



**HERITAGE  
HIGH  
SCHOOL**

**CANDIDATE PACK**



# WELCOME FROM THE HEADTEACHER

Heritage High School is a thriving 11-16 secondary school in the heart of the community. We are an increasingly popular school, all year groups are oversubscribed and we currently have 1,000 students on roll. Collectively we are committed to the very best for our students.

In a fast-moving world where nothing is certain, we want our students to know that they will be supported and equipped to make good choices as they grow from children into young adults. We are a school that offers high quality pastoral care and believe it is important to know each individual. We offer support to all students to ensure they feel safe and cared for, giving them the best chance of success in life. Heritage High School aims to help all of our students to develop into caring young adults, aware of their place in the modern world and able to make a difference.

We believe that learning should be interesting, engaging and relevant. Our curriculum has been carefully designed by subject specialists to ensure that all students have the opportunity to pursue their interests and that students are challenged to succeed to the best of their abilities.

Employability and progression are key drivers that underpin our curriculum to offer students relevant paths upon leaving school, supported by expert advice regarding the routes on offer. This is all supported through the outstanding facilities that we have on offer at the school including specialist science labs, design technology workshops, fantastic PE facilities, dance and drama studios.

We are a school that encourages and expects all students to take a full and active part in their own learning through active participation in all lessons. In addition to lessons through the school day we offer a wide range of extra-curricular activities across several areas.

The quality of our teaching is high and maintaining this is my number one priority. To achieve this all employees at Heritage High are fully supported to develop themselves professionally. Our in-house and Trust professional learning programme is a particular strength and all employees are encouraged and expected to tap into the array of opportunities on offer.

In November 2023 the school was graded as Good school in all aspects by Ofsted, reflecting the journey of improvement we have been on. We are committed to providing the very best for the young people in our care and I hope that together we can drive the school forwards to even greater success.

To develop and improve the school further we need to recruit the best people at every opportunity. We are looking for people who are committed to improving the life choices of Heritage students and who can fit the friendly, hard-working and ambitious profile of the employees already here.

If you would like to visit the school please do not hesitate to contact us. We are always happy to meet prospective applicants and to talk openly and honestly about the post on offer. I look forward to receiving your application.

**DEB ELSDON**  
**HEADTEACHER**



## WHO ARE WE?

Heritage High School is based in Clowne is proud of its strong reputation for the high standards of teaching, behaviour and academic achievement.

Heritage High School has:



**1,000**

1,000 students  
on roll



**120**

120 members  
of staff



## THE FOLLOWING COMMENTS WERE NOTED AT OUR LAST INSPECTION IN 2023:

"This is a school where all staff want the very best for their pupils. They have high aspirations and promote the school's values of 'ambition, teamwork and honesty and kindness'."

"Pupils are polite and friendly. Relationships between pupils and staff are positive."

"The school has high expectations for everyone."

"There are clear routines, rewards and sanctions."

"The school has designed a well-sequenced, ambitious curriculum. They have identified the important knowledge that pupils need to know and remember."

"The school makes sure that teachers receive clear advice about how to meet the needs of pupils with special educational needs and/or disabilities (SEND)."

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

"I am always supported by my colleagues and managers during the tough days."

"Continued building of links within schools within the Trust to support subject specialisms helps to avoid duplication of work and allows more time to tailor resources and support."

"I have always felt supported."

# HERITAGE SCHOOL 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 10,500 students



**1,300**

The employer of choice for 1,300 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.

Priority students to 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 HERITAGE HIGH SCHOOL, 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 Heritage High School, 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 and offer extensive Professional Development for all employees. We are an organisation where you can make a difference, we live and breathe our values and work together for the benefit of our students, colleagues and the community.

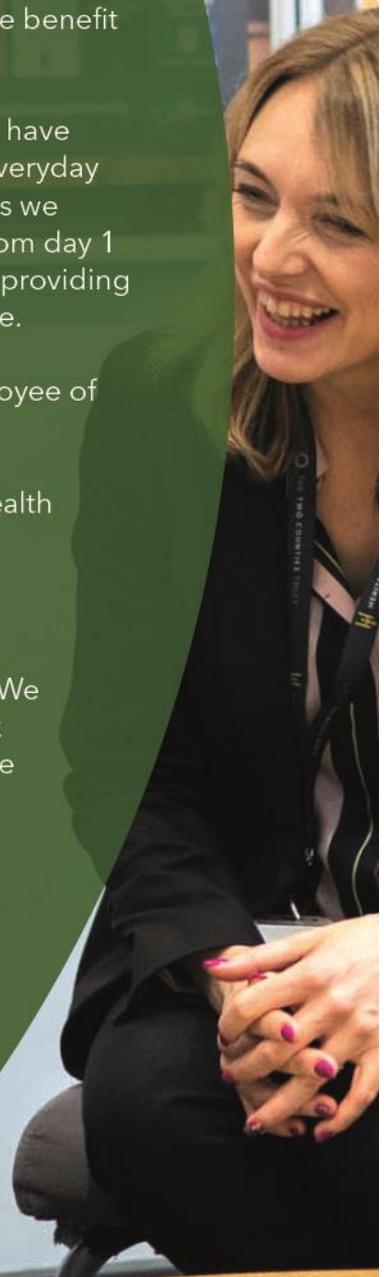
We take the wellbeing and mental health of our employees seriously, that's why we have signed up to the Education Staff Wellbeing Charter. We recognise that balancing everyday life and work can sometimes create pressures and in order to support all employees we provide everyone with access to an enhanced 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.



## Data and Timetabling Manager

<b>Grade and Salary</b>	Grade 7. £34,834 - £38,223
<b>Working pattern</b>	37 hours, all year round
<b>Contract term</b>	Permanent

### The School:

Heritage High School is a happy, safe and stimulating place to work and learn and it is our determination to continually improve that sets us apart from other schools. We believe that learning should be fun, challenging and stimulating and the quality of our people lies at the heart of achieving our goals.

### The role:

Heritage High School is looking to appoint a full time Data and Timetabling Manager to lead, manage and develop the school's performance data inclusive of progress and achievement data.

This role is also responsible for overseeing the production of all student reports, including the management of arrangements for their scheduled release to parents, as well as the statutory school census report.

This role also supports the Senior Leadership with timetabling and has line management responsibilities for the Exams Officer and oversees the school's Examinations and Assessment needs.

### The person:

The successful candidate will have experience of working within a school and be highly organised and self-motivated. Significant experience of administration, being a competent user of Microsoft Office applications and SIMs is also essential.

Experience of analysing data and the production of a variety of reports is a must.

### Why join us?

There are many reasons to choose The Two Counties Trust as a great place to start or continue your career.

We recognise the importance of a happy, healthy, rewarded and well motivated workforce and as such we have developed our HR strategy to invest in our employees. We have removed appraisal and appraisal related pay progression, changing the focus from validation to professional growth and enabling all our employees to get better all the time.

We are fully committed to supporting your career and professional growth through a range of routes both within schools and across the Trust and we offer extensive professional learning opportunities for all employees.

### 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.
- 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:**

**Interviews will be held on:**

***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 and a social media check will be required as a condition of employment.***

***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

<b>Job title:</b>	Data and Timetabling Manager
<b>Responsible to:</b>	Assistant Headteacher
<b>Responsible for:</b>	Exams Officer
<b>Salary / Grade:</b>	Grade 7
<b>Working hours / weeks:</b>	37 hours, 52 weeks per year
<b>Core purpose:</b>	<ul style="list-style-type: none"><li>• To lead, manage and develop the school's performance data inclusive of progress and achievement data</li><li>• To oversee the production of all student reports, including the management of arrangements for their scheduled release to parents</li><li>• To complete all statutory school Census reports</li><li>• To oversee the school's Examinations and Assessment needs.</li></ul>

### 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:

#### Examinations, Tests and Assessments

- To line manage the Exams Officer ensuring administration and organisation of all aspects of external examinations are in accordance with the regulations laid down by the awarding bodies.

#### Data Management

Under the guidance of the designated senior leader, the post-holder will be responsible for:

- The input, manipulation, management and dissemination of all school data, using platforms such as SISRA, SIMS, Power BI, Microsoft Excel, Nova etc.
- The coordination, administration, management and dissemination of accurate data required by all school leaders and managers, relating to reading ages, academic progress, behaviour, attendance and other key measures
- Ensuring that appropriate data is produced as required for inclusion in all school-based assessments
- To line manage the Data Administrator undertaking appraisal and performance reviews.
- Ensuring that the data used of reports to parents is clear and accurate
- Ensuring effective use of the school's MIS in order to manage the school's data-handling requirements

- Producing all requested data in a usable and understandable format for Ofsted and other educational partners, as required
- To assist in curriculum model development and constructing/administering the whole school timetable.
- To lead and oversee the production of all Census reports.
- To ensure that all management arrangements are in place for the efficient collection of staff and student related data associated with the annual Census cycle of data collection
- To undertake admin reconciliation in the main annual census.

### **Parental Consultation Events and Student Reports**

- To prepare and publish through the school calendar and newsletter the annual cycle of Parent Consultation Events inclusive of the internal management arrangements
- To produce timely communications to parents notifying them of student reports and parental consultation meetings
- To lead and manage the arrangements for parents' consultation events in liaison with other senior support staff
- To be present and oversee the arrangements for the smooth running of all parental consultation events
- To oversee the production and distribution of all school reports mindful of the clarity and meaningfulness of the information being shared with stakeholders
- To produce reports on standards of attainment on results days for GCSEs, updating these are results are re-graded.
- To be responsible for the extraction of assessment data in whatever form is required by staff.
- To be responsible for the production of statistical analyses following student assessments.
- To support the school target setting process by preparing data as requested by middle and senior managers.
- To support the reporting process to parents and external bodies by preparing assessment data and also for the logistical arrangements of Target Days and other parent consultation meetings.
- To train others, where appropriate, in the use of appropriate data systems associated with student performance

### **Timetabling**

- To support the SLT link with the inputting of timetables for the whole-school, including the options process.
- Maintain the academic timetable for staff and students, rooms, classes, subjects and scheduled activities.
- Consult with Heads of Faculty regarding the allocation of classes to staff and rooms.
- Creating and schedule classes, allocating and changing staff and appropriate rooms to maintain efficient use of resources.
- Complete MIS end of year processes and create class lists and timetables for the coming academic year.

### **General**

- To attend meetings with middle and senior managers, governors and any other nominated bodies relating to the handling of assessment data.
- To support the management of the school by contributing to staff training in the use of data.

- To liaise with technical staff on the security and distribution of data.
- To work within the framework created by the Freedom of Information Act and the General Data Protection Regulations.
- To be responsible for managing and uploading data to support GDPR compliance processes.
- To support the student body by preparing and distributing data that is appropriate for achievement certificates and progress files.
- To prepare printed output that is of high quality for presentation purposes.

**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: Data and Timetabling Manager		E/D	A	I
<b>Qualifications &amp; Training</b>				
1	Level 2 Maths and English	E	✓	✓
2	Qualified to NVQ 3 level or above	E	✓	✓
<b>Experience</b>				
3	Experience of working in a school and using SIMS.	E	✓	✓
4	Managing the analysis of data and the production of a variety of reports	E	✓	✓
5	Experience of recruiting, training and managing staff	D	✓	✓
6	Experience of managing a budget	D	✓	✓
7	Previous administration experience, including accurate level of data entry	E	✓	✓
<b>Knowledge &amp; Understanding</b>				
8	An understanding of the mission and values of the Trust.	E	✓	✓
9	An understanding of safeguarding issues and promoting the welfare of children.	E		✓
10	An advanced working knowledge and a range of Microsoft products in particular Excel, Word and Access and is able to apply that knowledge and skill	E	✓	✓
11	An understanding of the principles of GDPR	E	✓	✓
<b>Skills &amp; Abilities</b>				
12	Ability to form and maintain appropriate professional boundaries with children.	E		✓
13	Ability to meet strict deadlines	E	✓	✓
14	Ability to manage complex whole-school initiatives	E	✓	✓
15	Ability to work with outside agencies	E		✓
16	Excellent communication and negotiation skills	E	✓	✓
17	High degree of accuracy and attention to detail	E		✓
18	Ability to meet strict deadlines	E	✓	✓
<b>Personal Attributes</b>				
19	Willingness to work as part of a team and undertake a variety of tasks	E		✓
20	Ability to use initiative, and work in a responsible manner	E		✓
21	Can remain calm under pressure	E		✓
22	Able to respond effectively to crises	E		✓
23	Able to resolve problems	E		✓
24	Sound decision making	E		✓
<b>Other</b>				
25	A commitment to uphold and promote equality of opportunity.	E		✓

26 | Undertake training required to effectively undertake the role

| E | | ✓

A horizontal bar with a gold-to-brown gradient. On the left is a gold circle containing the word 'KEY'. To the right of the circle, the letters 'E', 'D', 'A', and 'I' are listed vertically, each followed by its corresponding definition.

**KEY**

E	Essential	A	Assessed by Application Form
D	Desirable	I	Assessed by Interview

## HOW TO APPLY

TES is our recruitment platform so please go to [www.tes.com/jobs](http://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](mailto: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 XXX within Heritage High School.

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 XXX**

**Interviews will be held on XXX**

# 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 profiles 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 application forms where half of the information is missing. We understand application forms can be a lengthy process, but poorly completed application forms 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 decision. It is important to make sure your details are accurate and up to date. When going over your work history, make sure you mention any relevant experience you got from those roles and do not leave gaps in your employment history. Where there are genuine gaps, address these in the appropriate section.

## **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 any education you have, 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 someone in a position of seniority who can provide a reference on behalf of the organisation. If you are currently working at a school the Headteacher should 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 will be 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 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
  - All telephone calls are recorded for quality and training purposes
- 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
  - 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](mailto: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 <https://www.ttct.co.uk/contact>

## 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.



**HERITAGE  
HIGH  
SCHOOL**

## **CONTACT US**

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