



# THINK BIG

RECRUITMENT  
INFO

With the right people,  
anything is possible *Richard Branson*



**Talbot Heath**  
*Independent School for Girls aged 3-18*





## Thank you for your interest in our position.

Talbot Heath is a leading independent school in Dorset that offers girls aged 3-18 an outstanding education within a strong and supportive community.

The School was founded in 1886 by Mary Broad, a pioneer of girls' education who was determined to offer a first class liberal education to the daughters of the professional classes. Mary Broad believed in the importance of holistic education based on Christian principles. The School's motto 'Honour Before Honours' reflected the value she placed on integrity.



The school enjoys a beautiful woodland campus, close to Dorset's stunning coastline. Talbot Heath is a selective school and its pupils attain excellent

exam results at both GCSE and A level. Exam results count, but just as important are resilience, self-esteem, character, those life skills that are acquired as a result of a nurturing environment and an holistic approach to education.

## See what our staff have to say...

*"I love working here, I am inspired every day ... by colleagues and pupils"*

*"Such a lovely nurturing environment to be in"*

*"I feel lucky to come to work in such an amazing environment, a beautiful building in the middle of woods!! A big version of Hansel and Gretel almost!"*

*"It is great to be part of this team, all experts in our own departments, each making the big wheel turn"*

*"Support staff and those behind the scenes are a great back up"*

*"Such a calm environment, teaching children who are eager to learn and excel"*

*"It is an absolute privilege to teach pupils of such a high standard."*

*"Every day at Talbot Heath is a pleasure"*

*"Other staff are all friendly and helpful"*

*"We have a lot of fun here at Talbot Heath!"*

*"I learnt more working at Talbot Heath in two years than I did in my previous job of during twenty!"*



## The best of the best

The school prides itself on hiring the highest quality teaching and support staff.

As an employee you will work as part of a dedicated and focussed team.

## Staff benefits

You'll enjoy the benefits of working in wonderful peaceful surroundings, with **free parking** and an **excellent staff dining room** but will be only a few minutes' drive from the town centre.

Supercamps Holiday clubs also offer 50% discount to Talbot Heath Staff.

# SuperCamps

*"There is so much fondness and respect in the local community towards Talbot Heath, I am really proud to say I work here"*



In addition to being able to participate in the **staff pension scheme** and **life insurance scheme**.

Staff members will qualify for a **discount on school fees**, for their own children, subject to the school admissions process.

Free use of our **swimming pool** during the week & Sunday afternoons.

**Discounted membership to the nearby West Hants Club** is also available, providing access to superb facilities, easily accessible at lunchtime.

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THE  
WEST HANTS CLUB

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A happy place to work  
with great community spirit



# THE VISION

Talbot Heath School is Thinking Big in its new approach to furthering the education for its pupils.

Its vision is future-focussed and pupil-centred and centres on the delivery of STEAM (Science, Technology, Engineering, the Arts and Mathematics) focussed and interdisciplinary curriculum, starting from the age of three. Leading schools and higher education institutions globally are educating in this way and business leaders are looking to employ young people with the skill sets to fulfil the jobs of the future, over 50% of which do not yet exist.

Thus, the common skill set identified by the CBI requires young people to be digitally proficient, creative and adaptable, resilient, able to problem solve and work equally well independently or as part of a team.

Consequently, our educational vision has a strong emphasis on technology, the creative arts and design thinking.

The CBI has emphasised the skills that they believe will be essential for young people if they are to succeed in the future; creativity, adaptability, digital

proficiency, the ability to problem solve, to work collaboratively while being able to think independently. These skills seem at odds with a system of education that is a series of exam related hoops through which young people have to jump. The best schools and education systems globally have realised that education must prepare young people for a future that will be vastly different to the present; 50% of the jobs that our current school pupils will have in the future do not currently exist.

That is why Talbot Heath is introducing a new approach to education with the aim of preparing its young people for a rapidly changing world and workplace. While retaining the academic rigour and standards for which Talbot Heath is known, the school will be introducing a whole school interdisciplinary approach to learning. Children from the age of 3 to 18, will learn to draw strands of knowledge together from all fields, in order to develop a deep understanding of the interconnectedness of knowledge. Across all age ranges and subject areas, pupils will have the opportunity to tackle tasks in an interdisciplinary way. The study of Roman architecture will offer the chance to explore the mathematical and scientific



## PREPARED FOR THE FUTURE

CREATIVE  
PROBLEM SOLVING  
DIGITALLY PROFICIENT  
ADAPTABLE  
COLLABORATIVE  
INDEPENDENT



# THE HUB



principles behind structures. Girls will be able to design and construct, developing essential drawing skills, as well as digital design skills. Historians will be able to appreciate the transformative nature of the combustion engine, artists will comprehend the mathematical patterns that underpin so much of the natural world, geographers will understand the scientific forces behind volcanoes and plate tectonics.

Universities around the globe are introducing interdisciplinary faculties. One only has to look at the ground-breaking work being undertaken by the Massachusetts Institute of Technology to see how the acquisition and application of knowledge is changing. While depth of knowledge is critical, appreciation of the multi-faceted nature of problem solving and development is just as important.

Talbot Heath are working collaboratively with AUB, BU and Southampton University to offer curriculum programmes that extend pupil knowledge, such as computer animation, design thinking, architecture and robotics. Local companies who specialise in technology will also be supporting with expertise.

Many believe that the future will be powered by STEAM (Science, Technology, Engineering, the Arts and Maths). Our extensive new flexible learning centre (above), dedicated to interdisciplinary learning with a creative focus, is the heart of our vision for the future. The HUB includes a large auditorium, gallery space, graphic design, robotics, technology, textiles, art, drama and food studios, as well as flexible learning spaces for the use of pupils of all ages. In addition the school now has a covered pool and sports facility as part of this inspirational new complex.

Talbot Heath is 'thinking big' and encouraging its students to do the same. This is an exciting time for Bournemouth; a wealth of creative and technological opportunities lie at the heart of the development of the area. Talbot Heath's vision for the future will ensure that the school is at the very forefront of education, blazing a trail for others to follow.

# Privacy Notice for Candidates

## WHAT IS THE PURPOSE OF THIS DOCUMENT?

Talbot Heath School is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the General Data Protection Regulation (GDPR). It applies to all candidates who apply for employment at Talbot Heath.

Talbot Heath School is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

## DATA PROTECTION PRINCIPLES

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

## THE KIND OF INFORMATION WE HOLD ABOUT YOU

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). There are "special categories" of more sensitive personal data which require a higher level of protection.

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in any curriculum vitae and covering letter.
- The information you have provided on any application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications
- Any information you provide to us during an interview.
- Any other information included as part of the application process such as test results

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

## HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about candidates from the following sources:

- You, the candidate.
- Recruitment agencies, from which we collect information in relation to your application for work with us including employment history, qualifications etc.
- Disclosure and Barring Service in respect of criminal convictions.
- Your named referees, from whom we collect information in relation to your employment history

## HOW WE WILL USE INFORMATION ABOUT YOU

We will use the personal information we collect about you to:

1. Assess your skills, qualifications, and suitability for the role.
2. Carry out background and reference checks, where applicable.
3. Communicate with you about the recruitment process.
4. Keep records related to our hiring processes.
5. Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to a particular role since it would be beneficial to our business to appoint someone to that role. We also need to process your personal information to decide whether to enter into a contract of employment with you.

Having received your CV and covering letter or an application form and the results from any tests, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will take up references where you have given permission and will use the information you provide to us at the interview, as well as any references received, to decide whether to offer you the role. If we decide to offer you the role, we will then carry out any criminal record or other checks before confirming your appointment.

## If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

## HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information in the following circumstances:

1. In limited circumstances, with your explicit written consent.
2. Where we need to carry out our legal obligations and in line with our data protection policy.
3. Where it is needed in the public interest, such as for equal opportunities monitoring, and in line with our data protection policy.
4. Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during the recruitment process.

## INFORMATION ABOUT CRIMINAL CONVICTIONS

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.

Less commonly, we may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

We may also process such information about members or former members in the course of legitimate business activities with the appropriate safeguards.

We envisage that we will process information about criminal convictions.

We will collect information about your criminal convictions history if we would like to offer you the role conditional on checks and any other conditions, such as references, being satisfactory. We are required to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular:

- We are legally required the Keeping Children Safe in Education legislation to carry out criminal record checks for those carrying out work with access to children.
- Roles at Talbot Heath are listed on the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (SI 1975/1023) and are also specified in the Police Act 1997 (Criminal Records) Regulations (SI 2002/233)] so is eligible for an enhanced check from the Disclosure and Barring Service.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

## DATA SHARING

We may have to share your data with third parties, including third-party service providers and other entities in the group.

We require third parties to respect the security of your data and to treat it in accordance with the law.

If we do, you can expect a similar degree of protection in respect of your personal information.

Why might you share my personal information with third parties?

We will only share your personal information with the following third parties for the purposes of processing your application: for example, other group companies, any recruitment agencies involved in the process. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

## DATA SECURITY

We have put in place measures to protect the security of your information. Details of these measures are available upon request.

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from our Data Protection Officer.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## DATA RETENTION

How long will you use my information for?

We will retain your personal information for a period of 6 months after we have communicated to you our decision about whether to appoint you to a role. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

## RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Data Protection Officer in writing.

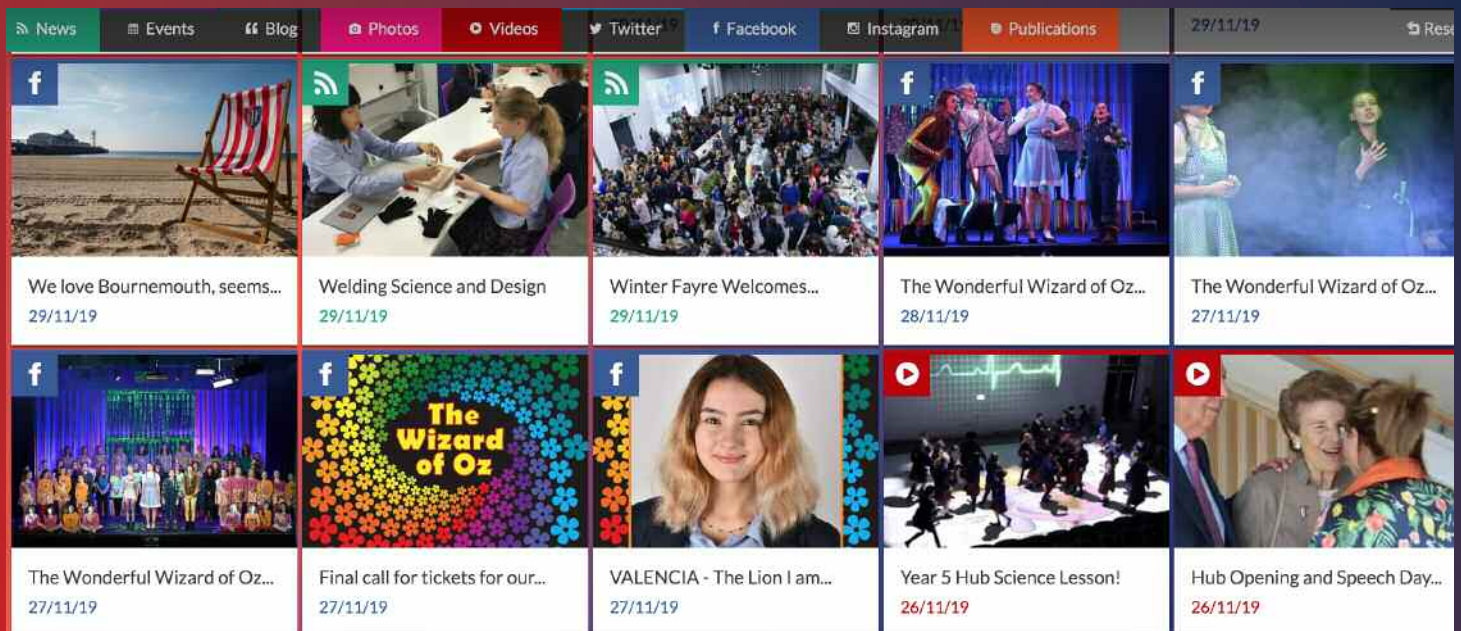
## DATA PROTECTION OFFICER

We have appointed a data protection officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.



# GET SOCIAL!

For an informal window into our wonderful world, browse through our social media  
@TalbotHeathSch on Facebook and Twitter; talbotheathsch on Insstagram  
or view it all in one place via our website [www.talbotheath.org/media](http://www.talbotheath.org/media)



A selection of pupils were asked to describe Talbot Heath in one word. This is what they said.

INDIVIDUAL EMPOWERING ENCOURAGING  
WARM HELPFUL WELCOMING FAMILY  
INSPIRATIONAL MOTIVATIONAL DIFFERENT  
SPECIAL HOMELY HAPPY

Apply now, be part of an incredible team!



## SCHOOL INFORMATION

Talbot Heath School | Rothesay Rd | Bournemouth | Dorset | BH4 9NJ  
Tel: 01202 761881 | [office@talbotheath.org](mailto:office@talbotheath.org) | [www.talbotheath.org](http://www.talbotheath.org)  
Head: Mrs Angharad Holloway | Chair of Governors: Mrs Christine Norman  
Total number of pupils: 600, Pre-prep and Junior: 250 Senior: 350