College community.

### **For how long does the College keep data?**

If your application is unsuccessful, the College's standard approach is to retain your personal data on file for a period of six months. If you have registered and applied for employment via the College's online recruitment portal we will ask for your consent to retain your personal data for up to two years, as this will enable you to apply for any future positions without having to resubmit your personal data. However, before the College keeps your data for this purpose you will be required to give your consent and following this you are free to withdraw your consent at any time.

After six months, two years or any other period of time as applicable (if consent for retaining personal data is withdrawn), your personal data will be deleted from electronic record management systems. With regard to unsuccessful applicants, information retained in hard copy form will be destroyed after six months.

If your application for employment is successful, personal data gathered during the recruitment and selection process will be transferred to your employee file and retained for the duration of your employment or period in which you are engaged to work with the College (and for six years post-employment in the event that you leave). The periods for which your data will be held will be provided to you in a new privacy notice.

### **Who has access to data?**

Your information may be shared internally for the purposes of the recruitment and selection exercise. At short-listing stage, those involved in the short-listing process will only have access to your application form and not your personal data including your name, sex and other personal (and protected) characteristics. If you are short-listed

and invited to attend a selection event, those involved in the selection process will be provided with your name and a copy of your application form (excluding your personal data). As a general summary, only members of the Human Resources and IT Network departments will have access to all of your personal data; other members of the College who may have access to some of your personal data, because of their involvement in the selection process, include members of the Senior Leadership Team, Heads of Department and other College Managers, staff from the department in which the vacancy exists, and Reception staff.

The College will not share your data with third parties, other than former employers or other named individuals for the purpose of obtaining references to inform selection decisions. In the event that your application for employment is successful and the College makes you an offer of employment, the College will then share your data with relevant third parties including HMRC, pension scheme administrators and the Disclosure and Barring Service to obtain necessary criminal records checks.

### **How does the College protect data?**

The College 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 only accessed by relevant employees in the proper performance of their duties.

As an applicant your personal data is retained in the College's recruitment portal and HR management system, to which only members of the Human Resources and IT Network teams have access.

### **Your rights**

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Require the College to change incorrect or incomplete data;
- Require the College 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 College is relying on its legitimate interests as the legal ground for processing.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the organisation during our recruitment and selection processes. However, if you do not provide the information that is requested, the College may not be able to process your application properly or at all, which is likely to limit your chances of success in applying to work with the College.

### **Automated decision-making**

Recruitment and selection processes are not based on automated decision-making.

## Further information

If you have any questions regarding this Privacy Notice, or would like to exercise any of your specified rights, please contact:

**Julie Pryce**

Assistant Principal – Curriculum, Data and Planning

J.Pryce@huddnewcoll.ac.uk

01484 504616

## Changes to this privacy notice

We will continually review and update this privacy notice to reflect changes in our practices and, when appropriate, in response to feedback from the public, as well as to take into account changes in the law.

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