



Diocese of Salisbury
Academy Trust
'Beyond expectations for all of God's children'



Beechcroft St. Paul's
CE Primary School

Headteacher

Working for the

Diocese of Salisbury Academy Trust



**Welcome to the Diocese of Salisbury Academy Trust (DSAT)
and thank you for your interest in working with us. The Trust is based at the
Diocesan Education Centre in the historic village of Wilton, located three miles
to the West of the mediaeval city of Salisbury.**

In this pack we have enclosed some interesting and useful information about the Trust, which works with fifteen academies across the Diocese. You can find out more about these and the strengths of our organisation on our website at www.dsat.org.uk. We take safeguarding seriously and candidates will be subject to rigorous procedures to ensure that our children are suitably protected at all times. This will include an enhanced DBS check for all successful candidates before employment is confirmed.

This recruitment pack includes:

DSAT Vision and Values

This document outlines the strength of the ambitions that we have for our Trust and our vision for all of the children in the Trust.

Job Advert and how to apply

Please ensure that your application relates to the correct advertisement and that you have been able to find details of how to apply with the correct form.

Job Description and Person Specification

We aim to provide you with a clear indication of the role you are applying for. When completing your application, we ask you to relate your experience and skills to the Job Description and Person Specification in a clear and succinct manner.

Application Form

To apply for the role you are required to complete an application form and return this to the academy or the Trust HR department (please read the instructions carefully) before the closing date. We do appreciate the time taken to complete the application form. Unfortunately CVs will not be accepted.

Equal Opportunities Monitoring Form

We are committed to equality in the workplace and supporting the development of all our employees.

Privacy Notice

We want you to be aware of how any personal data you provide will be processed up to and beyond the appointment of a successful candidate.

Living and working in our Diocese

We have aimed to capture a brief overview of the rich social and cultural diversity across our beautiful area.





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Our vision is for the growth of thriving Christian learning communities, providing everyone with the opportunity to achieve more than they ever thought possible. Christian service is at the heart of all we do, as we help young people to develop excitement in learning and to live life to the full. We value everyone equally and demonstrate this through our words, actions, community life and the quality of the opportunities we provide.

Children and young people at the heart of all we do

Our young people will be inspired to develop academically and spiritually, aspiring beyond their own and others' expectations.

Faithfulness to our Christian tradition

We put God's love into action through our values of love, reconciliation, hope, forgiveness, peace, grace, justice and joy. Working with our parishes and communities, we encourage an understanding of the significance of faith through teaching, worship and prayer.

Striving for excellence

We love learning and are passionate about the high standards we can achieve in all aspects of life.

Collaboration

We build strong partnerships, learning with and from others as we challenge ourselves to reach new heights. We give of our best and expect the best from one another.

Celebrating success

We celebrate the achievements of every individual and share our successes widely.



'I can do everything through Christ, who gives me strength'





Beechcroft St. Paul's CE Primary School

'A Caring Christian Family with a love of learning at its heart'

Corporation Road, Weymouth
Dorset, DT4 0LQ

Telephone: 01305 783500

Email: office@beechcroft.dsat.org.uk
www.beechcroft.dsat.org.uk

Dear Applicant

On behalf of the children, staff and governors at Beechcroft St Paul's, thank you for showing an interest in the post of Headteacher at our school. I hope that you find all the information you require about our school on our website at www.beechcroft.dsat.org.uk.

We are seeking to appoint an inspiring leader to join our school family and work with our experienced staff and Church leader, our well behaved and enthusiastic children and their supportive parents. We seek a leader with vision who will uphold our Christian values, will continue to raise standards and has a commitment to outstanding teaching and learning. We are looking for an effective communicator, a creative thinker and someone who is emotionally intelligent to lead our school community.

Beechcroft St Paul's is a popular school situated in an urban part of Weymouth. It opened 26 years ago as a purpose built Infant School. In 2003 it became a Church of England Primary School and over the years the school building has been extended including provision for Foundation 1 children in Eden. In August 2017 we joined DSAT as part of the Weymouth Bay Hub. There are 214 children on roll who often arrive at a starting point well below their chronological age.

Beechcroft St Paul's is a family and the special atmosphere in the school is often commented upon. Staff and governors work hard to ensure the very best educational opportunities for every child as a unique individual. Our Christian ethos is important to us and we have excellent links with our local church, St Paul's, Fr Richard and the wider community.

Visits to our school are strongly encouraged and we would be pleased to welcome you. Please contact the school office on 01305 783500 to make an appointment.

Thank you once again for your interest in the post. We look forward to welcoming you to Beechcroft St Paul's.

Yours faithfully

Julia Moore (Mrs)
Chair of Governors

Background to DSAT

The Diocese of Salisbury Academy Trust (DSAT) was established at the end of 2013 to provide a home for schools within the Diocese of Salisbury who wanted to convert to academy status. At the start of the academic year 2018-19, the Trust has fifteen academies. Whilst the Trust is a separate entity to the Diocesan Board of Education (DBE), they work together in dynamic and strategic partnership to transform provision and outcomes for the children in their care.

Alongside its improvement work in its current member academies, the Trust is working actively with other schools and the Regional Schools Commissioner (RSC) to grow its family of academies. This will enable a greater level of system-led improvements, further opportunities for collaboration between leaders and staff at all levels of the organisation and better economies of scale, vital in the current challenging economic climate.



DSAT provides an opportunity for schools to convert to academy status in a way that is different to many academy trusts.

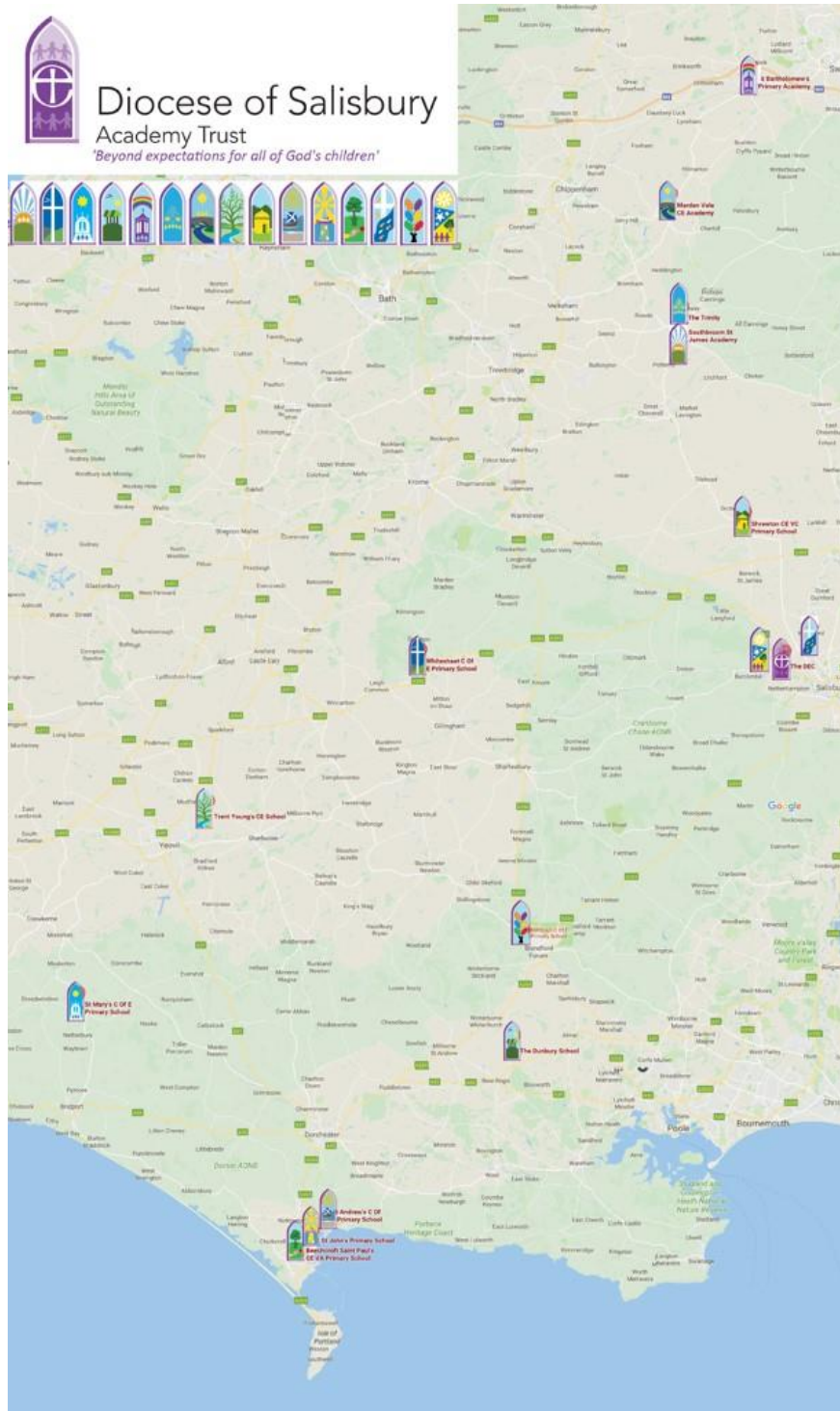
- Individual schools that can thrive in their own context and in line with their own vision and values;
- A home for church schools committed to maintaining their distinctiveness, based upon their Christian values;
- A home for schools without a Christian foundation, who are wanting to work with us in partnership to secure better outcomes for children;
- A dynamic collaboration, working in conjunction with a range of partners, to deliver tailored programmes of school improvement that will meet the needs of each academy;
- Services available to academies that will support improvements to teaching and learning, allowing schools to focus on their core business rather than being distracted by academy business;
- The flexibility to meet schools where they are on their journey and to adapt to their specific circumstances;
- Opportunities to operate in close partnership and strong relationship with the DBE, the RSC and local authorities for the good of our academies.



The Salisbury Diocesan Board of Education (SDBE), formed in 1830, is one of the oldest formal diocesan bodies. Many of the church schools were founded before that date, and the Board, or Council as it was called then, was formed to support their work and to promote new schools. The Diocese today extends over 2000 square miles, with a population of just under 860,000. There are a total of 195 schools and academies serving 40,000 children. We work across a number of counties and local authorities, working closely in mutually beneficial partnership with them in order to progress the life-chances of the children in our care. We are open to both church and non-church affiliated schools across the region.

Our Academies

Our Trust consists of a number of academies across the Diocese of Salisbury and is growing all the time. Our academies are organised into localised hubs where they are able to work more closely together to collaborate on teaching and learning development. We are very proud of our family of schools. They link up often for professional learning, peer review and activities involving children.



DSAT Thrive Hub

The Trinity CE Academy, Devizes
www.trinityprimaryacademy.dsat.org.uk
Southbroom St James Academy, Devizes
www.southbroomstjames.dsat.org.uk
St Bartholomew's Academy, Royal Wootton Bassett
www.st-bartholomews.dsat.org.uk
Marden Vale CE Academy, Calne
www.mardenvale.dsat.org.uk

DSAT Spire Hub

St Peter's CE Primary Academy, Salisbury
www.stpeters.dsat.org.uk
Wilton CE Primary School
www.wilton.dsat.org.uk
Shrewton CE Primary School
www.shrewton.dsat.org.uk

DSAT Emmaus Hub

Dunbury CE Academy
www.dunbury.dsat.org.uk
Milldown CE Academy, Blandford
www.milldown.dsat.org.uk
Whitesheet CE Primary Academy, Zeals
www.whitesheet.dsat.org.uk
Trent Young's CE Primary School, Trent
www.trentyoungs.dsat.org.uk
Beaminster St Mary's Academy
www.beaminsterstmarys.dsat.org.uk

DSAT Weymouth Bay Hub

St Andrew's CE Primary School
www.standrews.dsat.org.uk
St John's CE Primary School
www.stjohns.dsat.org.uk
Beechcroft St Paul's CE Primary School
www.beechcroft.dsat.org.uk



Weymouth Bay Hub

Values Statement

Together we aspire beyond expectations by opening up the horizons of hope and ambition and guiding children and young people into ways of fulfilling their dreams. We encourage children and young people to stretch themselves in all aspects of their lives so they leave school with a rich experience and a desire to be ambitious

Together we share our lives by working together to ensure we reach our pupils in the best possible ways. We share our successes and work to overcome any common problems and we help one another when one of our family of schools faces difficult. We share our hopes and aspirations for the future and know that together we can succeed.

Together we celebrate difference by engaging openly in the international and local context with cultures, races, religions, groups and people. We commit ourselves to strive for equality and to embrace difference.

Together we care for one another by seeking to ensure both the physical and mental wellbeing of children and adults. We look beyond our schools to our local communities and across the world seeking opportunities to extend that care to all those in need.

Together we seek to grow in confidence through our actions, words and deeds.



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Job Advert

Job Title	Headteacher
Academy Name	Beechcroft St Paul's
Location	Corporation Road, Weymouth DT4 0LQ
Hours	Full time
Contract Type	Permanent
Salary	L15 - L21
Pension	Teachers' Pension Scheme
Closing Date	Monday 8 th October 12:00 noon
Interview Date/s	18 th & 19 th October 2018
Start Date	January 2018

Beechcroft St Paul's Church of England Primary School, established upon Christian foundations, is committed to providing every child with an excellent education. Our school is a member of the Diocese of Salisbury Academy Trust and works closely with our partners in the Weymouth Bay Hub.

We are looking for an outstanding headteacher to be part of our supportive and hardworking team and to take a leading role on our journey to becoming great.



Our New Headteacher will:

- Work alongside the Leadership team
- Take a leading role in improving teaching and learning across the school
- Work with staff to develop an exciting and vibrant curriculum that engages and inspires or children.
- Be an excellent practitioner and have the ability to lead, motivate and inspire children and colleagues.
- Have experience of leading a subject effectively across the school
- Have proven leadership, management and communication skills
- Have strong, organisational and interpersonal skills
- Be passionate about children and have a proven record of raising achievement



In return we will offer:

- Friendly and polite children who are eager to learn
- The opportunity to influence and develop leadership across the school
- Effective CPD opportunities
- The opportunity to lead in the development of a stimulating and creative curriculum
- An exciting package of employee benefits

Visits to the school are warmly welcomed and positively encouraged
please contact Tracey Edwards on 01305 783500 or tedwards@beechcroft.dsat.org.uk

To arrange an informal conversation with the Chief Executive of the Trust
please contact Gemma Shave-Smythies on 01722746948 or office@dsat.org.uk



How to Apply

If you are interested in this position and would like to have a more detailed conversation before making the decision to apply for the post, please give us a call and we will be happy to help you with as much detail as possible to support this process. We encourage visits to our academies and conversations with our Headteachers and these can be arranged between yourself and the school.

When you have enough information to make your decision to apply, please complete all sections of the application form and return via hand or post to the Diocese of Salisbury Academy Trust, Diocesan Education Centre, The Avenue, Wilton SP2 0FG or via email to office@dsat.org.uk.

All applicants will be notified of the shortlisting decisions by email. References for shortlisted candidates will be requested before interviews. Interviews are planned for Thursday 18th and Friday 19th October 2018 and further details about the interview process will be emailed to the candidates in good time.



The Diocese of Salisbury Academy Trust is committed to safeguarding and promoting the welfare of children and equal opportunities in employment and expects all staff and volunteers to share this commitment.

Job Description

Job Title: Headteacher

Grade: L15 – L21

Reports To: DSAT CEO & LGB

Salary Range: £55,600 - £64,417 p/a

Main Job Purpose:

To lead, develop and manage the Academy effectively and efficiently, providing clear vision and positive, inclusive educational direction underpinned by the strong Christian values and ethos of the school and ensuring that the school's distinctiveness as a Church of England Academy is effectively maintained.

To be accountable to the Trust CEO and the Local Governing Board (LGB), as well as external partners for maximizing the standards, progress and achievement of all pupils. Ensure the school meets all safeguarding and health and safety requirements. Leading by example, providing inspiration and motivation to the school community and ensuring that all statutory requirements are met.

- To be a key member of the Leadership Team, making a positive contribution to secure the long-term success of the Academy and, through close collaboration with the Chief Executive, the long-term success of DSAT;
- To specifically provide the day to day leadership and management which enables the Academy to give every pupil high quality education and which promotes the highest possible standards of achievement;
- To take the lead responsibility for teaching and learning at the Academy and be accountable for standards achieved;
- To prioritise the safeguarding of children and young people at all times;
- To be responsible for the day to day operation of the Academy;
- To take the prime lead in establishing a school presence for parents/carers at the Academy and to develop local community relationships, and links with partners;
- To ensure standards relating to health and safety and the maintenance and condition of buildings are met, reporting to governors/Chief Executive where additional resources and/or more strategic action are required;
- To report to the Local Governing Board on matters relating to the Key Stage progress outcomes at the Academy and on school specific issues;
- To be responsible for the effective deployment of staff across the Academy and, in conjunction with the Chief Executive, to contribute to the recruitment, management and deployment of staff across the Academies;
- To be responsible for the spending of any other budgets which may be allocated to each school, ensuring the efficient management of all resources;

Line Management Responsibilities:

All teaching and non-teaching academy staff.

Main Duties:

1. To shape the future of the Academy by:

- Working under the direction of the Chief Executive, and in close cooperation with other Academy Heads, to ensure the long term success of the Academy.
- Contributing to, and communicating, the Trust's shared vision which expresses core values and purpose and implementing the vision through agreed objectives, policies and operational plans at the Academy.

- Maintaining and continuing to develop a shared vision for the aims of the academy which inspires and motivates pupils, staff and the whole community, underpinned by the strong Christian values and ethos of the school.
- Motivating others to create a shared learning culture and positive climate.

2. To lead and manage teaching and learning by:

- Establishing creative, responsive, inclusive and effective approaches to learning and teaching and promoting improvement strategies to assist in the modelling of best practice of teaching and monitoring to shape good practice for all academies in the Trust.
- Working in collaboration with the CEO, LGB, senior leadership team and all staff to develop a culture of high expectations and stretching targets for the whole school community including a continuous and consistent Academy-wide focus on pupils' achievement, using data and benchmarks to monitor progress.
- Ensuring that the curriculum focuses on the necessary priorities so that all pupils make excellent progress and achieve high attainment in reading, writing and mathematics.
- Tackling under-performance at all levels in conjunction with the Chief Executive.
- Implementing robust procedures for monitoring and evaluating the quality of teaching learning effectively to ensure that all groups of pupils, including those eligible for the pupil premium and disadvantaged pupils, are enabled to make maximum progress.
- Ensuring that the curriculum is broad and balanced to meets pupils' needs and interests, increasing the range of learning opportunities as well as promoting their spiritual, moral, social and cultural development.
- Consistently applying policies and procedures and actively seeking to work collaboratively within DSAT.
- Pursuing excellence and modelling professional standards in all aspects of the head teacher's role in conjunction with the principal vision of DSAT.

3. To manage and develop self and others by:

- Recruiting and selecting high quality staff within the structure of employment legislation ensuring that staff management policies are consistently applied in conjunction with the DSAT Services Team.
- Developing and maintaining effective strategies and procedures for staff induction, and ensuring that there is a strong link between performance review, appraisal and professional development.
- Promoting and maintaining a culture of high expectations for self and others through regularly reviewing own practice, setting personal targets and taking responsibility for own development.
- Ensuring effective planning, allocation, support and evaluation of work of teams and individuals including developing, empowering and supporting staff to work as a team and recognise their individual accountability.

4. To lead change and improvement by:

- Ensuring the smooth day-to-day running of the Academy, liaising with the LGB and reporting directly to the Chief Executive where appropriate.
- Contributing to, and articulating, an ethos which enables everyone to work collaboratively and which reflects the ethos of the Trust. Using self-evaluation to identify academy improvement plan objectives working in conjunction with the DSAT finance officer to ensure sound financial planning.
- Identifying key priorities, which focus on accelerating pupils' achievement and progress in conjunction with external advisors through engaging with internal mechanisms in the improvement planning process in order to maximise outcomes for pupils and ensure that every individual child has access to high quality teaching and learning.
- Under the direction of the Chief Executive, recruiting, retaining and deploying staff appropriately within the Academy.

- Implementing rigorous self-evaluation procedures, maintaining all self-evaluation documentation and ensuring that individual staff accountabilities are clearly defined, understood and agreed within the School or phase.

5. To use resources effectively by:

- Working with the DSAT Finance team and LGB to ensure that the financial resources available to the academy are managed effectively and in accordance with DSAT financial regulations in terms of teaching, learning, personnel and premises.
- Ensuring that the pupil premium funding is used to overcome barriers to learning and that there are strong links between the deployment of staff and resources and pupils' achievement.
- Ensuring that appropriate resources are allocated for staff development and the priorities identified in the Academy Improvement Plan.
- Reviewing the professional development needs of staff and providing opportunities for professional and career development both internally within DSAT and externally where appropriate.

6. To ensure safeguarding requirements are met by:

- Fully complying with the Trust's safeguarding policy and taking responsibility for promoting the welfare of all children and young people as Designated Safeguarding Lead.
- Creating an organisational culture of safety, including e-safety, which is vigilant to, monitors, and prioritises the safeguarding of children and young people at all times, ensuring that appropriate policies and procedures are in place and are followed by staff, and working with other relevant agencies where appropriate.
- Ensuring that the single central record is maintained and ensuring that the academy's arrangements for safeguarding children are fully in line with the current requirements of the Local Safeguarding Children Board and DSAT.
- Complying with the Health and Safety at work requirements in accordance with legislation and agreed guidelines.
- Monitoring attendance and following up pupil absence rigorously.
- Complying with the data protection requirements and maintain the security of all documents and information, in accordance with legislation and agreed guidelines.

7. To promote the school's Church and community links by:

- Promoting and maintaining positive relationships with parents, other schools, churches, community groups and external agencies; providing relevant information to all stakeholders.
- Collaborating with other agencies to ensure pupil and community needs are met and to ensure a range of community-based learning experiences.
- Being a proactive ex officio member of the LGB, providing information to enable DSAT to meet its statutory obligations.
- Continuing to foster links between the local schools, church and diocese to promote the pastoral and spiritual life of the school and leading regular acts of collective worship in accordance with DSAT and the aims of the DBE.
- Promoting and ensuring equality and fairness including positive strategies for challenging racial and other prejudice.

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Readiness for headship • Successful teaching experience in the primary phase • Ability to support maintain and develop the Christian ethos of the school 	<ul style="list-style-type: none"> • NPQH, or evidence of equivalent level of learning achieved through senior leadership role within a school • Recent and relevant in-service professional development and training including Safeguarding
Skills and Knowledge	<ul style="list-style-type: none"> • Awareness and understanding of the current Ofsted and SIAMS frameworks • Understanding of the Headteacher's responsibilities and accountability to pupils, governors, parents, the Trust and the wider community. • Knowledge and understanding of statutory education frameworks and of effective models of learning and teaching, behaviour and attendance management • Knowledge and understanding of ways to build, communicate and implement a shared vision in order to build and sustain a learning community. • Knowledge and understanding of the use of a range of tools and evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance , raising achievement and achieving excellence • Knowledge and understanding of strategic planning processes and strategies to promote individual, team and organisational development • Knowledge and understanding of legal issues relating to managing a school including equal opportunities, race relations, disability, human rights and employment legislation 	<ul style="list-style-type: none"> • Wide, current knowledge and understanding of education and school systems locally, nationally and globally. • Understanding of how to demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes. • Understanding of how to distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making. • Understanding of how to actively support the LGB to understand its role and deliver its functions effectively – in particular to set school strategy and hold the headteacher to account for pupil, staff and financial performance. • Knowledge and understanding of curriculum design and management including the use and impact of new technologies. • Knowledge and understanding of strategies which encourage parents and carers to support their children's learning • Knowledge and understanding of a range of effective communication strategies, both within and beyond the school
Experience	<ul style="list-style-type: none"> • Experience of successful school leadership in a senior role including evidence of bringing about school improvement • Experience of using whole school self-evaluation (e.g. lesson observations, work scrutiny, data analysis) to raise standards and bring about school improvement • Successful experience of using performance management along with the professional development of all staff to bring about school improvement • Successful experience of setting and managing budgets to support school improvement 	<ul style="list-style-type: none"> • Experience of establishing an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis. • Experience of securing excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design. • Experience of establishing rigorous, fair and transparent systems and measures for managing the performance of staff, addressing any under-performance and improvement.

	Essential	Desirable
Personal Attributes	<ul style="list-style-type: none"> • A passion for learning that extends beyond the school with a personal commitment to quality and excellence. • The ability to inspire trust and commitment from the whole school community. • The confidence and ability to lead collective worship throughout the school. • The ability to develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils. • Confident, competent and capable of accurate self-assessment. • Excellent communicator, motivator and innovator with an ability to negotiate effectively to further the School's objectives and compellingly communicate the school's vision and drive the strategic leadership, empowering all pupils and staff to excel. • Emotionally self-aware and self-controlled. • Ability to work effectively and cooperatively between schools and with all stakeholders. 	<ul style="list-style-type: none"> • Demonstrates optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community. • Holds and articulates clear values and moral purpose, focused on providing a world-class education for the pupils they serve. • Provides a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society. • Able to inspire and influences others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education. • Able to create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
Skills and Abilities	<ul style="list-style-type: none"> • The skills to work with children and the ability to protect and promote their welfare. • The ability to develop a curriculum which promotes pupils' spiritual, moral, social, cultural, academic creative and physical development and well-being. • The ability to build effective relationships with all members of the school community, leading by example and coaching others to bring about improvements. • The ability to articulate and communicate a vision for the future development of the Academy as a distinctive and effective church school and a commitment to upholding and developing its values • The ability to contribute to, and maintain a clear vision for the School in line with the Trust vision and values and to lead others to plan and deliver it • Leadership and management skills to improve and maintain the School's level of attainment and success • Excellent classroom practitioner who can lead by example to motivate students and staff, reviewing, monitoring and evaluating progress and results • Demonstrated ability to lead, coordinate and delegate including managing change and working under pressure of changing circumstances 	<ul style="list-style-type: none"> • Able to lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them. • Works with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context. • Holds all staff to account for their professional conduct and practice • Able to identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning. • Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity. • The ability to create an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils. • Exercises strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.

Recruitment Privacy Notice

This document is used during recruitment and in relation to any processing of personal data about those we are recruiting. The document is communicated to candidates when they first apply to work with the school as well as being made available on the school website.

Policy Statement

We are part of the Diocese of Salisbury Academy Trust. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

Up to and including shortlisting stage:

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

Following shortlisting stage, and prior to making a final decision

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);*
- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;*
- medical check to indicate fitness to work;*
- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);*
- if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);* and
- equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

Where do we get information from about during your application process?

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

Why do we use this information?

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we are able to monitor applications for posts in the Trust to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

How long will we hold information in relation to your application?

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail please see our Retention and Destruction Policy.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.

Who will we share information with about your application?

We will not share information gathered during your application process with third parties, other than professional advisors such as legal as HR advisors.

Rights in relation to your personal data

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

The Academy Office or the Trust's Business Support Administrator.

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact Dan Parker, Data Protection Officer. The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

Concerns

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Dan Parker, Data Protection Officer, dataprotection@dsat.org.uk

Living and Working in Dorset

Dorset has such a varied range of great attractions there is certainly something to suit every taste. Dorset boasts some of the finest stately homes and gardens in the country and has a rich heritage with some stunning castles and forts that will transport you back to years gone by. For history buffs Dorset is a must. Home to some of the most intriguing museums, with collections from war time history, to the wonders of Dorset's Jurassic Coast. Not forgetting the younger members of the family, Dorset has some fabulous family attractions to entertain. From children's farms to steam trains and activity centres to high wire adventures, the children will be more than happy.



If you are after clear air, sweeping cliff walks, breathtaking views and snug little towns brimming with restaurants and shops to explore, Dorset is for you! Dorset is as multi-layered as the famous fossil flecked cliffs along its Jurassic Coast - a stunning stretch of shoreline that has been designated a Natural World Heritage Site by UNESCO due to its outstanding geological make-up. The charming countryside Dorset has to offer has been designated as an Area of Outstanding Natural Beauty and it is easy to see why.

There is more to Dorset than just fabulous scenery and magnificent coast - the history of this county is rich and vivid. How many areas do you know that can boast a huge naked chalk giant, England's first Natural World Heritage Site and Maiden Castle, the largest hillfort in Europe!!

All over Dorset there are charming market towns and tiny villages tucked into tranquil rurality. Each town has its own individuality, character and history to relate.

It is no wonder that the area has captivated film and TV makers from all over the world. Productions of all kinds have been filmed on location here, with Dorset's unspoilt countryside, dramatic coastline and spectacular historic houses and gardens being used as a backdrop to the action.



Dorset is also renowned for its year-round events calendar holding some rather famous international festivals such as the Great Steam Fair and the Chalke Valley History Festival, that help to enhance its glowing reputation as a fantastic destination. From small local community events in some of Dorset's beautiful towns and villages, to large-scale festivals and seasonal events with turnouts in the thousands. If music and the arts are more your thing then keep your eye out for acts performing at Dorset festivals and concerts.

Weymouth and the surrounding area

Weymouth and Portland is an attractive borough situated at the heart of the spectacular Jurassic coastline which, with East Devon, is England's only Natural World Heritage site. Inland, the area is characterised by rolling chalk hills, small villages of thatch and stone and much of the countryside is designated as an Area of Outstanding Natural Beauty. There is a resident population of 65,800 (2017). Tourism is the single largest industry attracting around 1.5 million visitors each year and very important to the local economy. However, the area is also developing as an important centre of high technology manufacturing, research and development and marine leisure industries with many world class companies established here.

The County town of Dorchester is 8 miles away to the north with Poole (25 miles) and Bournemouth (30 miles) to the east and Exeter (60 miles) to the west. By road, the borough is approximately 1.5 hours from the M5 and M27. Weymouth has a half-hourly electrified rail link (South Western trains) to London Waterloo and there is also a regular service to Bristol Temple Meads. There is a port at Portland, where the emphasis is on commercial

shipping. Cross channel ferries run regularly from Poole to France and Bournemouth International Airport to the east has daily scheduled flights and major tour operators charter fly to Europe and the USA.



Leisure

Major chain stores and out-of-town food stores are located in Weymouth and Dorchester. In Weymouth, there is a shopping centre around New Bond Street, a 9-screen CineWorld multiplex cinema, as well as a range of other national and local retailers. In addition, there are retail stores and an enterprise centre at Jubilee Retail Park close to the town centre. Throughout South Dorset, there is a thriving cultural scene, with Weymouth Pavilion playing an important part and many special interest groups and societies exist. South and West Dorset has a broad range of housing and a choice of good state and independent schools. Weymouth and Portland has a mild climate and has some of the best waters in Britain for a range of water sports including sailing, windsurfing, kitesurfing, diving and fishing. Weymouth and Portland has the driest climate in Dorset.

The area regularly hosts international water sports, including sailing events following the Olympic Games in 2012 and international regattas, and other events. There has also been considerable investment in new facilities including a new marina and pontoon facilities in Weymouth harbour; whilst on Portland, the Weymouth and Portland Sailing Academy hosts Olympic training and national championship events. Weymouth has an award-winning beach famous for its clean water, safe bathing and golden sands, together with many indoor attractions. There are major events such as the Military and Veterans Festival, Beach Motocross, Carnival and Christmas Show night which attract thousands of visitors each year. Other leisure activities include the area's many historic buildings and fortifications, coastal footpaths, bird reserves, attractive flora and fauna and opportunities for climbing.

Portland

The Isle of Portland has a charm and fascination all of its own. Chesil Beach which connects Portland to the mainland is one of Britain's great natural wonders. From the island's numerous quarries, the famous Portland Stone was used to construct St Paul's Cathedral and some fifty London churches and other buildings, particularly after the Great Fire of 1666. The rugged cliffs, old stone quarries and fortifications all contribute to the island's character, as do the many communities such as Easton in the centre of the island, Fortuneswell which clings to the steep northern face of Portland and Chiswell, the fishing hamlet sheltering behind the ridge of Chesil Beach. The Castletown area, once providing services for the Naval Base, is now a national centre for recreational diving. There is also great excitement about the plans to build Jurassica, a spectacular visitor centre concentrating on prehistoric times, on Portland. Sir David Attenborough is Jurassica's patron.

<http://www.visit-dorset.com/>

