



MANOR
ACADEMY

CANDIDATE PACK



WELCOME FROM THE HEADTEACHER

Firstly, thank you for your interest in applying for the post at Manor Academy. I am delighted that you wish to find out more about our Academy and I would like to give you a clear sense of our vision and priorities.

The Manor Academy is situated within the heart of the Mansfield Woodhouse community. The academy educates children from the ages of 11 to 18, we are proud the educated 1,245 students. In September 2016 the academy joined The Two Counties Trust.

At the Manor Academy we pride ourselves on developing our people. We want all of our staff to be enabled to thrive in their roles so they can provide excellent support to all of our children. Our core values run throughout our curriculum and make our academy a successful and enjoyable place of education.

Ambition: We maximise our potential through striving for excellence.

Teamwork: We give 100% effort, displaying kindness and humility for the benefit of all.

Honesty: We are respectfully open about our successes and areas for growth

Caring: by treating ourselves, one another and our environment with compassion, we will meet the needs of all individuals of our diverse community.

Aspire: we promote a learning environment in which students are motivated to be curious learners and are excited about the next stage of their learning journey.

Voice: we encourage everyone to share their thoughts and opinions while being sensitive to the opinions of others.

The Manor Academy underwent a full Ofsted Inspection in May 2018 securing a well-deserved "GOOD" rating for overall effectiveness and for all the 4 main categories, including Pupil Outcomes, Teaching & Learning, Behaviour and Leadership of the Academy. All aspects of the sixth form were also judged to be good. We continue to be oversubscribed with waiting lists for most year groups.

Comments noted in the Inspection include: 'the quality of the education has been transformed since the last full inspection'; 'behaviour of pupils is good.' and 'some of the teaching is truly inspiring'.



We currently employ 78 teaching staff and 50 permanent support staff. We have very low turnover of staff and pride ourselves on ensuring all staff have the opportunity professionally develop and to tap into high quality CPD both external and that available in the Trust.

There is a lot to be proud of at Manor Academy, and the Governors along with all staff hold a common aim to work with students to ensure that the quality of provision and outcomes improves even further in the future. At Manor Academy, we are very proud of our reputation for the high standards of teaching, behaviour and academic achievement.

We have high expectations and encourage all students to meet them. All staff support the vision of the Manor Academy which is to ensure that all of our students develop their full range of talents and fulfil their academic potential regardless of their starting points.

The Manor Academy's partnerships with specialist organisations and schools gives our students countless opportunities for unique, life-enhancing experiences. Our partnership with The Royal Ballet School, for example, means that our students get access to workshops and classes led by specially trained ballet teachers.

The facilities at The Manor Academy are second to none; we have our own sports centre, a full-sized all-weather sports pitch, an outstanding cafe offering hot and cold food, a construction centre and an engineering workshop, a hair and beauty training salon and advanced ICT facilities.

The standard of teaching and of support is first class at Manor. Sustaining these standards is my top priority. To develop and improve the academy further we need to recruit the best staff at every opportunity. We are looking for people who are committed to improving the life choices of Manor students and who can fit the caring, professional and ambitious profile of the staff already here.

If you haven't already, I would recommend that you visit the academy and see us in action. We are always happy to meet prospective applicants and to talk openly and honestly about the academy and the post on offer.

Manor Academy is a great place to work. We look forward to receiving your application.

KATRINA KERRY
HEADTEACHER



WHO ARE WE?

The Manor Academy is based in Mansfield Woodhouse and has provision for students from age 11 to 18. Manor has high expectations encourages all students to meet them.

Manor Academy has:



1,250

1,250 students
on roll



130

130 members
of staff



16

has a post 16
study programme



THE FOLLOWING COMMENTS WERE NOTED AT OUR LAST INSPECTION IN 2018:

"The behaviour of pupils is good."

"Parents and carers are increasingly confident about the quality of education provided by the school and they are right to be."

"In the lessons observed, the pupils behaved well and worked hard. Strong relationships between pupils and staff made a good contribution to pupils' learning."

"Very effective safeguarding arrangements mean that pupils are well cared for."

"The school's work to promote pupils' personal development and welfare is good."

"Leaders ensure that the small proportion of pupils who continue to receive some of their education elsewhere are kept safe and achieve well."

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

"The school does well to ensure the staff are looked after and respected."

"I feel that staff wellbeing is considered in the daily running of the school, and any changes to routines or structures keep staff wellbeing as a priority."

"Workload is manageable due to the culture of whole class feedback, check and change, live marking and collaborative planning which drastically improves moral and reduces stress."

MANOR ACADEMY IS PROUD TO BE A MEMBER OF THE TWO COUNTIES TRUST

WHO ARE WE?

We are a medium sized Trust based in the Nottinghamshire and Derbyshire area.



11,000

We are the Trust of choice for over 11,000 students



1,500

The employer of choice for 1,500 employees.



WHY DO WE EXIST?

To provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share.

HOW WILL WE SUCCEED

By creating a healthy organisation, free from politics and confusion through clarity following the empowered to lead operating model.

By crafting and implementing a high-value curriculum which is knowledge rich to allow meaningful application of skills.

By building a compelling school culture built on strong professional relationships where all can achieve.

By putting people first through high impact professional development and instructional coaching.

HOW DO WE BEHAVE



AMBITION

We maximise our potential through striving for excellence.



TEAMWORK

We give 100% effort, displaying kindness and humility for the benefit of all.



HONESTY

We are respectfully open about our successes and areas for growth.

WE ARE DETERMINED TO:

Ensure all our schools are at least good within three years of joining the Trust, and most schools to be judged outstanding.

Ensure priority students make at least the same progress as all students nationally.

Be consistently in the top 20 highest performing MATs nationally for student outcomes.

Be the Trust of choice for students, families and staff.

WHY YOU SHOULD JOIN MANOR ACADEMY, A MEMBER OF THE TWO COUNTIES TRUST

Alongside the chance to make a difference to our schools and therefore students' life choices, there are many great reasons to choose Manor Academy, a member of The Two Counties Trust, as a great place to continue your career.

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

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

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

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

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

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

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

TEACHING ASSISTANT

Grade and Salary	Grade 2: £18,145 - £19,156 per annum (£21,189 - £22,369 FTE)
Working pattern	37 hours per week, 39 weeks per year (term time only plus INSET days)
Contract term	Permanent

The school:

The Manor Academy has an excellent reputation for its high standards of teaching, student behaviour and academic achievement. Ofsted recognised the journey we have been on when grading us as a “good” school, citing that the quality of education has been transformed since the previous inspection.

The role:

An exciting opportunity has arisen for a dedicated Teaching Assistant to join a committed team at The Manor Academy. The ideal candidates will be enthusiastic, hard-working and is passionate about supporting young people achieve their best. The successful candidates will work in partnership with teachers to support learning in line with the national curriculum, codes of practice, policies and procedures.

The person:

The ideal candidates will have excellent communication skills and be able to demonstrate empathy, listening and interpersonal skills when dealing with children, colleagues and parents/carers. Experience of working with pupils with specific learning difficulties or behavioural needs would be advantageous.

Patience will be key to this role as you will be supporting students in a specific curriculum area or support students with varying degrees of learning, behavioural, communication, social, sensory or physical difficulties. You will play an integral part in ensuring students with any degree of SEND meet targets and progress in line with students not on the SEND register.

Why join us?

This Trust has a forward-thinking HR strategy with all the professional benefits that this brings for staff. We are easily reached by public transport, and for those who drive, there is a large free staff carpark. We have some excellent facilities for staff and our students really want to learn and achieve.

We offer:

- Highly competitive pay and pay progression opportunities.
- An array of employee benefits and lifestyle options including discounted healthcare, gym membership and extensive high street retail discounts.
- Entry to a career average pension scheme.
- A full induction and a strong commitment to your professional development and career.
- Opportunities to experience and share practice in our partner schools across the Trust.
- A stimulating, supportive and rewarding working environment with a dedicated team of like-minded professionals.
- Excellent opportunities to develop your skills and experience and to progress your career.

- We take the wellbeing and health of employees seriously. We have a range of support mechanisms and benefits available to employees and the Trust has signed up to the Education Staff Wellbeing Charter.

The closing date for applications is: Tuesday 09 May 2023 at 9.00am.

Interviews to be held on Tuesday 16 May 2023.

It is an offence to apply for this role if you are barred from engaging in Regulated Activity relevant to children.

We are committed to safeguarding and promoting the welfare of children and young people. An offer of employment will be subject to the receipt of a satisfactory enhanced level DBS disclosure with a children's barred list check, two satisfactory references and successful completion of vetting procedures.

In accordance with the statutory guidance Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates.

We are committed to recruiting and retaining a diverse workforce and candidates with a disability who meet the essential job criteria will be given an opportunity to demonstrate their abilities at interview.



JOB PROFILE

Job title:	Teaching Assistant (level A)
Responsible to:	Assistant Headteacher
Salary / Grade:	Grade 2: £18,145 - £19,156 per annum (£21,189 - £22,369 FTE)
Working hours / weeks:	37 hours per week / 39 weeks per year
Core purpose:	<p>To work in partnership with teachers to support learning in line with the national curriculum, codes of practice, policies and procedures.</p> <p>To provide support to students in a particular curriculum area or support students with varying degrees of learning, behavioural, communication, social, sensory or physical difficulties.</p> <p>To play an integral part in ensuring students with any degree of SEND meet targets and progress in line with students not on the SEND register.</p> <p>To work within Inclusion as part of a larger team in 'Closing the Gap'</p>

Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way which reflects the mission and the values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To uphold our commitment to safeguarding and to promote the wellbeing of children.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

Key responsibilities:

- Provide particular and skilled support to students with severe learning, behavioural, communication, social, sensory or physical difficulties.
- Provide particular and skilled support to a caseload of students.
- Work with and have accountability of learning and progress for a caseload of students.
- Accountability for data from interventions that have occurred and ensuring that progress is tangible.
- Plan and prepare differentiated resources which will 'close the gap' of students on caseload.
- Working with individuals or small groups of children under the direction of teaching staff.
- Understand specific learning needs and styles and provide differentiated support to students individually and within a group.
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate.
- Establish positive relationships with supported students.

- Provide feedback to students and any relevant stakeholders in relation to attainment and progress under the guidance of the teacher.
- Support students with activities which support literacy and numeracy skills
- Support the use of ICT in the classroom and develop students' competence and independence in its use.
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources.
- Promote positive pupil behaviour in line with school policies and help keep students on task.
- Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required.
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher/Line manager.
- Support learning by selecting appropriate resources/methods to facilitate agreed learning activities.
- Attend to students' personal needs including help with social, welfare, physical and health matters, including minor first aid.
- Liaise with staff and other relevant professionals and provide information about students as appropriate.
- Supervise students for limited and specified periods including break-times when the post holder should facilitate games and activities within contracted working hours.
- Assist with escorting students on educational visits.
- Provide support for wider academy activities.
- Visit and conduct learning sessions within the home environment if required.
- Attend relevant meetings as required.

Notes:

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have regular contact with children and as such a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS) with a Children's Barred List Check is required as a condition of employment.

In accordance with the statutory guidance Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates to identify incidents or issues that may have happened, and which are publicly available online, which we may need to explore with shortlisted candidates.

It is an offence to apply for this role if you are barred from engaging in Regulated Activity relevant to children.

Those engaged in management positions will also require a Section 128 check.

Those employed to work in the Nursery will require a satisfactory childcare disqualification check.

Our Mission:

Why do we exist? To provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share.

Our values:

How do we behave?

Ambition:	we maximise our potential through striving for excellence.
Teamwork:	we give 100% effort, displaying kindness and humility for the benefit of all.
Honesty:	we are respectfully open about our successes and areas for growth.

Our strategic anchors:

- Create a healthy organisation, free from politics and confusion through clarity following the empowered to lead operating model.
- Build a compelling school culture built on strong professional relationship where all can achieve.
- Craft and implement a high-value curriculum which is knowledge rich to allow meaningful application of skills.
- Put people first through high impact professional development and instructional coaching.

PERSON SPECIFICATION

Role: Teaching Assistant

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Qualifications & Training

1	Minimum of Level 2 including English and Maths	E	✓	
2	Teaching Assistant Qualification / equivalent or willingness to achieve	E	✓	

Experience

3	Experience of working within a school environment	D	✓	✓
4	Experience of working with or supporting students / young people	E	✓	✓
5	Experience of supporting others to manage behaviour	D	✓	

Knowledge & Understanding

6	An understanding of the mission and values of the Trust.	E	✓	✓
7	An understanding of safeguarding issues and promoting the welfare of children.	E		✓
8	Up to date knowledge of education initiatives	D	✓	✓
9	Understanding of the role of a TA within a school	D		✓

Skills & Abilities

10	Ability to form and maintain appropriate professional boundaries with children.	E		✓
11	Able to use ICT to support learning	E	✓	
12	Ability to work under pressure	E		✓
13	Clear and accurate written and verbal communication skills	E	✓	
14	Ability to work constructively as part of a team	E	✓	✓
15	Ability to plan and manage own workload	E	✓	✓

Personal Attributes

16	Flexibility and adaptability.	E		✓
17	An empathetic, non-judgmental and ethical approach.	E		✓
18	Confidence to forge effective relationships with students and colleagues	E		✓
19	Willingness to train for and undertake moving and handling duties to accommodate students with physical / sensory needs	E		✓
20	Able to interpret data in an educational environment	E	✓	
21	Ambition to continually improve	E		✓

Other

22	A commitment to uphold and promote equality of opportunity.	E		✓
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KEY

E
D

Essential
Desirable

A
I

Assessed by Application Form
Assessed by Interview

HOW TO APPLY

TES is our recruitment platform so please go to www.tes.com/jobs to apply for this role online.

If you do not wish to apply online you can download an application form from this link and then email your application to HR-Team@ttct.co.uk.

Please ensure that you set out in your application on no more than 2 sides of A4, why your experience and ambition is a good fit for the role of Teaching Assistant within Manor Academy.

In order to comply with Safeguarding requirements, you must complete either an application form or apply online via TES. We cannot accept a Curriculum Vitae as an application for this post.

Please note that we receive a large number of applications and so unfortunately cannot provide feedback to everyone. If you have not been contacted within four weeks of the closing date you should assume that your application has not been successful on this occasion.

Applications must arrive by Tuesday 09 May 2023 at 09.00am

Interviews to be held on Tuesday 16 May 2023 .

TOP TIPS FOR A SUCCESSFUL APPLICATION

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

1. Always read the job profile.

The job profile includes details of the responsibilities of the role and the essential and desirable criteria we are looking for in the person specification. This list of criteria is what we will use to put together our shortlist, the more essential and desirable criteria you meet, the more likely you are to be invited for an interview. Make sure to read what we are looking for, and then highlight which points you meet when completing your application.

2. Complete as much detail as possible.

We get many applications where some of the information is missing. We understand applications can be a lengthy process, but poorly completed applications give the impression that little effort has been made by the applicant. There also may be vital information missing that we need when making our selection decision. It is important to make sure your details are accurate, up to date and your employment dates are correct. When going over your work history, make sure you mention any relevant experience you gained from those roles and do not leave gaps in your employment history. Where there are genuine gaps, you must address these.

3. Make sure your supporting statement is well constructed.

Your supporting statement is your chance to show how you meet our person specification, so make sure you have the job profile document available to refer back to. This section is where you can really sell yourself and tell us anything that is relevant to the role you are applying for, and to highlight anything that will make your application stand out. Please ensure your supporting statement is focussed and should normally not extend beyond two sides of A4.

4. Proofread your application before submission.

Once your application is complete and ready to submit, do one final read over to check for any mistakes and to make sure you are happy with all the information you have provided. Perhaps do one more check over the person specification and make sure you have demonstrated how you meet the criteria including examples where appropriate.

5. Be truthful!

While you want to highlight all the experience you do have, be careful not to exaggerate your work history. This may get you an interview, but may not get you any further than that. Also be honest about what grades you received from your education history, as we will ask to see proof of qualifications.

6. References.

We ask all applicants to provide the details of two people who will act for you as a referee. Please ensure one of them is your current/most recent employer and the other is from your most recent employment prior to this. If you do not have two employment referees, for example if you have just left school or university, you should use the course leader as your referee.

Your employment referee should not be a colleague but, the name of the most senior person who can provide a reference on behalf of the organisation. If you are currently working at a school the Headteacher must be cited as your referee. Make sure to provide all the relevant information; name of the person, what role they hold, in what capacity they know you and their email address. There is a tick box for you to let us know if you are happy for us to contact that referee before interview. We will never contact someone you do not give us permission to contact before interview. Once you have been offered a role, we will still wait for you to give us permission to contact that referee. Please note that any job offer is conditional upon receipt of two satisfactory references.

Equal Opportunities Monitoring

The Trust is committed to providing equality of opportunity to all candidates. As part of our application process we ask you to complete a separate equal opportunities monitoring form. This form is never shared with hiring managers and it will in no way affect your application. This information is collected for the Human Resources department to review statistics on who is applying for our jobs, and what we can do to attract a more diverse workforce.

We also want to identify anyone who may need adjustments to enable them to have a fair chance at the interview stage.

The Two Counties Trust is a Disability Confident Employer, amongst other things, this means that if you declare you have a disability and you meet all of our essential criteria (available in the person specification document) you should be offered an interview.

Please note that the Trust is committed to promoting and protecting the physical and mental health of all our employees.



PRIVACY NOTICE

1. Introduction

- 1.1 When applying for a position in The Two Counties Trust, as an organisation we are the Data Controller. That means we have a statutory responsibility to explain how we collect, manage, use and store information about applicants.
- 1.2 You have a right to be informed how our Trust uses any personal data that we collect about you. This privacy notice, and our Data Protection Policy, explains our data usage when you apply for a job with us.

2. What information do we collect?

- 2.1 Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:
 - Name, address and contact details, including email address and telephone number
 - Copies of right to work documentation
 - References
 - Evidence of qualifications
 - Information about your current role, level of remuneration, including benefit entitlements
 - Employment records, including work history, job titles, training records and professional memberships
- 2.2 We may also request and collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:
 - Information about race, ethnicity, religious beliefs, sexual orientation and political opinions
 - Whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process
 - Photographs and CCTV images captured in school
- 2.3 We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.
- 2.4 We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.
- 2.5 In accordance with the statutory guidance Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates with the information retained for the successful candidate.
- 2.6 We have statutory obligations that are set out in 'Keeping Children Safe in Education' and other guidance and regulations.

3. Why we use this data

- 3.1 The Trust needs to process data to take steps prior to entering into a contract with you.
- 3.2 The Trust needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.
- 3.3 The Trust has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Trust to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Trust may also need to process data from job applicants to respond to and defend against legal claims.
- 3.4 The Trust may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.
- 3.5 Where the Trust processes other special categories of data, such as information about ethnic origin, sexual orientation, disability or religion or belief, this is for equal opportunities monitoring purposes.
- 3.6 The Trust is obliged to seek information about criminal convictions and offences. Where the Trust seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.
- 3.7 The Trust will not use your application data for any purpose other than the recruitment exercise for which you have applied.

4. How use the data

- 4.1 Your information may be shared within the Trust for the purposes of the recruitment exercise. This includes members of HR, shortlisting and interview panel members involved in the recruitment process (this may include external panel members). This also includes IT staff if access to the data is necessary for the performance of their roles.
- 4.2 The Trust will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. As well as circulating your application and related materials to the appropriate staff at our schools, we will share your personal information for the above purposes as relevant and necessary with:
 - Your referees.
 - The Disclosure & Barring Service (DBS) in order to administer relevant recruitment checks and procedures.
 - UK Visas & Immigration (UKVI) in order to administer relevant recruitment checks and procedures.
 - Where relevant and as required for some posts, the Teacher Regulation Authority
- 4.3 Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you would go about withdrawing consent if you wish to do so.

5. Automated Decision Making and Profiling

5.1 We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

6. Collecting data

6.1 As a Trust, we have a legal obligation to safeguard and protect our pupils, staff, volunteers and visitors. We collect the data for specific purposes.

7. What if you do not provide personal data?

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

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

7.3 Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals

8. How we store data

8.1 The Trust takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

8.2 We will dispose of your personal data securely when we no longer need it. We keep applicant data for a period of up to 6 months if an applicant is not successful.

8.3 Successful applicants who secure a position then come within the employee / workforce provisions.

9. Transferring data internationally

9.1 We do not share personal information internationally.

10. Your rights

10.1 You have a right to access and obtain a copy of your data on request;

You can:

- Require us to change incorrect or incomplete data;
- Require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- Object to the processing of your data where the Trust is relying on its legitimate interests as the legal grounds for processing.

10.2 If you would like to exercise any of these rights, please contact the Trust. If you believe that the Trust has not complied with your data protection rights, you can complain to the Information Commissioner.

11. Complaints

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

11.2 Our complaints policy deals with the different stages of any complaint, and how this is managed within the Trust.

11.3 You can also contact our Data Protection Officer or contact the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/make-a-complaint/>

Call **0303 123 1113**

Or write to: **Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF**

12. Contact us

12.1 If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer. Our Data Protection Officer is: John Walker of J.A.Walker, Solicitor – info@jawalker.co.uk

12.2 However, our data protection lead has day-to-day responsibility for data protection issues in each of our academies.

12.3 If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact us via <http://www.twocountiestrust.co.uk/contact-us/>

13. General Data Protection Regulation

13.1 All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.



**MANOR
ACADEMY**

CONTACT US

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