WILSTHORPE SCHOOL

CANDIDATE PACK



THE TWO COUNTIES TRUST

www.wilsthorpe.ttct.co.uk

WELCOME FROM THE CHIEF EXECUTIVE OFFICER

I am delighted to share this recruitment pack with you, and hope you seriously consider becoming part of our Trust. Choosing where to develop your career is one of the most important professional decisions you can make.

We believe that great schools are built by great people, and that every colleague has the power to make a lasting difference to the lives of students we are privileged to serve, regardless of role.

At The Two Counties Trust, our work is guided by three simple values: **Ambition, Teamwork and Honesty.** These values shape every belief, action and everything that we do.

We are proud to be a Trust that invests our staff team. Whether you are at the beginning of your career or an experienced professional seeking your next challenge, you will find a culture that values professional growth, encourages innovation and provides meaningful opportunities to develop your expertise.

It is our team of professionals, alongside our students that make our Trust a special and rewarding place to work. We are united by a shared belief that education changes lives. We work hard, support and appreciate each other. We are ambitious for our students, ambitious for our communities, ambitious for one another.

If you share our passion for enhancing life choices and want to be part of a Trust that puts students, families and communities first, develops its people, and is committed to continuous improvement, I would be delighted to welcome your application.

Thank you for considering a career with The Two Counties Trust. I hope you can see yourself becoming part of our story and helping us write the next chapter of success.

WESLEY DAVIES
CHIEF EXECUTIVE OFFICER

"He inspired me to inspire others."



WELCOME FROM THE HEADTEACHER

On the wall, when you first step through the main entrance at Wilsthorpe School, are some words that sum up what the school is about: "learning should be an inspirational journey, in a climate of dignity and respect". These two guiding principles – education focused on both academic rigour and positive regard for each other – are at the heart of the Wilsthorpe family. Students and staff alike talk about "excellence in learning" and "relationships first". Wilsthorpe is a school that takes academic success seriously, but always alongside empathy, character and kindness.

In 2018, the Wilsthorpe community moved out of a sprawling, dilapidated building into state-of-the-art facilities. This has given curriculum areas ownership of teaching spaces and has given teachers ownership of their individual classrooms. A further £8 million Sports and Sixth Form Centre was opened in September 2024, hosting our high-performing Post-16 provision, which has doubled in size since 2018. In spite of this leap forward in the school's facilities, what hasn't changed is the school's emphasis on those two key tenets of a great education: "excellence in learning" and "relationships first".

The school was originally a Business and Enterprise College, but now boasts a broad curriculum with a strong core of Maths, English and Science at its heart, alongside genuine sporting excellence, very high levels of participation in the Arts and D&T, and a growing Languages department. Amongst the 1,250 students, the Humanities subjects are notably popular at both GCSE and A Level, as well as a range of IT and Computing qualifications. As part of The Two Counties Trust, the school is now part of a wider family of schools and academies, offering exceptional opportunities for professional learning and sharing common values of "**Ambition**, **Teamwork** and **Honesty**".

The school is heavily oversubscribed across all year groups, with over 500 applications for 210 places in Year 7 every year. The curriculum in Years 12-13 is sufficiently broad to cater for student interests and aspirations, alongside small-group teaching and personalised care and guidance.

Looking to the future, the same things that have brought about transformational progress over the past 10 years – a passion for learning alongside supportive relationships – will take the school towards becoming the outstanding institution its students deserve. At its last inspection, OFSTED commented, "This is a highly motivated, positive and caring school community" and "Pupils behave in an exemplary fashion". Both OFSTED and the students themselves describe Wilsthorpe as "a second family". Wilsthorpe is indeed a place where staff and students alike can flourish.

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

DEREK HOBBS
EXECUTIVE HEADTEACHER



WHO ARE WE?

Wilsthorpe School is based in Long Eaton and the school has the motto 'Be the Best you can Be.' Wilsthorpe has:

1,250
students on roll

110
members of staff



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

"Wilsthorpe… is a vibrant school. Pupils are motivated to learn here and do their best."

"The curriculum to support pupils' personal learning is exceptional."

"Pupils have positive attitudes to their learning. They behave very well in lessons and around the school. They are respectful and show compassion to others in the school community."

"Parents and carers value the work that the school does to support their children. One comment, typical of many, is: 'This is a wonderful school, with dedicated teachers. I cannot praise them highly enough'."

WHAT OUR STAFF HAVE SAID ABOUT WILSTHORPE SCHOOL:

"Wilsthorpe is a positive place to work. Our Headteacher regards staff wellbeing highly."

"Morale is very good, and my department are hugely positive about their roles."

"The marking policy is excellent. The professional practice model is excellent. The opportunities for professional learning are strong."

"Lots of work has been done to support staff workload and this is having a positive impact on staff."

WILSTHORPE SCHOOL IS PROUD TO BE A PART OF THE TWO COUNTIES TRUST



OUR TRUST

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

12,000
We are the Trust of choice for over 12,000 students

1,600
The employer of choice for 1,600 employees

VISION

Enhancing life choices.

MISSION

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

FOCUS

Collectively, we serve our communities by educating and preparing our students for the next steps in their lives.

VALUES

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.

STRATEGIC ANCHORS

Build a **compelling learning culture** built on strong professional relationships where all can achieve.

Craft and implement a **high-value curriculum** which is knowledge rich to allow meaningful application of skills.

We put **people first** through high-quality professional learning and a culture of coaching.

Create a healthy organisation, free from politics and confusion through clarity following the **Empowered to Lead** operating model.

WHY YOU SHOULD JOIN WILSTHORPE 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 Wilsthorpe School, a member of The Two Counties Trust, as a great place to continue your career.

We recognise the importance of happy, rewarded, and motivated employees and as such we have developed our HR and Professional Learning strategies to invest in people. We are fully committed to supporting your career and professional growth through a range of routes both within the school, externally, and across the Trust, offering extensive professional learning for all employees.

We have removed appraisal and appraisal related pay progression, recognising the limitations, and changed the focus from proving to improving through professional growth which is focused on individual ambitions, enabling everyone to get a little bit better all the time. 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 are committed to the welfare of our employees and alongside our own wellbeing and workload management arrangements 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 to 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, diagnostic consultation and therapy

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.

COVER SUPERVISOR

Grade and Salary	Grade 3: £23,356 - £24,895 actual salary per annum (£27,274 - £29,071 FTE)
Working pattern	37 hours per week / 39 weeks per year (part time will be considered, please specify on application)
Contract term	Maternity Cover (01.01.2027 – 31.12.2027)

The School:

Wilsthorpe School is a high-performing academy that is well on the path to becoming an outstanding school. Everyone in the school believes in our journey of improvement and shares common goals. Strong relationships exist between students and staff which are open, warm, and friendly and these relationships have led to excellent attitudes to learning.

The role:

Wilsthorpe School are looking to appoint a Cover Supervisor. This role will be required to supervise mainstream classes, ensure pupils are on track and ensure behaviour is managed effectively. The successful candidate will gain experience across all departments and subject areas and be a key support for the school during absences.

The person:

The successful candidate will have an interest in teaching and ideally have cover supervisor experience already or are a graduate looking to pursue a career in teaching. However, this is not essential as full training and induction are provided for the successful candidate.

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 attractive career average pension schemes.
- 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 and wonderful students.
- Excellent opportunities to develop your skills and experience and to progress your career.
- A range of support mechanisms and benefits to employees. The Trust has signed up to the Education Staff Wellbeing Charter, and we take the wellbeing and health of employees seriously.

Applications must arrive by: **Tuesday 13 October 2026 at 9:00am.**

Interviews will be held on: **Monday 19 October 2026.**

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

Job title:	Cover Supervisor
Responsible to:	Assistant Headteacher
Salary / Grade:	Grade 3: £23,356 - £24,895 actual salary per annum (£27,274 - £29,071 FTE)
Working hours / weeks:	37 hours per week / 39 weeks per year (part time will be considered, please specify on application)
Core purpose	This post holder is responsible for supervising prepared lessons in the absence of a class teacher and providing technical/administrative support in other areas. The amount of time spent on each aspect of the role will vary according to the needs of the school, but the former will take priority.

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:

- To supervise and be responsible for a class of students in the absence of a teacher during lesson time.
- To manage the behaviour of students, promoting and maintaining a productive learning environment.
- To comply with established guidelines on rewards and behaviour.
- To establish constructive relationships and communicate with other relevant professionals in partnership with teachers to support student's learning and progress
- To establish positive working relationships with students, acting as a positive role model and setting high standards.
- To promote the inclusion and acceptance of all students.
- To establish a learning environment which is positive, purposeful, orderly and which pays due regard to Health and Safety.
- To communicate the work set by the teacher to the students and ensure that students are aware of expectations in relation to completing tasks.
- To respond to questions from students and assist them to undertake set activities.
- To collect completed work after a lesson and return it to the teacher and ensure feedback is provided.
- In the absence of the teacher, to be responsible for the maintenance of the register in accordance with guidelines.
- To be responsible for updating records and information within school guidelines.

- To assist in administrative tasks when required.
- To provide curriculum support
- To attend relevant school meetings as required.
- To manage manual and computerised record/information systems through SIMS and Microsoft Office.
- To utilise school electronic communication systems.

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.

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

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.

Candidates for management positions will also require a satisfactory Section 128 check.

PERSON SPECIFICATION

	Role: Cover Supervisor	E/D	A	I
Qualifications & Training				
1	Level 2 qualification in English and Maths as minimum.	E	✓	
2	Level 3 qualification.	D	✓	
Experience				
3	Experience of working with a range of children and young people.	E	✓	✓
4	Experience of working with students in a classroom situation.	D	✓	✓
5	Experience of undertaking administrative duties.	E	✓	✓
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	Understanding of behaviour management to support a conducive learning environment.	E	✓	✓
Skills & Abilities				
9	Ability to form and maintain appropriate professional boundaries with children.	E		✓
10	Skills which support student progress and learning by explaining requirements.	E	✓	✓
11	Equally able to work independently or as part of a team.	E		✓
12	Ability to effectively motivate students to develop their skills.	E	✓	✓
13	Proven initiative and judgement to resolve problems independently.	E	✓	✓
14	Strong attention to detail.	E		✓
15	Excellent communication skills.	E		✓
16	Ability to deal with people confidently, sensitively and diplomatically.	E		✓
17	Microsoft office especially Word, Excel and Outlook.	E		✓
Personal Attributes				
18	A positive "can do" approach to all tasks requested and undertaken.	E		✓
19	Confidence to build excellent relationships with students & colleagues.	E		✓
20	Self-motivated and able to work on own initiative.	E		✓
21	Adaptable to work across a range of areas.	E		✓
22	Ability to maintain confidential information.	E		✓
23	Ability to remain calm and in control under pressure.	E		✓
Other				
24	A commitment to uphold and promote equality of opportunity.	E		✓

KEY

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

HOW TO APPLY

MyNewTerm is our recruitment platform so please go to https://mynewterm.com/trust/The-Two-Counties-Trust/16093 to apply for this role online.

If you do not wish to apply online you can request an application form from HR@ttct.co.uk to be returned via e-mail.

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 Cover Supervisor within Wilsthorpe School.

In order to comply with Safeguarding requirements, you must complete either an application form or apply online via MyNewTerm. 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 13 October 2026 at 9:00am.**

Interviews will be held on: **Monday 19 October 2026.**

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 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 and up to date. 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.

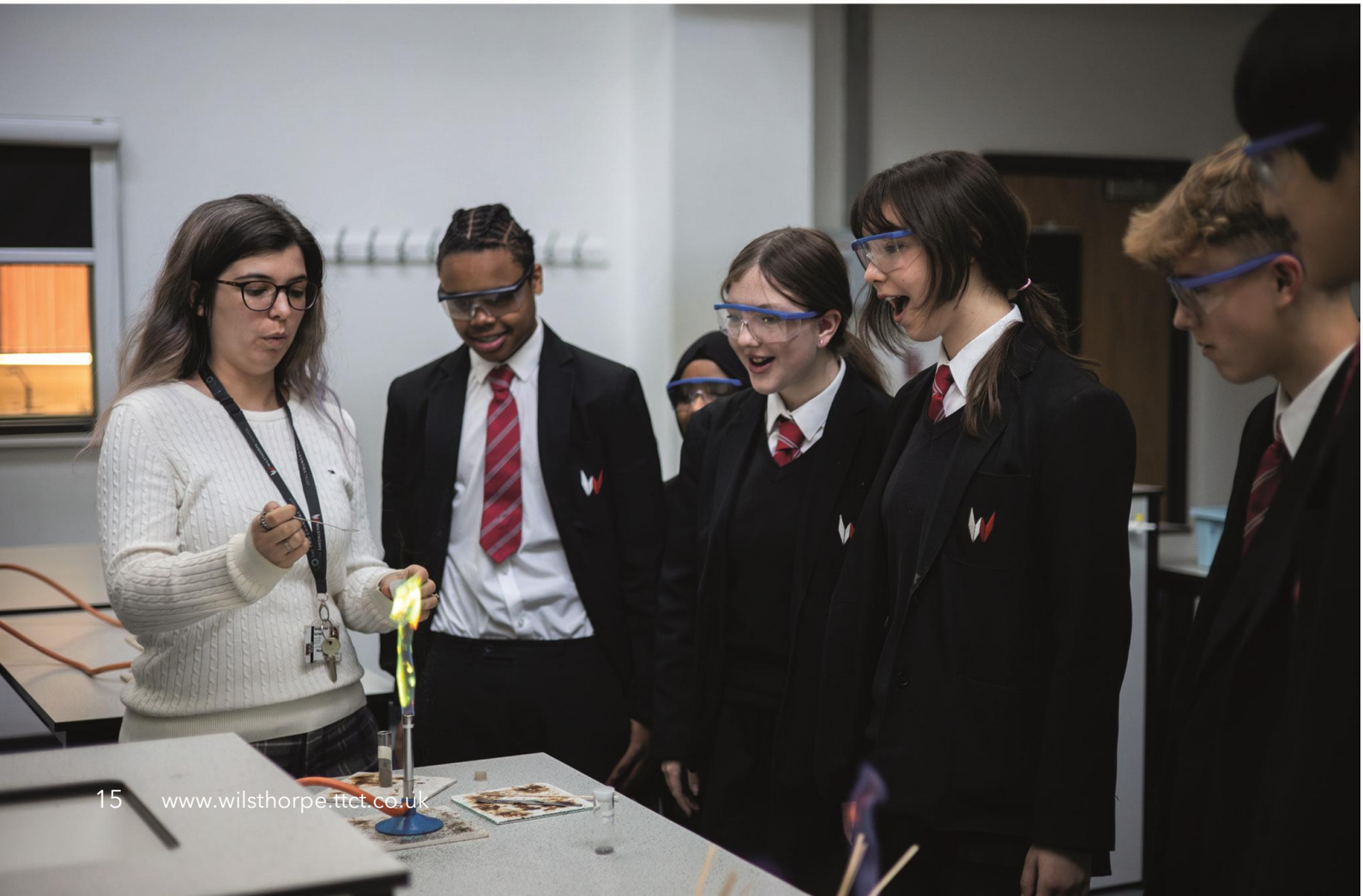
Equal Opportunities Monitoring

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 References are typically provided to the Trust in confidence. While you have the right to access your personal data, there may be circumstances where we are unable to disclose confidential references in full, in line with data protection legislation. Each request will be considered on a case-by-case basis, and information may be withheld or redacted where appropriate.

2.5 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.

2.6 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 information retained for the successful candidate.

2.7 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 at your request prior to entering into a contract with you. It may also need to process your data to enter 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 for the recruitment exercise for which you have applied.

4. How we use the data

4.1 Your information may be shared within the Trust for the purposes of recruitment. 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 checks.

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. Use of Artificial Intelligence (AI)

5.1 We may use AI technologies to support educational, administrative, and safeguarding functions. This includes, but is not limited to, tools that assist with:

- Enhancing learning experiences and personalising education
- Automating routine administrative tasks
- Supporting data analysis for school improvement
- Monitoring safeguarding concerns and wellbeing indicators

5.2 Our AI systems are subject to appropriate oversight and controls to ensure they comply with data protection laws and ethical standards.

5.3 AI tools do not make final decisions about individuals without human involvement. Any outputs from AI systems are reviewed and interpreted by staff before any action is taken.

5.4 A separate AI Privacy Notice is available and provides further detail about the types of AI used, the data involved, our legal basis for processing and how risks are managed. This document can be accessed via our website.

6. Automated Decision Making and Profiling

6.1 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.

7. Collecting data

7.1 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.

8. What if you do not provide personal data?

8.1 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.

8.2 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.

8.3 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.

9. How we store data

9.1 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.

9.2 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.

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

10. Transferring data internationally

10.1 We do not share personal information internationally.

11. Your rights

11.1 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.

11.2 If you would like to exercise any of these rights, please contact the Trust.

12. Complaints

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

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

12.3 You can also contact the Data Protection Lead via info@ttct.co.uk

12.4 If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner's Office. The details are below:

12.5 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**

13. Contact us

13.1 If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact us via info@ttct.co.uk marked for the attention of the Data Protection Lead.

13.2 The Data Protection Lead has day to day responsibility for Data Protection issues.

14. Review

14.1 We will update this privacy notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

WILSTHORPE SCHOOL



CONTACT US

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Long Eaton
Derbyshire
NG10 4WT

HR@ttct.co.uk

01623 259 600

www.wilsthorpe.ttct.co.uk

www.linkedin.com/company/
ttct-wilsthorpe-school

THE TWO COUNTIES TRUST