



Data Protection Officer

RECRUITMENT PACK

TOGETHER, IN STRENGTH AND PARTNERSHIP



TENNYSON
Learning
Community
Multi Academy Trust



Welcome from the Interim Chief Executive Officer

I am delighted to introduce myself as the Interim Chief Executive Officer (CEO) of Tennyson Learning Community.

In this role, I am committed to ensuring that every academy within our Trust delivers a high-quality, ambitious and engaging education for all learners. We are proud to work in partnership with a wide range of organisations beyond the Trust and have exciting plans to expand this collaboration through bespoke school improvement services, while continuing to support our academies to be the very best they can be.

I passionately believe that every child deserves the opportunity to develop the knowledge, skills and confidence needed to succeed as lifelong learners. I am working closely with our central team and academy leaders to ensure this is realised for all children, regardless of their starting points.

Our academies are encouraged to thrive as distinctive schools, rooted in their local communities, as we believe this is key to meeting the needs of the children and families we serve. At the same time, we are fostering a strong, collaborative culture of continuous improvement across teaching, learning and support services—one where diversity is celebrated and valued.

It is a privilege to lead Tennyson Learning Community. I warmly encourage you to find out more about our work. Should you wish to visit, please do get in touch—you will be very warmly welcomed.

Jo Quince

Interim CEO

Tennyson Learning Community



About Our Trust



The Tennyson Learning Community is a small Multi Academy Trust that invests in teachers and leaders to carry out their roles effectively, in order to attain excellence in its schools.

Dedicated to improving standards, we believe strongly in the benefits of working collaboratively across the Trust to drive outcomes and attainment.

In return of your commitment and hard work we offer:

- School teams who will share your energy and enthusiasm
- A brilliant community of professionals across the Trust, with great expertise
- A superb professional development programme and career opportunities within the Trust
- Wonderful children who love learning
- Competitive pay rate
- Private health care plan

We are driven by a moral purpose and a vision that ensures every child has the right to outstanding teaching and, every academy, exceptional leadership. It is our vision to work with our children, their parents and carers and our staff to create and to sustain excellent academies.



Vacancy Summary

Post:	Data Protection Officer
Hours:	To be confirmed
Salary:	Honorarium payment £2500 per annum
Contract Type:	Fixed term for 1 year, starting September 2026
Location:	Tennyson Road Primary/Lime Tree Primary Academy.
Reporting To:	Head of school / CEO / Governing Board / Trust Board
Disclosure Level:	Enhanced

In education, data protection is about more than compliance — it is about safeguarding our community. We are seeking a dedicated Data Protection Officer to lead the compliance framework and oversee privacy, compliance, and data governance across our two thriving schools. Acting as our independent expert on all things UK GDPR and DPA 2018, you will manage everything from Subject Access Requests (SARs) and Freedom of Information (FOI) reviews to staff training. Working closely with our Head of Schools and Trust leaders, you will ensure our data is secure and your compliance expertise directly benefits the safety and running of our Trust schools.

Key Responsibilities

- Provide expert advice to leadership, governors/trustees, and staff on data protection obligations.
- Advise on data protection risks and mitigation strategies.
- Monitor organisational compliance with UK GDPR and data protection policies.
- Conduct regular data protection audits and report findings.
- Develop, review, and update data protection policies and procedures.
- Ensure privacy notices are accurate, up to date, and regularly reviewed.
- Ensure systems containing personal data are appropriately managed and secure.
- Advise when Data Protection Impact Assessments (DPIAs) are required and support their completion and ongoing review.
- Act as first point of contact for data protection queries from staff, parents, and pupils.
- Coordinate responses to information rights requests (e.g., Subject Access Requests).
- Liaise with the Information Commissioner's Office (ICO).
- Provide regular reports to the governing board or trustees.
- Arrange and oversee training of staff.

Knowledge, Skills & Experience

- Knowledge of UK GDPR and Data Protection Act requirements.
- Experience in data protection, compliance, or information governance roles.
- Ability to conduct audits and risk assessments.
- Strong communication and stakeholder engagement skills.
- High level of integrity and confidentiality.

- Training will be provided in the Autumn term; you will be expected to attend and engage with this.

What Happens Next

Please review the Job Description and Person Specification, if you require these documents in any other format, or have any other accessibility requirements, please contact us on hr@tennysonroad.school

Our application process is accessed by applying through [My new Term Tennyson Learning Community, Luton | Teaching Jobs & Education Jobs | MyNewTerm](#)

Please do not hesitate to contact the school for an informal conversation about the role. Interviews will be held soon after closing date listed on the posting.

Candidates should refer to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

We reserve the right to close this vacancy early should a suitable candidate be found; therefore, early application is encouraged.

Diversity and Inclusion

The Tennyson Learning Community values and cares about the lived experience and backgrounds our colleagues can bring to their roles. We believe a diverse team strengthens our organisation and encourages innovation.

We welcome applications from all backgrounds and ensure our colleagues feel respected and valued for being themselves.

We are committed to ensuring that employees who have a disability are given every possible assistance in the workplace. All disabled applicants that meet the minimum criteria for the job will be given the opportunity to be interviewed.

We have a commitment to make reasonable adjustments to our recruitment and selection processes, where appropriate, this is to ensure that no candidate, whether or not they have a disability, is unfairly prevented from demonstrating their true abilities.

Safeguarding Children and Young People

The Tennyson Learning community and the academy schools are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)

- References
- Social media checks

We are committed to ensuring a positive work environment and selecting candidates who align with our values and culture. As part of our thorough recruitment process, in accordance with DfE Keeping Children Safe in Education 2024, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

Any information we come across will be handled confidentially and considered in a professional manner. Our aim is to better understand your qualifications and suitability for the role. If you have any concerns or questions about this process, please contact us for more information.



PERSON SPECIFICATION – Data Protection Officer

	Essential	Desirable
Qualifications	• GCSE pass in Maths and English • Training and/or CPD in data protection.	• Education to Degree Standard
Skills and Experience	• At least one year of practical work experience handling data protection in a school environment. • Experience of developing, implementing, maintaining and enforcing school policies and procedures. • Strong communication skills, including oral and written communication. • The ability to work on multiple tasks efficiently. • The ability to produce clear, jargon-free reports, procedural flowcharts, policies, guidelines and procedures. • The ability to work effectively with others, primarily those working as data controller representatives and data processors.	• Experience in conducting awareness training for staff. • Convincing presentation skills across a range of audiences, e.g. staff, pupils, and parents. • Experience of handling complaints. • Confident project management skills, within the school and with external organisations. • The ability to learn new technical skills quickly.
Knowledge	• A clear understanding of the importance of data protection compliance within schools. • Expert knowledge of data protection legislation and practices. • Knowledge of the legislation that affects data protection and security, particularly the UK GDPR and Data Protection Act 2018. • An understanding of the level of confidentiality required when processing and sharing data, particularly regarding the personal information of staff and pupils. • Computer literate.	• The ability to absorb new knowledge quickly. • Strong organisational and logical thinking.

Personal Qualities	• Punctual, with good attendance. • Organised, with the ability to successfully plan and prioritise work. • An excellent time manager. • Ambitious, with high expectations of themselves and their professional standards. • Enthusiastic about leading and managing others. • Driven and energetic. • Reliable, self-motivated and proactive.
Additional Requirements	• The ability to maintain successful working relationships. • The ability to plan and take control of situations effectively. • The ability to handle a demanding workload. • The ability to work sensitively with confidential information.

