Dear Applicant

Thank you for showing your interest in working for Swindon EOTAS. We are growing our provision and looking for focused and dedicated people to join the team. We want to build on the strengths of our existing team and create opportunities for collaboration across all of our provisions. We have developed a curriculum model for HLTA/TAs to work alongside the teaching staff, linked to a teacher and a subject area. This is to support the learning and pastoral offer and improve outcomes for our young people.

EOTAS is a dedicated team that are committed to supporting Swindon; Swindon secondary schools the Local Authority and its vision for inclusion. Most importantly the students and families that for a variety of reasons need additional support in order to succeed and enter the next phase of their educational journey. The vision is to create a culture of aspiration and break down barriers to learning. For all members of the College to live by our values to achieve great things and make a positive contribution.

**Our key priorities are**:

- establish a clear vision and outstanding educational experience.

- a carefully designed and thought out curriculum offer for our students and parents.

- to successfully reintegrate young people, fully prepared for the transition to their next phase. Academically, socially and emotionally.

- to work collaboratively with our for secondary schools and provide early intervention

We currently have two Colleges:

**Fernbrook College -** The College offers short-stay education for students who are also finding their mainstream environment challenging. We offer places to schools through a KS3 respite programme, KS4 dual registration program and our CARE (Child at risk of exclusion) program. Unfortunately, some young people enter Fernbrook through permanent exclusion. We work with all young people to support their personal development to enable them to find strategies to remove the barriers to learning and manage social and emotional difficulties. The majority of these students are successfully re-integrated back into mainstream schools or colleges.

**The** **Oakfield Project** is a curriculum pathway of Fernbrook College. It supports young people that are in need of a more tailored curriculum to build confidence and life skills. The project looks to provide a creative and bespoke curriculum that includes a greater focus on tutoring and pastoral support. It offers a more vocational pathway with access to English, Maths and SWEET qualification

**Riverside College**

Riverside main site provides full-time education for young people that present as vulnerable and anxious students and are dual registered with their mainstream school. The centre works closely with external agencies in supporting students socially and emotionally whilst keeping them up to date with the school curriculum. The majority of KS3 students are successfully re-integrated back into mainstream schools while KS4 students make a successful transition to post-16 providers. Riverside also includes the medical provisions for Swindon.

**Medical provisions**

**The Adolescent Unit School** is based at Marlborough House, part of Tier 4 CAMHS Psychiatric unit. The unit supports 12 inpatients and up to 6 day patients on a step down basis with severe and complex mental health issues and range from KS3 to KS5. Admissions, length of stay and discharge are dependent on medical need and are decided by the medical Consultants in a multi-disciplinary team setting. The inpatients can come from a very wide catchment area beyond Swindon and the Unit is part of The NHS National Commissioning of beds.  **Hospital Education, tuition and Outreach service** provides continuity of education for students unable to attend mainstream schools for medical reasons. Students are from Reception Class to Year 11. It coordinates support for young people that are admitted to GWH (Great Western Hospital), the tuition service for students with medical needs. All students remain on the role of their mainstream school. Some will attend Riverside to support their transition back to mainstream school

We invite you to visit our Colleges please contact Emma Preedy, HR Lead on 01793 828941 she will be delighted to arrange a tour of the various colleges. Please also visit our website for further information about our School and Colleges. [www.eotas.org.uk](http://www.eotas.org.uk)

We are committed to safeguarding and promoting the welfare of young people and expect all staff and volunteers to share this commitment.

We very much look forward to hearing from you.

Yours faithfully



Juliette Baldwin

Acting Head of Service – EOTAS

NB: Please note that we have attached to this letter the EOTAS privacy notice for applicants for you to read.



# Privacy notice for job applicants

Under data protection law, individuals have a right to be informed about how EOTAS uses any personal data we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at EOTAS.

We, EOTAS, The Fernbrook Centre, Swindon, SN2 1HL, are the ‘data controller’ for the purposes of data protection law.

Our data protection officer is Evan James (see ‘Contact us’ below).

Successful candidates should refer to our privacy notice for staff for information about how their personal data is collected, stored and used. This privacy notice is available at www.eotas.org.

The personal data we hold

We process data relating to those applying to work at EOTAS. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

* Contact details
* Copies of right to work documentation
* References
* Evidence of qualifications
* Employment records, including work history, job titles, training records and professional memberships

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This includes information about (where applicable):

* Race, ethnicity, religious beliefs, sexual orientation and political opinions
* Disability and access requirements

**Why we use this data**

The purpose of processing this data is to aid the recruitment process by:

* Enabling us to establish relevant experience and qualifications
* Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
* Enabling equalities monitoring
* Ensuring that appropriate access arrangements can be provided for candidates that require them

Our lawful basis for using this data

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We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

* Comply with a legal obligation
* Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

* You have given us consent to use it in a certain way
* We need to protect your vital interests (or someone else’s interests)

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 go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the EOTAS’ use of your data.

**Collecting this information**

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

**How we store this data**

Personal data we collect as part of the job application process is stored and deleted in line with our records retention schedule which based on the Information and Records Management Society’s toolkit for Services.

**Data sharing**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

* Our local authority – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a headteacher position
* Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
* Professional advisers and consultants
* Employment and recruitment agencies

**Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

**How to access the personal information we hold about you**

Individuals have a right to make a ‘subject access request’ to gain access to personal information that the Service holds about them.

If you make a subject access request, and if we do hold information about you, we will:

* Give you a description of it
* Tell you why we are holding and processing it, and how long we will keep it for
* Explain where we got it from, if not from you
* Tell you who it has been, or will be, shared with
* Let you know whether any automated decision-making is being applied to the data, and any consequences of this
* Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

**Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

* Object to the use of your personal data if it would cause, or is causing, damage or distress
* Prevent your data being used to send direct marketing
* Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
* In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
* Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

**Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner’s Office:

* Report a concern online at <https://ico.org.uk/concerns/>
* Call 0303 123 1113
* Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Evan James, Fernbrook College, Swindon, SN2 1HL 01793 828941 / dpo@eotas.swindon.sch.uk