ASHFIELD SCHOOL

CANDIDATE PACK

THE TWO COUNTIES TRUST

WELCOME FROM THE CHIEF EXECUTIVE OFFICER

Thank you for your interest in joining The Two Counties Trust.

We are a Multi Academy Trust with ten secondary schools educating students across Nottinghamshire and Derbyshire.

Our central office is based in Ashfield where a team of talented professionals support our schools.

This is an exciting time to join our Trust and our future is bright with more and more families choosing to send their children to a Two Counties Trust school.

A key focus for our Trust is to continue to develop a compelling learning culture for all our students and ensure that we are planning and delivering a high value curriculum.

We also continue to invest in our people, buildings and infrastructure to ensure our team are developed and rewarded, and to enable everyone to enjoy a professional working and learning environment.

I am passionate about serving our local communities and our mission is to provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share.

I have a clear vision for the Trust and what we need to do to be even more successful going forward. We are ambitious for our students, our families and our employees, and our shared values of **Ambition**, **Teamwork** and **Honesty** are lived by everyone.

All of our employees play a key role in making our vision a reality, and this role is no exception.

I hope you find this candidate pack of interest and I look forward to receiving your application.

WESLEY DAVIES,
CHIEF EXECUTIVE OFFICER

WELCOME FROM THE HEADTEACHER

Ashfield School is a vibrant and thriving community where learning lies at the heart of everything that we do. We are tremendously proud of our supportive culture and the excellent academic outcomes that we achieve together as a community.

Our vision is clear: to support and challenge every learner so they can fulfil their potential both now and in the future, creating enhanced life opportunities through our high expectations and outstanding pastoral care.

As Ashfield, our entire school community - staff, governors, students, and families - work in close partnership to maintain and strengthen our standards for all students. We understand the vital importance of this collaborative approach in ensuring every young person can embrace the wealth of opportunities available to them.

The reputation of the school, our extensive facilities, curriculum, and the healthy and supportive environment makes Ashfield School a great place to work.

To continually improve we seek to recruit enthusiastic and talented employees at every opportunity. We look for people who are committed to improving the life choices of Ashfield students and who want to join the friendly, hard-working and ambitious profile of colleagues already here.

All employees at Ashfield are fully supported to develop and our professional learning offer is a particular strength. Every employee is encouraged to tap into the array of professional learning opportunities as we are as ambitious for our employees as we are for our students.

Whilst our website gives you a flavour of the outstanding facilities on offer, a visit to the school is recommended for prospective applicants to appreciate our unique qualities and vibrant atmosphere.

I look forward to presenting our wonderful school to prospective applicants who would like to be part of building a successful future for our fantastic students.

JENNY BROWN
HEADTEACHER

WHO ARE WE?

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

Ashfield School is one of the biggest schools in the UK with

2,700

2,700 students on roll

300

members of staff

16

has a post 16 study programme

THE FOLLOWING COMMENTS WERE NOTED AT OUR LAST OFSTED INSPECTION IN 2021:

"Pupils are proud of being part of Ashfield Comprehensive School. They enjoy coming to school and feel safe. The school is a calm, safe and supportive place for pupils. The ASPIRE values of the school shape how pupils conduct themselves. Behaviour is very good across the school. Pupils are friendly and polite to each other, staff and visitors. Pupils say that the school is inclusive and even though it is a large school, it has a genuine community feel."

"Pupils with special educational needs and/or disabilities (SEND) are well supported. Staff receive detailed guidance on how to support pupils with SEND so that they adapt the curriculum to meet their needs."

"Staff are proud to work at the school. They appreciate leaders' efforts to improve wellbeing."

"Staff receive high-quality training in safeguarding and updates from experienced safeguarding leaders."

WHAT OUR STAFF HAVE SAID ABOUT ASHFIELD SCHOOL:

"I did my teacher training here and absolutely loved it and never left."

"I love the people I work with and the environment of the school."

"I feel supported by my department and know that my wellbeing is taken seriously."

"There are excellent teaching resources."

ASHFIELD 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 ASHFIELD 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 Ashfield 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.

Teacher of English Maternity Cover

Grade and Salary	MPS/UPS
Working pattern	1FTE
Contract term	Fixed Term Contract (Maternity Cover)

The School:

Ashfield School is renowned for high standards of teaching, behaviour and academic achievement. One of the largest schools in England (2700 on role), staff work together each day to support, inspire and challenge students to give their best in our safe, happy and ambitious working environment.

Ashfield school enjoys an incredibly positive culture across the school. Continual focus on developing a happy and ambitious culture has enabled us to recruit, develop and retain the very best people. Student behaviour is excellent, staff well-being surveys evidence that morale is very high with teachers treated as respected professionals and given the autonomy to teach the well planned and high-quality curriculum in their own style.

Ashfield School is a great place to work and, as part of the DFE school re-building project, will move into brand new buildings over the next few years. We are located close to the A38 and M1 and there is a large free staff car park. Facilities across the large school campus are excellent with numerous staff social and workspaces, staff specific catering and sporting facilities, including a fitness suite and swimming pool.

The role:

Ashfield School are looking for an enthusiastic Teacher of English to join their team to cover maternity leave until June 2027. The successful candidate will join a team of effective, hardworking professionals, committed to providing an outstanding education for all students. This role is perfect for an individual who is committed to students' learning and ensuring they each achieve their full potential by consistently delivering engaging lessons.

The person:

We are looking to appoint a colleague who is an excellent teacher and has the talent, drive and commitment to build on current strong foundations. The ideal candidate will have a strong teaching ability, be well organised and have a strong passion and belief in the potential of every student.

Teaching roles: Applicants must be able to attend the school in person if selected for interview.

Recruitment event:

If you would like to find out more about the school and this role, please contact us to register your attendance at our recruitment event which is being held at the school at **16:00 on Monday 16 March 2026.**

To register please contact hr@ttct.co.uk.

Applications must arrive by: 16:00 on Wednesday 25 March 2026

Interviews will be held on: W/C 13 April 2026

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.
- We do not operate appraisal or appraisal related pay progression. All employees participate in our Professional Learning Scheme which supports colleagues to develop their expertise and benefit from valuable professional learning.
- 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.

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.

disability confident EMPLOYER

JOB PROFILE

Job title:	Teacher of English (Maternity Cover)
Responsible to:	Head of Faculty
Salary / Grade:	MPS/UPS
Working hours / weeks:	1FTE
Core purpose	To provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share.

At The Two Counties Trust, we are looking for colleagues who aspire to be the great teachers that our students need. The following describes the job done by a great teacher:

- Lives the school and Trust's mission and values every day.
- Designs their practice around supporting the most vulnerable students.
- Demonstrates consistently high standards of personal and professional conduct, including observing professional boundaries at all times.
- Contributes to a deep safeguarding culture in school and across the Trust, in line with relevant statutory guidance.
- Manages behaviour effectively, in line with the school's behaviour policy, so that all teachers can teach and all students can learn.
- Is 100% kind and 100% consistent, setting and upholding high expectations of all students and providing high levels of support for students to meet these.
- Works collaboratively with colleagues to plan well-sequenced lessons and create resources which support incremental progress and student understanding of the subject as a whole.
- Facilitates exceptional progress of all students, providing appropriate scaffolds where needed.
- Provides feedback that moves learning forwards.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Believes they can get a little bit better every single day.
- Continually develops subject and pedagogical knowledge in order to deliver high quality learning experiences for students.
- Actively engages in the Trust's Professional Learning Scheme.
- Actively partakes in collegiate rehearsal and/or individual coaching offered by the school.
- Consistently meets the Teachers' Standards.
- Delivers the professional responsibilities set out in the School Teachers' Pay and Conditions Document.

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.

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.

A check will also be completed of current prohibitions, restrictions, sanctions or those who have failed induction through Teacher Services which may prevent teachers from working in this role with satisfactory clearance required as a condition of employment.

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

PERSON SPECIFICATION

	Role: Teacher of English (Maternity Cover)	E/D	A	I
Qualifications and Training				
1	Qualified Teacher Status or completion of training programme.	E	✓	
2	Degree in a relevant subject.	E	✓	
3	Evidence of continuing professional learning.	E	✓	
Experience				
4	Strong teaching ability in secondary education, evidenced by good outcomes for students.	E	✓	✓
5	Strong behaviour management experience in secondary education.	E	✓	✓
6	Securing excellent results with priority students (SEN and disadvantaged).	D	✓	✓
Knowledge and understanding				
7	An understanding of safeguarding issues and promoting the welfare of children.	E	✓	✓
8	Understanding of and a commitment to the graduated response.	E		✓
9	Good understanding of the secondary curriculum.	E	✓	✓
10	Good knowledge of pedagogy and how students learn.	E		✓
11	Excellent up-to-date subject knowledge.	E	✓	✓
12	Knowledge of effective assesment strategis.	E		✓
13	Understanding of how to adapt teaching to meet need.	E	✓	✓
14	An understanding of the mission and values of the Trust.	E	✓	✓
15	Understanding of effective teaching techniques and routines to support most vulnerable students e.g. those found in Teach Like a Champion.	D	✓	✓
Skills and abilities				
16	Ability to form and maintain appropriate professional boundaries with children.	E		✓
17	Ability to challenge and motivate students.	E		✓
18	Clear and accurate written communication skills with good attention to detail.	E	✓	
19	Effective verbal communication skills,adaptable to the audience.	E		✓
20	Ability to deploy effective and systematic approaches to behaviour management.	E		✓
21	Ability to create the right climate for learning which inspires students to achieve.	E		✓
22	Ability to take feedback as a gift and use it continually improve.	E		✓
23	Ability to act with professional urgency.	E		✓
24	Able to plan effectively.	E	✓	
25	Demonstrates a strong professional presence in school.	E		✓
Personal attributes				

26	Demonstrate resilience, motivation and commitment to raising standards.	E		✓
27	A strong and supportive team player.	E		✓
28	Passion and belief in the potential of every student.	E		✓
29	A commitment to widening opportunities for all students.	E		✓
30	Sensitive to the needs of young people with high levels of emotional intelligence.	E		✓
31	Able to work on own initiative and well organised.	E		✓
32	Desire to develop oneself.	E		✓
Other				
33	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 Teacher of English (Maternity Cover) within Ashfield 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: 16:00 on Wednesday 25 March 2026

Interviews will be held on: W/C 13 April 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.
- 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 recruitment.

4. How 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. 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.

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 us via info@ttct.co.uk.

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.

ASHFIELD
SCHOOL

CONTACT US

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www.linkedin.com/school/ttctrust

THE
TWO
COUNTIES
TRUST