



Olive Academies

# Application Pack Director of Academies

February 2020



Dear Candidate,

Thank you for your interest in the post of **Director of Academies** at Olive Academies.

At Olive Academies we believe that every child and young person has the ability and the right to learn and achieve. We recognise that the mainstream education system has let down many of the children we work with. The pioneering work we do with marginalised young people at Olive Academies is a precious opportunity to re-engage them in learning and help them to experience success.

Our network of alternative provision academies attract staff who care about removing barriers to learning. From teachers, trustees and senior leaders to administrators and support staff, everyone has a role to play in the success of individual academies and the OA network as a whole. Our staff are amazing and make a real difference to the lives of vulnerable children and young people.

Our vision at Olive Academies is to give children and young people the highest quality levels of support and educational experience possible. We are ambitious about what our pupils are able to achieve.

For too long pupil referral units and alternative provision schools have worked in isolation. We continue to work hard at Olive Academies to play a pivotal role in establishing a wide range of partnerships with mainstream schools, local authorities, local and national businesses, charities and community organisations. It is these partnerships which are the key to success to making our academies into thriving, inclusive, successful learning communities.

If you are a leader who thrives on challenge and believes in the potential of all young people, then we look forward to hearing from you and receiving your application.

Yours sincerely

Mark Vickers, CEO

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## AN INTRODUCTION TO OLIVE ACADEMIES

Olive Academies is a not-for-profit multi-academy trust. Established in 2013, it is one of the first academy sponsors specialising in alternative provision in England. We have three academies in Thurrock, Havering and Suffolk and an outreach service.

We support children and young people who have experienced difficulty in learning in mainstream schools. We work with pupils who are at risk of exclusion, those who have been permanently excluded from school and those who have medical needs.

Our aim is to transform the lives of children and young people for whom traditional teaching methods have not worked. We help our pupils develop the confidence, skills and knowledge to believe that they can be successful in their own lives.

At Olive Academies we have designed a curriculum that empowers young people and encourages our students to recognise their personal learning journey. The fundamental principles of our curriculum:

- Give pupils real-world curriculum experiences.
- Deliver outstanding teaching.
- Offer rigorous and high-quality critique and feedback of pupils' work.
- Develop dynamic leadership – including staff and pupil leadership.
- Create a culture of respect.

Olive Academies gives children and young people the chance to work in small well-supported groups with a focus on therapeutic approaches and purposeful learning.

Olive Academies is committed to safeguarding and promoting the welfare of children and we expect all our staff to share this commitment.

More information about our trust and the way we work please visit our website [www.oliveacademies.org.uk](http://www.oliveacademies.org.uk).



## THE CHALLENGE



Olive Academies' staff are pioneers in alternative provision, providing children and young people with creative, nurturing and engaging learning opportunities. We work with professionals who are passionate about improving the lives of vulnerable young people, breaking the cycle of disadvantage and removing barriers to learning.

The Trust currently sponsors three academies and is looking to expand over the medium term. All three of the academies were Pupil Referral Units that were in special measures at the point of conversion to academy status. Since joining the Trust, all of our academies are on an upward trajectory of improvement:

"This is a good school... Senior leaders have created a culture of respect throughout the school. They are ambitious for all pupils to succeed. Pupils who have not always had positive experiences in their previous schools develop trust and respect for staff."

Read the full Ofsted inspection report for Olive AP Academy – Thurrock at <https://reports.ofsted.gov.uk/provider/22/140861>

"This is an improving school. Strong and determined leadership has led to significant improvement since the school was sponsored in September 2016. Leaders and governors have taken a strategic approach to school improvement, and successfully increased the capacity for further development."

Read the full Ofsted inspection report for Olive AP Academy – Havering at <https://reports.ofsted.gov.uk/provider/22/143130>

Our academy in Suffolk has not yet been inspected by Ofsted, having only joined the Olive Academies multi-academy trust in June 2017.

At Olive Academies, we have high aspirations for our academies and are looking to appoint an individual that will work exclusively with headteachers, school and academy leaders, staff and students to take all our academies to outstanding.

The **Director of Academies** will focus on:

- the development of **outstanding leadership and management** at all levels within our academies
- the collection, **analysis and use of data** in planning and target setting at all levels
- improving **development planning and self-assessment processes** by harnessing knowledge from a wider group of leaders and managers to inform strategic and operational decisions at both Trust and academy level
- creating **recruitment and retention strategies** that secure our strategic aim of providing outstanding learning experiences for all our students
- embedding **staff performance management systems** that ensure all staff are engaged in reflective analysis of their practice and personal development
- planning and delivering **staff development** and training activities that are fully integrated with academy development planning and the outcomes from performance management
- striving to constantly improve the **quality of teaching and learning**
- reviewing, developing and maintaining each academy's approach to **student behaviour, development and welfare**
- developing **the curriculum offer** in each academy so that it is relevant and responsive to the needs of all students regardless of the challenges they face
- leading, managing and coordinating the work of the Trust's outreach teams to ensure the delivery of **high quality, inclusive practice** training and support programmes for teachers and students in mainstream schools
- evaluating **outreach projects** by gathering evidence of the impact of existing programmes to inform the development of the service for existing and future partners
- strategic responsibility for the application and monitoring of **technology across the curriculum** to enable students to become independent learners and so drive up student outcomes.

At Olive Academies we believe that every child and young person has the ability and the right to learn and achieve. Alternative provision has far too often been regarded as the poor relation within the educational context and we are determined to redress this through our pioneering work.

Mark Vickers – Chief Executive, Olive Academies



## PURPOSE OF THE ROLE

This post will be part of the Trust's Strategic Leadership Group (SLG) and will have direct responsibility for the implementation of the Trust's education strategy across the academies. The post holder will spend their time equally across the Trust's academies and will be directly responsible to the Chief Executive (Mark Vickers) for the following:

- ensuring the fair, consistent and proportionate application of Trust policies and procedures
- providing direct coaching and mentoring to the academy headteachers
- developing leadership and management capacity within the individual academy senior leadership teams
- driving up standards of student attainment, achievement and behaviour
- leading on curriculum design and development
- resourcing the curriculum and maximising the use of technological developments to deliver it
- strategic oversight and part-delivery of the Trust's CPD programme
- ensuring that there is consistently good teaching in all academies
- challenging and supporting headteachers to achieve their agreed targets within the overall objectives of the Trust
- maintaining and developing existing outreach provision and supporting similar developments in other settings.

This role is designed to take primary responsibility for all aspects of the day-to-day performance of our academies and to be the Trust's front-line support to the headteachers and their senior leadership teams. The role will be entirely focused on academies and it is anticipated the post holder will work exclusively across the academy sites.

## Our Values



## AT OLIVE ACADEMIES WE CAN OFFER YOU...

- A great place to work. A supportive, highly skilled team in a working environment where your wellbeing is a priority.
- Attractive pay and conditions – a competitive salary is offered for this role.
- Access to a range of employee benefits to support health and wellbeing including Cycle Scheme, PerkBox, MyGym, Employee Assistance Programme and more.
- High quality personalised CPD, leadership coaching, strong links to mainstream schools and opportunities for career progression.
- The freedom to be innovative without the constraints of a mainstream curriculum.
- Olive Academies offers great relocation support packages for candidates interested in moving near to one of our academies.
- A chance to join a pioneering network of academies which is values driven and has children at the centre of everything we do.

A supportive  
and innovative  
place to work



## JOB DESCRIPTION : DIRECTOR OF ACADEMIES

<b>Responsible to:</b>	CEO
<b>Employer:</b>	Olive Academies Multi-Academy Trust
<b>Contract:</b>	Full time; permanent
<b>Salary:</b>	£95,000 - £110,000 + wellbeing benefits package
<b>Location:</b>	Havering, Thurrock and Suffolk
<b>Main Duties and Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. To be a member of the Strategic Leadership Group (SLG) of the Trust.</li> <li>2. To share collective responsibility for ensuring the Trust achieves its aims, meets its objectives and reaches its targets.</li> <li>3. To co-develop the Trust's education strategy, working with headteachers, academy leadership teams, Academy Advisory Boards, CPD providers and our HR, safeguarding and school improvement advisers.</li> <li>4. To bring to the SLG strategic analysis, and supporting evidence, relating to the performance of individual academies, groups of students, and subject areas.</li> <li>5. To develop strategic recommendations based on the detailed analysis of performance across all areas; to inform the work of the SLG and Trust Board.</li> <li>6. To provide the vision and leadership to develop a vibrant and appropriate curriculum offer that meets the needs of a diverse group of students that have found mainstream education challenging.</li> <li>7. To be relentless in the pursuit of high standards of student attainment, achievement and behaviour.</li> <li>8. To monitor and evaluate the work of the academies and build their capacity to improve through the mentoring, coaching, professional development and performance management of all staff involved in the support of our students.</li> <li>9. To identify examples of best practice within our academies, and from outstanding external providers, to ensure best practice is shared and embedded across the Trust.</li> <li>10. To undertake periods of interim and / or Executive Headship where a critical intervention may be required in an academy in the short term.</li> </ol>	

### Main Accountabilities (Trust Level)

1. To contribute to the ongoing development and implementation of the Trust's ethos, values and vision.
2. To advise the CEO and Strategic Leadership Group on all matters relating to the Trust's education strategy and the performance of individual academies.
3. To support the Director of Finance and Compliance to ensure that the Trust's recruitment, intervention and CPD strategies are properly costed and offer excellent value for money.
4. To work with the Director of Operations to plan and develop the Trust's strategic approach to the use of technology and the application of computing in the Olive curriculum model.
5. To take strategic responsibility for the development and delivery of the Trust's outreach programmes and to work closely with the Director of Finance and Compliance and Director of Operations to develop the offer for both existing and potential partners.
6. To be highly visible in each of the academies and act as a conduit for communication between the Trust and the academy headteachers and leadership teams.
7. To work collaboratively with academy headteachers to develop effective leadership at all levels within our academies.
8. To support headteachers and the academy advisory boards in developing leading edge practice in teaching, learning, and curriculum development.
9. To analyse individual academy performance, using data, professional judgement and leadership experience to identify areas for improvement.
10. To monitor the impact of interventions and make adjustments as required.
11. To hold headteachers and Senior Leaders to account for the performance of their academies and so build outstanding leadership capacity.

### Main Duties (Academies Level)

#### Strategy and Leadership

1. To work collaboratively with headteachers across our academies and to provide appropriate balance of support, mentoring, coaching and challenge.
2. To arrange and participate in academy reviews and support the senior leadership team to develop robust action plans to raise and maintain standards.
3. To ensure that academy improvement plans are ambitious, sharply focussed on the key priorities, and regularly evaluated to ensure that they are on target.
4. To critically analyse and interpret data from a range of sources to identify appropriate academy wide improvement strategies and ensure challenging targets are set and achieved.
5. To work alongside headteachers, deputy and assistant headteachers to review and refine approaches to the collection of student achievement data.
6. To report to the CEO and SLG on academy performance, highlighting any concerns or potential risks, what actions have been taken to mitigate the risks, and make recommendations for intervention where improvement is not rapid enough.
7. To undertake ongoing scrutiny of the work of individual academies and critically assess the impact of the leaders and teachers within it.
8. To focus on pupil achievement to ensure Trust strategies, interventions and systems are making a real difference.
9. To ensure appropriate intervention strategies are put in place when needed so that academies meet their targets.
10. To prepare academies for their Ofsted inspections and ensure self-evaluation is up-to-date, focussed and robust.

#### Staffing

1. To ensure that Trust policies and procedures are applied consistently across all academies.
2. To work alongside headteachers to embed and maintain safer recruitment and safeguarding procedures.

3. To support the Director of Finance and Compliance to ensure that all appointments fit within the agreed staffing framework and follow the procedures for successful recruitment.
4. To participate in the development of job descriptions and person specifications, support the recruitment process and be a member of interview panels for more senior posts.
5. To ensure that our post-recruitment strategies such as induction, training and probation are rigorously implemented.
6. To undertake observations of teaching and learning, engage with senior leaders in learning walks and participate in work scrutiny to inform effective coaching and improved pedagogy.
7. To model outstanding teaching and learning throughout the academies by developing and delivering expeditionary learning programmes.
8. To secure and sustain effective teaching and learning throughout the academies by ensuring each headteacher or deputy Headteacher has in place sound strategies for monitoring and evaluating the quality of education and standards of students' achievement.
9. To ensure, where underperformance is identified, that our procedures for supporting staff are applied in a timely, rigorous and consistent manner.
10. To ensure a high standard of professional development for all staff and for self by consistently delivering and modelling high quality CPD.
11. To review with headteachers the collective outcomes of staff appraisals to develop a CPD programme appropriate to the needs of the staff and the academy improvement plan.
12. To make annual recommendations on staff pay progression and ensure that each academy informs staff of decisions in a timely manner.
13. To work closely with headteachers to ensure that issues relating to absence, capability and conduct are dealt with consistently, fairly, promptly, and proportionately at academy level to mitigate risk to the Trust.
14. Oversee the development of on-line teaching resources, including teaching materials and schemes of work, that can be shared across the Trust academies.
15. To promote and safeguard the welfare of students.
16. To chair and co-ordinate student disciplinary panels throughout the academies when appropriate.

### Curriculum and Outreach Services

1. To work collaboratively with headteachers, senior leaders and external advisers to continuously monitor, review and develop each academy's curriculum offer to ensure that it is responsive to the needs of the student population.
2. To identify best practice, from whatever source, to support the development of the curriculum for pupils with a diverse range of needs.
3. To provide strategic support to pupil behaviour, welfare and development activities across the Trust.
4. To take strategic responsibility for the application and monitoring of technology across the curriculum to enable students to become independent learners and so drive up student outcomes.
5. To lead the development of the functional aspects of IT and STEM to enable students to become technologically literate.
6. To work with the Director of Operations to plan and develop the Trust's strategic approach to the use of technology and the application of computing in the Olive curriculum model.
7. To lead the strategic development of the Trust's outreach services so that the models currently being offered to schools in Suffolk can be replicated for potential new partners in Havering and Thurrock.
8. To develop, lead and co-ordinate OA's outreach services, ensuring the delivery of a high quality, inclusive practice training and support programmes for teachers and students in mainstream schools.

### Academies causing concern

1. To identify the root causes of underperformance.
2. To develop, in collaboration with the headteacher, a challenging and focused strategic academy improvement plan (post Ofsted inspection plan).
3. To build each academy's capacity to improve and sustain improvements through strategic interventions, including taking on the short-term role of executive headteacher of an underperforming academy.

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task required may not have been identified. The successful candidate will be expected to respond in a flexible and positive way to changing circumstances and specific challenges as or when they arise.**



PERSON SPECIFICATION : DIRECTOR OF ACADEMIES		
Criteria		Measurements: Application (A) Interview (I) Task (T) Reference (R)
Training and qualifications		
Essential		
First degree or equivalent.		A
DfE recognised qualified teacher status/Qualified Teacher Learning and Skills.		A
Evidence of participation in recent and Continuing Professional Development relevant to a strategic leadership post.		A
Desirable		
NPQH		A
A relevant post graduate qualification in education management and/ or SEND		A
Master’s Degree or equivalent qualification		A
SENDCo experience and qualification		A
Experience, abilities, knowledge and skills		
Minimum of 10 years teaching experience		A
Minimum of 3 years headship or similar experience		A
The ability to provide dynamic, consistent and motivational leadership to ensure the successful delivery of the OA vision, ethos and overall education strategy (The Olive Way).		A,I
An exemplary leader who will be highly visible across the Trust academies and demonstrate strong personal commitment to achieving excellence.		A,I
A strong, flexible and collegiate leadership style when dealing with headteachers, senior leaders and advisory board members.		A,I
Evidence of being an outstanding teacher and school leader with the ability to coach and mentor others to achieve, maintain and exceed professional standards.		A,I,R

The personal attributes to appropriately and proportionately challenge, motivate and empower others to attain ambitious outcomes.	A,I
An understanding of how corporate strategies can be used and, where necessary, adapted to raise standards in a variety of settings.	A,I
The ability to identify and implement strategies to raise standards of teaching and learning.	A,I
Experience of planning, delivering and sourcing effective training and development programmes which meet identified needs within academies.	A,I
A track record of making sound judgements about standards of teaching and learning observed and giving quality feedback to improve individual practice.	A,I,R
Enhancing performance by motivating and developing staff, helping them to acquire the skills to improve.	A,I
The resilience and ability to plan and support the development of programmes of work and achieve designated targets.	A,I
<b>Relevant experience</b>	
Evidence of having raised standards of achievement in schools at all levels.	A,I,R
Involvement in innovative curriculum design and development.	A,I
Experience of using technology across the curriculum to enable students to become independent learners and so drive up student outcomes.	A,I
Previous involvement in outreach activities for students at risk of exclusion from mainstream settings.	A,I
Collecting and analysing data to identify areas of underperformance and determining the specific type of intervention that will be effective in rapidly raising standards.	A,I

Significant experience in observing and evaluating teaching, providing effective feedback and improving student outcomes.	A,I
Experience of setting specific pupil and staff performance targets and managing improvement across at least 2 Key Stages.	A,I
Evidence of having supported leadership development in a coaching or mentoring capacity.	A,I
Recent experience of providing professional advice and excellent understanding of curriculum and pedagogical issues including latest inspection and research findings.	A,I
<b>General requirements</b>	
Ability to clearly articulate the Trust's vision, ethos, values and educational strategy to enthuse and motivate staff at all levels within the organisation.	A,I
Excellent communication and presentation skills for a wide stakeholder audience (students, parents and carers, staff, governors, trustees, etc.)	A,I
A good working knowledge of government policy in relation to alternative provision, inspection strategy, multi-academy trusts and Free Schools.	A,I
Current driving licence and willingness to work across multiple sites within the Trust.	A,I
Ability to prioritise conflicting pressures, differentiate between important and urgent tasks, and work flexibly and efficiently.	A,I
Extensive working knowledge of MS Office/ Sharepoint with excellent ICT skills – including Management Information Systems (such as Arbor, CPOMS etc.)	A,I
Empathy with the needs of children.	A,I
Displays a passion for the most vulnerable and a drive to redress injustice and remove barriers to learning	A,I

<b>Conditions applied to this appointment</b>	
Applicants should note that Olive Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.	A,I,R
The successful applicant will be required to undertake an Enhanced DBS check, provide proof of their right to work in the UK, present original evidence of their qualifications, and provide the necessary documentation to prove their identity.	A,I,R
<b>This post is one of a number across the Trust that is classed as a senior leadership grade and is subject to a 26-week probationary period.</b>	

## HOW TO APPLY

### Contact

To receive an application form, book onto an academy tour or to have a confidential conversation about this role, please contact Adam Stanley in the first instance:

**Adam Stanley, Conexus**

**E: [adam.stanley@conexusgroup.co.uk](mailto:adam.stanley@conexusgroup.co.uk) T: 01225 945048**

Visits to any of our academies by potential applicants are always welcomed. Please contact Adam Stanley to arrange this.

You can also download an OA brochure and application form from our website: [www.oliveacademies.org.uk/working-with-us](http://www.oliveacademies.org.uk/working-with-us)

### The appointment process

Please send a completed OA application form to Natasha Prinsloo by Friday 27 March 2020 (12 noon) E: [natasha.prinsloo@oliveacademies.org.uk](mailto:natasha.prinsloo@oliveacademies.org.uk)

The application form includes career history, a personal statement and contact details; a CV is not required. Successful applicants will use the personal statement to demonstrate how their experience to date has prepared them to meet the challenges of this post and how they meet the requirements outlined in the job description and person specification.

You may send a brief supporting letter with your application form if you wish.

Applicants will receive a confirmation email on receipt of their application.

### Interviews

Interviews are scheduled for Wednesday 22 April and Thursday 23 April 2020 at Olive AP Academy – Havering, Inskip Drive, Hornchurch, RM11 3UR

## Olive Academies' safer recruitment and selection statement



Olive Academies is committed to safeguarding and promoting the welfare of children and young people in our academies:

- safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development of children and young people
- promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued
- promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs

Please read our Child Protection and Safeguarding Policy here:

<https://oliveacademies.org.uk/governance-2/>

We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.

### Shortlisting

Only those candidates meeting the right criteria will be taken forward from application.

### Pre-employment vetting

As part of our safer recruitment and selection process, we operate a strict pre-employment checking procedure. Successful applicants will be required to undergo the checks outlined below.

### Disclosure

OA requires all employees to undertake an enhanced DBS check before they start. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory. Please ask to see a copy of our DBS procedures for further information.

You are required, before appointment to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment. This will depend upon the nature of the offence(s) and when they occurred.

Where an applicant is not normally resident in the United Kingdom, or has been resident outside the United Kingdom for more than 6 months, an additional police check will be carried out with the normal or most recent country of residence.

### **Qualifications**

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

### **Registration with a professional body**

If the post applied for requires registration with a professional body, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment. OA will verify registration/membership with the relevant professional body.

### **References**

Applicants are required to provide a minimum of two referees, one of whom must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people.

If you have not previously worked with children and/or young people we may ask for a character reference using an OA reference form from someone who can confirm your suitability to work with children and/or young people. This would normally be someone in authority, e.g. a lecturer, doctor or community leader. Please note that character references are normally only accepted as a supplement to an employer's reference.

In addition, OA will seek references from educational establishments for those applicants with no previous employment history. Under no circumstances will open references or testimonials (i.e. addressed "to whom it may concern") be accepted.

References from previous and current employers will be taken up for shortlisted candidates, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment. Where necessary, employers may be contacted to gather further information.

### **Eligibility to work in the UK**

OA has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

### **Medical assessment**

All offers of appointment will be subject to the satisfactory outcome of medical checks where appropriate.

We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.

### **Probation**

All new staff will be subject to a probation period of three or six months (dependent on post), which may, in certain circumstances, be extended. The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the trust will the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with students.

### **A commitment to encourage diversity**

OA is committed to eliminating discrimination and encouraging diversity amongst our employees. Our aim is that our workforce will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end we are committed to the principles of equality and fairness for all in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

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## Olive Academies' candidate privacy statement



**Data controller:** Olive Academies, 95 Ditchling Road, Brighton, BN1 4ST

**Data protection officer:** Adam Tedesco, Olive Academies

As part of any recruitment process, we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

### What information do we collect?

We collect a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience and employment history
- information about your current level of remuneration, including benefit entitlements
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process
- information about your entitlement to work in the UK
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief

We collect this information in a variety of ways. For example, data might be contained in application forms or CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### Why do we process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

We are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, we will keep your personal data on file in case there are future employment opportunities for which you may be suited. You are free to withdraw your consent to this at any time.

### Who has access to data?

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:

- 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

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the academy staff who carry out HR activities, central staff and interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

In order to meet our duties under Keeping Children Safe in Education, we are required to obtain references from your former employers as part of the interview process. We will not share your data with third parties for this purpose without your consent.



The organisation will share data with third parties with employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks. We will not transfer your data to countries outside the European Economic Area or any company that is not included in the EU-US Privacy Shield.

#### **How do we protect data?**

We take security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. For more information, please refer to the OA Data Protection Policy.

Where we engage third parties to process personal data on our behalf, we do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

#### **How long we keep your personal information?**

If your application for employment is unsuccessful, we will hold your data on file for up to 6 months after the end of the relevant recruitment process. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a separate Privacy Statement (supplied with your contract).

#### **Your rights**

You have the right to:

- ask for access to your personal information; this is called a 'subject access request'
- ask for rectification of the information we hold about you
- ask for the erasure of information about you
- ask for our processing of your personal information to be restricted
- data portability
- object to us processing your information.

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 the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you want to use your rights, please contact: Adam Tedesco, Olive Academies

If at any time you are not happy with how we are processing your personal information, then you may raise the issue with the Data Protection Officer. If you are not happy with the outcome, you may raise a complaint with the Information Commissioner's Office: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

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

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.