Unity Schools Trust

'Excellence through collaboration'

Our vision is to place learning at the heart of our communities and aim to improve the life chances of all children

Candidate Brief

Data Protection Officer

Unity Schools Trust
'Excellence through collaboration'

Dear Applicant

Data Protection Officer

Thank you for showing an interest in the post of Data Protection Officer for the Unity Schools Trust.

We are seeking to recruit outstanding staff to our central team. We are looking for committed individuals who want to be part of our vision to improve outcomes for students and provide wider support to the Trust as it embeds new work practices across all schools.

The Trust currently consists of two secondary schools based in North West Surrey and the successful candidate will be required to travel to both sites and the sites of any future schools that subsequently join us. It is an exciting opportunity for an ambitious professional to join an expanding and vibrant organisation and embrace the development opportunities we can offer.

If you feel you have what it takes to support our Trust on its journey then we want to hear from you.

The closing date for this post is **Wednesday 7 February 2018 at 12 noon.** Interviews will take place on Wednesday 14 February 2018 although we reserve the right to interview suitably qualified candidates on receipt of application. Please do not hesitate to contact Liz Simmons on 07384 252660 or email her at lsimmons@unityschoolstrust.co.uk for further information about this post.

Yours faithfully

Tim Smith
Chief Executive

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Background Information

At the Unity Schools Trust we place learning at the heart of our communities and aim to improve the life chances of all children. We are committed to raising the aspirations and achievement of our children by providing continuous school improvement through outstanding leadership, challenge, collaboration and support.

Unity Schools Trust academies will offer the highest standards of education characterised by:

- Delivering academic standards and achievement rates well above national levels;
- Setting new, exceptionally challenging expectations for all;
- Promoting inspirational teaching, challenging lessons and independent learners;
- Providing an outstanding curriculum that is personalised and offers the right range of curriculum pathways and routes to success;
- Actively seeking and listening to children's views and maximising their involvement in developing the academy;
- Promoting children's enjoyment, safety and healthy lifestyles; and
- Developing children's commitment to others and a positive approach to inclusion and diversity.

The role of Data Protection Officer is a new post for the Trust and has been driven by the new General Data Protection Regulations that will come into force on 25 May 2018. The successful candidate will be responsible for reviewing the current practice of the schools within the Trust and adapting these to ensure the Trust complies with the new legislation. You will need to work well with other stakeholders, including external companies to ensure compliance. You will set up new processes and procedures, in collaboration with other members of the Trust including awareness raising activities, co-ordinating staff training, internal data protection audits and assisting with data protection impact assessment, if necessary.

This is a developing role and the expectation is that the successful candidate will have a number of months to prepare for the new regulations and complete the appropriate audits. When the new regulations come into force the role will evolve to include a higher level of monitoring to ensure compliance.

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Previous experience in a school environment would be advantageous but is not essential. Suitable training will be provided.

You will be equipped with good interpersonal skills. Professional development will be available for the successful candidate and the Trust has the support of our legal advisers in this area of new legislation. You will have be able to prioritise a busy workload with excellent attention to detail.

Working closely with the Business Director of the Trust you will support the delivery of effective processes and procedures for this new role. This is an exciting opportunity for a person to play a key role in the development of the Trust in this area.

Initially this role will be for 7 hours per week for 39 weeks per year, term time only. This can be worked flexibly on one day or split across several. You will be initially working across both schools in the Trust. There may be a possibility to work from home on occasions. The salary for this post is based on salary scale S7 (£23,809-28,370, pro rated to £3,946-£4,703 dependent upon experience). The salary will be paid in equal twelfths across the whole year.

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Location

The Trust is based in North West Surrey and currently consists of two schools based in Staines-upon-Thames and Sheerwater, near Woking. It has excellent transport links being close to mainline stations with good bus links and quick access to the A3, M25 and M3 road networks.

Staff Benefits

Alongside our continued focus on professional development we also offer a well-being and medical treatment package with benefits including:

- Physiotherapy
- Online Health Management System
- Relationship and Stress Counselling
- Medical Treatments for a range of conditions

Staff are also able to subscribe to a package that gives a range of flexible benefits that include childcare vouchers and staff discounts.

A Commitment to Training and Professional Development

We are committed to recruit, develop and support excellent staff and provide a range of opportunities to enable staff to reach their full potential.

The school has "skilfully recruited and developed a team of hardworking and committed teachers."

The Magna Carta School
Ofsted 2017

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Interview Process

Shortlisting

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

Interview

Those shortlisted will take part in an in-depth process that will include an interview, presentation and a site tour.

Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

"The curriculum caters extremely well for different groups of students. It contributes very positively to students' spiritual, moral, social and cultural development, and **helps to ensure that they are well prepared for the next stage of their education and for future employment."**

Bishop David Brown School
Ofsted 2014

The Unity Schools Trust is a charitable company limited by guarantee and registered in England and Wales with companynumber 07692130.

The Registered Office is at Thorpe Road Staines upon Thames TW18 3HJ

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Job Description

Job Title: Data Protection Officer	Reporting to: Business Director

Job Purpose

To be responsible for monitoring compliance with data protection law, oversee the Trust's data protection processes and advise the Trust on best practice.

The duties detailed in this job description provide a summary of the main areas of responsibility. Other duties may be required within the detailed hours of employment at the direction of the leadership team.

Key Responsibilities:

- To fulfil the legal role of Data Protection Officer for the Trust
- Advise the Trust and its employees about their obligations under data protection law, including GDPR
- To champion the cause of data protection and privacy across the Trust including raising awareness of the importance of effective practice and consequences of non-compliance
- Develop an in-depth understanding of the Trust's processing operations, information systems, data security processes and needs and administrative rules and procedures
- Monitor the compliance of the Trust and its schools with data protection law by collecting information to identify data processing activities, analysing and checking the compliance of data processing activities, informing, advising and issuing recommendations to the Trust and individual schools
- Ensure the Trust's policies are followed
- Advise and assist the Trust with carrying out data protection impact assessments
- Act as a contact point for the Information Commissioner's Office and individuals whose data is processed
- Responding to subject access and other requests
- Report to the Trust's leadership on the Trust's data protection compliance and associated risks
- Maintain a record of the Trust's data processing activities
- Work with external stakeholders, such as suppliers or members of the community, on data protection issues
- Be responsible for fostering a culture of data protection throughout the Trust
- Work closely with schools, departments and services to ensure GDPR compliance

Communication and working with Colleagues:

- Support and maintain collaborative, productive working relationships with all staff and professionals from outside agencies to support the effective running of the Trust
- To read on a daily basis and act upon if necessary all emails
- Attend staff briefings in line with the school communication policies set out in the staff handbook
- To attend training and development sessions on staff inset days and other events where contracts permit

Personal Development:

- Take responsibility for your own continuing professional development by using the Trust management system on a regular basis
- To be aware of school procedures and comply with Trust policies
- To follow the Trust Staff Sickness Procedure

Knowledge and Understanding:

- Principles and practices of effective procedures within your areas of responsibility
- Contribute to the development of the policies and procedures of the Trust
- Keep well informed with regards to working practices that impact on your role
- Ensure that all work is conducted in line with Trust policy on health and safety

Skills:

- Promote the Trust's aims positively
- Demonstrate good personal relationships within a team
- Demonstrate effective communication skills to a variety of audiences
- Create a happy and effective working environment
- Deal promptly and effectively with procedures

Principal Accountabilities:

- Provide appropriate support to the Trust for data protection
- Act as Data Protection Officer
- Engage in appropriate training to ensure the most effective techniques can be employed to support the Trust
- Ensure that the Trust's safeguarding processes and procedures are followed and regular training attended
- Dress appropriately for your role but with the same high standards as expected for students at all times (see staff handbook for more detailed information)

Additional Duties:

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- To engage actively in the performance review process.

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PERSON SPECIFICATION

Application Form AF; Work-related task T; Interview I; Certificate C; References R

Skills	Essential	Desirable	How Assessed
IT literate	√		AF/T/I
Good oral and written communication skills	√		AF/T/I
Excellent interpersonal skills	√		AF/I/R
Good organisational and planning skills	√		AF/I/R
Ability to explain complex data protection and information security information to a non-specialist audience		√	AF/T
Ability to analyse tasks and establish how they may be best achieved	√		AF/T/I
Full clean driving licence		√	AF
Flexible, efficient, solution focussed	√		AF/I
Communicate effectively and diplomatically both verbally and in writing at all levels	√		AF/I
Have the capacity to manage own workload	√		AF/I
Able to negotiate through complex issues to a successful conclusion	√		AF/I
Knowledge of data protection law (GDPR and Data Protection Act 1998)		√	AF/I

"An excellent place to start my career"

"Staff understand the goals the school aims to achieve"

The Magna Carta School
Ofsted 2017

Qualities	Essential	Desirable	How Assessed
Able to work independently and use initiative	√		AF/I
Adaptable and flexible	√		AF/I
Detail-oriented	√		AF/I
Ability to exercise discretion, negotiate sensitively and maintain confidentiality	√		AF/R/I
The ability to manage time effectively and prioritise work	√		AF/I/R
Be a successful team player with a “can do” attitude	√		AF/I/R
Patience, sense of humour and a cheerful disposition	√		AF/I/R
Reflective practitioner	√		AF/I
A commitment to own personal and professional development	√		AF/I/R
Ability to work under pressure and meet deadlines with a high level of accuracy and presentation	√		AF/I/R
Able to work with discretion and confidentiality	√		AF/I/R
The ability to form and maintain appropriate relationships and personal boundaries with students	√		AF/I/R

Review and Amendments:
The job description should be seen as enabling rather than restrictive and will be subject to regular review.

Please note that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Experience	Essential	Desirable	How Assessed
Professional experience of data protection law		√	AF/I
Successful experience in a directly relevant role		√	AF/I
Experience of working in a school or similar environment		√	AF
Use of national information exchange services		√	AF
Experience of providing advice with emphasis on compliance		√	AF/I

Education & Qualifications	Essential	Desirable	How Assessed
Basic general education to GCSE (or similar) Grade C or above in Maths and English	√		AF/C
Word processing competencies	√		AF/C
Relevant professional development over the last 2 years		√	AF/C
Background in information security, data protection or IT		√	AF/C
Relevant data protection qualification		√	AF/C

Equal Opportunities	Essential	Desirable	How Assessed
Commitment to ensuring inclusion, addressing diversity and access	√		AF/I
Must be able to recognise discrimination in its many forms and willing to put equality policies into practice	√		AF/I

Special Requirements

An enhanced Disclosure and Barring Service (DBS) check will be requested in the event of a successful applicant and references will be requested.