



Market Drayton
Infant & Nursery School

Headteacher
Recruitment Pack
Required April 2026



A quick note from our CEO

A personal welcome for candidates—who we are, what we care about, and why you matter.

[!\[\]\(339a16584d5da0f0a3ca4e9ec17bf6a1_img.jpg\) Open the CEO's Message](#)

Dear Colleague

Empower Multi Academy Trust is seeking an exceptional Headteacher to take a thriving school into its next chapter of success. This is a rare opportunity to combine strategic leadership with hands-on impact, shaping the future of education for every child in our care.

As Headteacher, you will work in close partnership with the Chief Executive Officer, the Executive Team, and colleagues across the Trust to deliver excellence at every level. You'll have the autonomy to lead your school, backed by the strength of a collaborative and innovative Trust.

Your Mission

- **Set the Vision** – define and deliver ambitious aims and objectives for your school within the Trust's strategic framework.
- **Drive Excellence** – ensure outstanding teaching, a rich and inclusive curriculum, and the highest standards of achievement for every pupil.
- **Champion Safeguarding & Wellbeing** – create a safe, calm, and nurturing environment for pupils and staff, underpinned by robust safeguarding and health and safety practices.
- **Lead People** – inspire, develop, and empower staff through effective leadership, performance management, and professional growth.
- **Shape Culture** – promote harmonious relationships within the school community and beyond, fostering collaboration, respect, and shared purpose.
- **Deliver Accountability** – oversee statutory and regulatory responsibilities, including equalities, finance, safeguarding, and pupil welfare.
- **Collaborate for Impact** – contribute to Trust-wide initiatives and join our Executive Leadership Team, with opportunities for strategic leadership roles.

Why This Role?

This is more than a Headship. It's a chance to:

- Lead with autonomy while benefiting from the support and resources of a forward-thinking Trust.
- Innovate and inspire as part of a dynamic cluster of schools committed to sharing expertise and driving educational excellence.
- Shape the future of learning and make a tangible difference to children's lives.
- Grow professionally with opportunities for strategic leadership within our Executive Team.

If you would like an informal chat, to arrange a visit to the school or any further information, please feel free to contact me on 01743 598200 or via our Director of People & Culture and Executive Assistant, Michelle Harrington. Please email michelle.harrington@empowermat.co.uk

Yours sincerely,
Carla Whelan
Chief Executive Officer



Our Vision: An excellent, happy school where we enjoy learning

**Our Values: Collaboration, Aspirations
Respect, Positivity**



Underpinning the vision statement are a series of aims, the 'why' we do what we do, these are our beliefs about education. As a school:

- We believe that we should provide a happy and safe learning community in which we nurture every child who is valued as a unique individual.
- We believe that everyone should be immersed in exciting, challenging learning through the delivery of inspirational and innovative opportunities.
- We believe that everyone should be inspired to achieve their full potential now and for the future.

Market Drayton Infants is a warm, nurturing, and community-focused school that places children at the heart of everything it does. Known for its dedicated staff, the school fosters a love of learning through creative teaching, engaging activities, and a strong emphasis on early childhood development. With its large nursery base the school fosters a strong connections with families from the start.

Throughout the school pupils are encouraged to grow in confidence, build positive relationships, and develop key skills that set the foundation for future learning. With a vibrant environment and a commitment to each child's well-being and progress, Market Drayton Infants provides a great foundation for young learners to thrive.

A School Growing in Strength

Market Drayton Infants is a school firmly on a journey of sustained improvement, growing in strength year on year. While continuing to work on key outcomes, the school has already made significant progress through the collective dedication of staff, leaders, and the trust. Together, we strive for continual improvement and a learning environment where every child thrives.

Our recent focus has included developing high-quality adaptive teaching, strengthening assessment practices, and enhancing our EYFS provision in line with the government's Reception Quality Initiative.

These foundations are creating more consistent, ambitious learning experiences across the school. We are looking for a headteacher who will embrace this momentum, build on the work already underway, and lead the next phase of our exciting journey with vision, commitment, and care.

Why Apply for a Headship at Empower?

A headship at Empower is more than a leadership role—it's an opportunity to shape the future of a thriving, values-driven organisation. Empower is committed to developing exceptional leaders, providing the autonomy to innovate while offering the support of a collaborative, forward-thinking trust. Here, headteachers are trusted as strategic leaders, empowered to drive school improvement, and encouraged to create cultures where staff and students flourish.

Joining Empower means becoming part of a community that champions inclusivity, professional growth, and high expectations for every learner. You'll work alongside passionate colleagues, benefit from strong networks, and have access to high-quality development that supports you to excel in your role and influence the wider trust. If you are inspired by the chance to make a lasting impact, lead with purpose, and shape an ambitious educational vision, Empower is the place where you can truly thrive.

WHY APPLY?

- Fabulous children and a supportive team
- A developing setting with room to innovate
- Leadership development and progression
- High-quality training through the trust
- Health and medical perks
- Cross-trust collaboration for wider professional learning and much more!



The Leader We Are Looking For

At Empower, we understand that exceptional schools are not built on perfection—they are built on people. That is why our next Head will embody the spirit of Steve Munby's Imperfect Leadership: someone who leads with humility, courage and authenticity, recognising that powerful leadership is not about having all the answers, but about empowering others to find them.

Decades of research highlight that leadership is the second biggest in-school factor influencing pupil success, shaping everything from culture and staff wellbeing to teaching quality and long-term outcomes. In striving, high-achieving schools, great leaders create the vision, climate and conditions that enable everyone—children and adults alike—to flourish.

We are seeking a leader who understands that the heart of school transformation lies in human leadership. You will be a leader who:

- Brings hope, modelling optimism even in challenging moments. You will lift others, champion what is possible, and create a sense of collective belief that every child can achieve and every problem can be overcome.
- Finds solutions, approaching complexities with curiosity, creativity and calm determination. You thrive in challenge, supporting others to stay focused on progress rather than obstacles.
- Models positivity, knowing that positive leadership is contagious—setting the tone, inspiring resilience and fostering a climate of psychological safety where staff and pupils can take risks, learn, and grow.
- Inspires a shared, ambitious vision founded on moral purpose and the highest aspirations for every learner.
- Builds relational trust, understanding that strong relationships are the foundation of high performance, wellbeing and sustained school improvement.
- Empowers others, developing staff, nurturing talent and elevating the practice of those around you.
- Leads with humility, embracing reflection, learning openly, and using vulnerability as a strength that builds connection and credibility.
- Holds high expectations, guiding the school with clarity, compassion and unwavering belief in what the community can achieve.

At Empower, we believe that the leader of a striving and achieving school is someone who shines a light for others—who brings hope, courage and humanity into every decision. Someone who embraces imperfection not as a weakness, but as a powerful invitation to collaborate, learn and grow.

If you are a leader who can inspire belief, uplift others, and lead a community towards a hopeful, ambitious future—then we would be delighted to hear from you. Together, we then create schools where every child and every adult can truly flourish.

The Past Two Years at Empower

Over the past two years, Empower has continued to grow as a dynamic and ambitious trust, driven by exciting and committed leaders who strive daily to ensure our pupils receive the very best offer. We are clear in our purpose, rooted in service to our communities, and determined to make every one of our schools a place of hope, opportunity, and forward-thinking education.

In this period, two of our RI schools have successfully moved to Good, while another has proudly retained its Outstanding judgement. We also became the first trust to complete a whole-trust NPQ, demonstrating our trust-wide commitment to professional learning and excellence.

Our inclusive vision has expanded with the opening of two external resource bases—including the first of its kind in Shropshire—as well as the development of an internal resource base. We are the first Shropshire trust to engage fully in the Hearts and Minds programme, and we are actively working towards becoming the first Trust of Sanctuary in the county.

Three of our schools now deliver outcomes for disadvantaged pupils that exceed both West Midlands and Shropshire benchmarks, and we remain steadfast in our ambition for all Empower schools to achieve at this level.

Our collective achievements and unwavering drive for excellence have also been recognised nationally, with Empower being nominated and shortlisted for MAT of the Year (2024).

At Empower, our schools are hopeful places, where we find solutions, champion inclusion, and prepare our young people confidently for the future.

Post Title: Headteacher

Salary: L16-L21 (negotiated at appointment and subject to experience)

Reports to: Chief Executive Officer

Location: Market Drayton Infant School

Purpose of the role

The role requires the Headteacher to develop and manage Market Drayton Infant School curriculum, teaching and learning policies, and lead the school's senior leadership team (SLT); as well as following, promoting and managing the school in accordance with statutory duties. The Headteacher is required to work with the CEO, Trustees, the LGB, and other school leaders within the Trust, to ensure the best education for pupils through achieving the Trust's aims and objectives.

ACCOUNTABILITY

- Be accountable to the CEO in accordance with the Scheme of Delegation for all legal substantive Headteacher responsibilities, including being the named person for Ofsted purposes, all aspects of the school's performance, management of staff discipline, grievance and capability processes, including the power to suspend, in addition to the internal organisation, management and control of the school.
- The Headteacher reports to the LGB for aspects delegated to them through the Scheme of Delegation.
- Ensure that the school complies with all relevant statutory requirements relating to the provision of education and, where applicable, other relevant legislation, e.g. equal opportunities, safeguarding.
- Provide appropriate information, advice and support to the CEO, LGB and the Trustees, helping them to meet their responsibilities in accordance with the Scheme of Delegation.

LEADERSHIP

- Liaise and work with the CEO and other leaders within the Trust to secure creative, responsive and effective approaches to learning and teaching and be prepared to take a lead in developing Trust initiatives and priorities.
- Liaise and work with the CEO and other leaders within the Trust to secure creative, responsive and effective approaches to learning and teaching and be prepared to take a lead in developing Trust initiatives and priorities.
- Promote and maintain a resolute focus on school improvement and excellence, ensuring that front-line teaching is at the centre of all strategic planning and resource allocations so that Market Drayton Infant School achieves consistently high academic results within the local context.
- Ensure classroom practice is closely monitored, evaluated and reviewed and, based on findings, ensure the effective implementation of improvement strategies.
- Actively promote pupils' academic, moral, social, emotional and cultural welfare.
- Ensure the provision of a safe and productive learning environment which is engaging for all pupils.
- Ensure robust safeguarding policies and procedures are adopted and promoted and that all staff are fully trained and accountable.



Headteacher Job Description

- Support the LGB to effectively deliver those aspects delegated to them through the Scheme of Delegation.
- Liaise with Headteachers within the Trust to fulfil aspects of the CEO's role on a temporary basis should the need arise.
- Ensure the school works towards maintaining Ofsted at least 'good' criteria and supports other Trust schools to achieve and maintain that status.

MANAGING THE SCHOOL

- Actively promote the values of Market Drayton Infant School and the Trust, and ensure these are in line with legal requirements.
- Actively promote the development of a professional learning culture in which all staff are encouraged to take responsibility for their professional development.
- Build and maintain excellent relationships with other schools in the Trust, the LGB the Board of Trustees and other partners to develop a 'world class' local education system.
- Ensure the school creates an attractive and professional working environment.
- Recruit, retain and deploy exceptional teachers and staff, managing them to achieve the Trust's vision and goals.
- Liaise with the Trust Director of Finance, Business & Operations Partner (BOP), LGB and CEO to ensure funding is appropriately allocated, monitored, reviewed and evaluated to improve the quality of education for pupils and to ensure value for money is achieved.
- Manage disciplinary, grievance and capability processes in line with school and Trust policies.
- Ensure the supervision, security and maintenance of buildings and ensure the health and safety of all people on the premises.
- Produce, implement and monitor improvement plans and policies that benefit the development of the school and the Trust, including promoting policies that ensure high standards of behaviour and attendance.
- Ensure the effective implementation of an effective appraisal process for all staff.
- Ensure the effective day-to-day management and organisation of the school to reflect the Trust's policies, delegating such management duties to other members of the leadership team wherever appropriate.
- Meet regularly with the CEO to discuss the running of the school, including what can be implemented to improve this.
- Ensure that staff are well informed and kept up-to-date with Trust level activity.



Headteacher Job Description

- Clearly define and communicate staff accountabilities, ensuring they are understood, agreed upon and properly reviewed.
- Collaborate with the CEO to provide Trustees, the LGB, parents and others, e.g. Ofsted, with information and accurate accounts of the schools performance.

CURRICULUM

- Ensure the delivery of a broad, balanced and dynamic curriculum across Foundation Stage and KS1 in line with the vision and values of Market Drayton Infant School and of the Trust; ensuring differentiation and reflecting the individual abilities and needs of all pupils.
- Ensure parents and pupils are well informed about the curriculum, attainment and progress.
- Ensure the curriculum is translated into an effective school timetable, delegating such management duties to other members of the leadership team as appropriate.
- Promote and support the running of extra-curricular clubs, e.g. athletics. music, drama, art etc.
- Ensure the school develops a strong reputation for the quality of its sporting and cultural activities and for its pastoral care.

TEACHING & LEARNING

- Ensure teaching and learning is at least consistently good, with significant areas of outstanding practice.
- Ensure a consistent and continuous focus on pupils' achievement, with systems for recording each individual's progress, and effective use of data and benchmarks to monitor the pupil's progress.
- Ensure the implementation of an effective system to effectively monitor, evaluate and review classroom practice, and promote improvement strategies.
- Actively encourage every member of staff to develop and trial innovative teaching and learning strategies to engage, motivate and inspire every child.
- Give constructive feedback to colleagues in a way that recognises good practice and supports their progress against professional and performance management objectives, ultimately resulting in a tangible impact on pupils' learning.
- Ensure resources are prioritised to support front-line teaching.



Headteacher Person Specification

Qualifications & Training	Essential	Desirable
Qualified Teacher Status	✓	
A Degree or equivalent	✓	
NPQH or NPQEL Award	✓	
Evidence of continuing and recent relevant professional development	✓	
Experience	Essential	Desirable
At least 3 years successful experience as a substantive Deputy Headteacher or Headteacher	✓	
Evidence of leading and delivering successful, inclusive classroom practice, teaching excellence and curriculum development across the primary age range	✓	
Strategic Leadership	Essential	Desirable
Demonstrates knowledge and confidence to lead safeguarding and promotion of the welfare of children across the school	✓	
Demonstrates the ability to set and communicate a clear, ambitious strategic direction for the school.	✓	
Makes confident, evidence-based decisions that drive pupil achievement and continuous school improvement.	✓	
Successfully initiates and manages change, applying creative problem-solving to complex challenges with a focus on long-term impact.	✓	
Demonstrates the ability to delegate effectively, devolve responsibilities, and monitor and evaluate practice to maintain high standards.	✓	
Builds high-performing teams that actively engage in appraisal and professional review processes and understand their role in the school's success	✓	
A commitment to equality of opportunity for all and of successful strategies for promoting inclusion	✓	
Is committed to equality of opportunity and champions innovative learning approaches for all pupils, including those with SEND.	✓	



Headteacher Person Specification

Professional Capabilities	Essential	Desirable
A proven ability to motivate, inspire, lead and communicate positively with all stakeholders	✓	
A thorough knowledge and understanding of the primary curriculum and the ability to develop and deliver a broad, balanced and inspirational curriculum	✓	
Ability to lead, assess, support and motivate staff to improve the quality of teaching and learning	✓	
Relevant and up to date knowledge of educational policies and legal requirements	✓	
The ability to effectively identify the needs of every child and deploy staff and resources to ensure those needs are met	✓	
Ability to use attainment and pupil progress data and implement a range of strategies to raise achievement	✓	
Demonstrates resilience and flexibility when responding to change	✓	
Champions innovation and encourages reflective practice to drive improvement	✓	
Communication, Relationship Building and Influence	Essential	Desirable
Demonstrates effective communication with pupils, staff, parents, governors, and external partners.	✓	
Builds trust and inspires confidence through clarity, empathy, and transparency.	✓	
Influences others positively to secure commitment to shared goals.	✓	
Demonstrates the ability to foster strong, respectful relationships across the school and wider community.	✓	
Promotes teamwork and inclusion, creating a culture of mutual support in every interaction.	✓	
Resolves conflict constructively and maintains a positive, collaborative school climate.	✓	



Headteacher Person Specification

Work Related Personal Requirements	Essential	Desirable
The ability to embrace change and support a team philosophy to implementing change	✓	
A willingness to support the academy's agenda and contribute to the development of the ethos, values and vision of both Market Drayton Infants and the Trust, and lead them into their next phase of development	✓	
The ability to make well-informed decisions in challenging situations	✓	
A proven ability to foster positive relationships with peers and senior colleagues	✓	
Leads with integrity and models high standards of behaviour and conduct	✓	
Creates a culture of high expectations and celebrates success across the school	✓	
Is committed to ongoing professional development for self and others	✓	
Empowers staff and pupils to achieve their full potential	✓	





Why would an aspirational Headteacher join us?

Our Offer

The Trust commissions a bespoke package for school improvement which:

- Is provided by professionals who respect and build capacity and confidence
- Maximises the use of school to school support
- Articulates high expectations of teachers and learners

Leadership Support

Leadership is the most important determinant in the success of a school. Empower Multi Academy Trust know that supporting and enabling effective leaders is critical to their success.

We encourage and support our leaders to be innovative, collaborative, passionate and positive.

We offer:

- Exceptional School Improvement expertise
- Support and regular visits from the CEO
- Well balanced challenge and support
- Middle and Senior Leadership development programmes
- Leadership capacity building
- A collegiate approach
- A leadership support network
- Executive Headteacher Group half-termly meetings
- Leadership career development pathways

Empower Trust champions high performance through autonomy. We will help you monitor what you are doing well and provide the tools you need to help you improve further. We will need certain information at key points in the year in order to measure your performance and benchmark it against others.

We believe that empowering your autonomy is the most effective way to create a sustainably outstanding school system.

Staff Development

Staff development is at the core of our improvement strategy. We are creating an innovative talent management and succession planning framework focused on developing exciting and sustainable career structures and staff professional development opportunities for all our staff. This will enable us to retain our talented staff, recruit ambitious, high quality staff and 'grow our own' future school leaders – all of which will help our academies to continue to provide outstanding learning opportunities for all the children within the Trust.

We believe that the best schools are those that offer the best development opportunities to staff. Working with us gives access to broad training and development opportunities for staff at all levels, enabling you to:

- Deepen your pool of talent
- Continuously build capacity
- Secure a sustainable long term future for your school

We offer:

- Mentoring and coaching programmes
- Senior leadership development
- Middle leadership development
- Professional development pathways for staff at all levels



Why would an aspirational Headteacher join us?



Our Offer

- Collaboration and co-operation between schools
- Talent spotting and talent management
- Peer Learning
- Professional networks
- Building community capacity
- Recruitment and training of School Direct teacher trainees

We believe that effective Professional Development is a key driver for ongoing School Improvement. We are proud that the Shropshire Primary Partnership is based at one of our schools, St. Peter's CE Primary School and Nursery. Shropshire Primary Partnership is a successful partnership of local schools and academies that collaborate and support each other to aim to provide an effective education for every child within the Alliance. Professional Development programmes are delivered at both St. Peter's Learning Centre in Wem.

Finance Support

Academies have different financial reporting requirements to those of Local Authority Schools. Academy Trusts are charitable companies and therefore have to comply with charity and company law as well as comply with reporting requirements to the Education Funding Agency. Funding mechanisms are also different for Academies to those of maintained schools.

We have a central Finance Team led by the Trust Director of Finance and supported by a firm of Chartered Accountants. The team supports Academies and takes care of statutory reporting requirements. The Trust has established accounting systems and procedures that ensure Academies are fully compliant with financial requirements and that their finance operations run smoothly.

We offer:

- Preparation and submission of annual reports required by the ESFA and Company legislation
- Assistance in strategic financial planning and financial management advice
- Implementation of accounting and budgeting software and training of staff
- Ongoing support on financial systems and procedures
- Budget monitoring and forecasting
- Month end support
- Monthly monitoring visits to ensure the budget is kept on track
- Core finance policies and finance regulations
- Support with grant applications/ funding bids
- Strategic procurement reviews
- Internal and external audit functions
- A network of Business Support Managers and finance experts
- Support from the Shared Services Finance Team via email; online; telephone or on-site support.



We aim to support its Academies in reducing the financial burden by continually improving the efficiency of the finance function. We offer an experienced finance support network that will continue to grow as the Trust grows.



Why would an aspirational Headteacher join us?

Our Offer

Economies of Scale and Financial Efficiencies

With financial weight comes better purchasing power. The economies of scale and collective purchasing made possible within a Trust can help Academies cope better with shrinking budgets. By sharing costs and negotiating for the Trust, we can ensure that all Academies' requirements are met efficiently, financially and professionally.

We offer financial efficiencies in the following areas:

- HR provision and payroll
- Energy supply
- Staff Absence Insurance
- Supply staff
- Data management systems
- Accounting and budgeting software
- Purchasing and lease hire
- Stationary and photocopying
- Premises/ estates management
- Clerking Service
- Accountancy services
- Legal Services
- Education Welfare Service
- IT services and support
- Catering services
- Grounds and site maintenance



Governance

Good governance is essential in driving up educational performance and pupil outcomes and to ensure resources are used to give every child the best possible education.

We Offer..

- Support for Chairs, Headteachers and governors
- Access to Governor Hub and The Key Resources
- Governor training
- Timely production and distribution of documentation
- Efficient governance administrative support
- Termly Chairs Forum meetings for LGB Chairs to meet with Trustees and the CEO

Why would an aspirational Headteacher join us?



What we can offer you

We are committed to developing our staff and to providing opportunities for growth. We want to encourage the career progression of our employees wherever possible, and support staff who wish to move between our schools and the Shared Services Team when suitable roles arise. We also offer secondment opportunities when available.

At Empower Multi-Academy Trust you would be working alongside excellent leaders in education, each with specific areas of expertise. We offer Middle and Senior Leadership development programmes, professional support networks and career development pathways for staff at all levels. In addition, we also have mentoring and coaching programmes, peer learning, internal and external CPD opportunities.

Health and Wellbeing Services

Working in education is a challenging job and the health and wellbeing of our staff is high on our agenda and a key priority. We have several Trust wide wellbeing initiatives that offer support and guidance for our workforce:

- A Trust Wellbeing Strategy and Charter outlining our commitment to staff wellbeing.
- At least one trained Mental Health First Aider in every location, helping to embed our belief that physical and mental health hold equal importance.
- A network of Mental Health First Aiders and Mental Health Leads who provide support, guidance, and signposting to colleagues across the Trust.
- A Future in Mind network representing all our academies, who signpost staff to wellbeing support and information, and ensure staff voice is heard.
- A designated Trustee sponsor whose role is to ensure staff wellbeing remains a priority
- Wellbeing is a discussion item on each Trustee / Local Governing Body meeting agenda
- Dissemination of annual staff wellbeing questionnaires to inform future actions
- Active engagement in national and international awareness days
- Working towards the Mental Health and Work Commitment and the Education Staff Wellbeing Charter.

Take a look at our employee benefits [HERE](#)





Our Vision: An excellent, happy school where we enjoy learning

**Our Values: Collaboration, Aspirations
Respect, Positivity**

Underpinning the vision statement are a series of aims, the 'why' we do what we do, these are our beliefs about education. As a school:

- We believe that we should provide a happy and safe learning community in which we nurture every child who is valued as a unique individual.
- We believe that everyone should be immersed in exciting, challenging learning through the delivery of inspirational and innovative opportunities.
- We believe that everyone should be inspired to achieve their full potential now and for the future.

Join Empower Multi-Academy Trust - Where People Matter



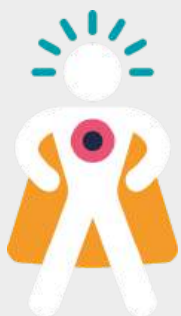
EMPOWERMENT

We actively promote opportunities for every child, adult and school to influence their own practice and future.



POSITIVITY

We adopt a 'can do' attitude and an optimistic approach.



AMBITION

We encourage and support every child, adult and school to aim high to achieve their aspirations.



RESPECT

We are thoughtful and considerate to ourselves, others and the environment.



COLLABORATION

We work together to support everyone to achieve their aims.



INTEGRITY

We are honest, transparent and fair in everything we do.



Application & Selection Process

Please complete the online application form via My New Term in full and submit with a supporting statement detailing how your skills, experience and attributes demonstrate your sustainability for the role.

Applications should be sent to Michelle Harrington, Director of People & Culture, via the My New Term platform.

The closing date for applications is: 14th January 2026 at 4pm

Interviews will be held on: Friday 23rd January 2026

Selection Procedure:

Successful candidates will be invited to interview on Friday 23rd January 2026

More detailed information about the interview process will be provided to shortlisted candidates.

Safer Recruitment:

Empower Trust is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. As part of our recruitment process all successful candidates will be subject to a Disclosure and Barring Service check along with other relevant employment checks.

On the day interview:

All applicants will be required to bring in a minimum of three pieces of identification which verify their name, date of birth and current address., one of which must be a form of photographic identification.

The following are acceptable:

- Valid passport, birth certificate or driving licence
- Additional proof of address such as a recent utility bill, council tax bill or bank statement (at least two are required and should be dated no more than three months ago)

Applicants will also need to bring their qualification certificates.

Appointments are subject to the receipt of satisfaction references. References will be sought from the current employer and gaps in employment history followed up.

Data Protection:

You should be aware that the information you provide will be stored at Empower Trust and will not be passed to any third party. Please also refer to our Recruitment Privacy Notice.



PRIVACY NOTICE - JOB APPLICANTS

This privacy notice advises job applicants of the Trust's commitment to data protection responsibilities of privacy and confidentiality relating to the collection and processing of their personal information.

We collect and process your personal data as part of the recruitment process in relation to the role you are applying for. All Headteachers and Managers involved in the recruitment process have responsibility for ensuring that applicants' personal information is held and processed in the correct way.

What is personal information

Personal information is any information that relates to you and can be used directly or indirectly to identify you, such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person (GDPR article 4).

Special categories of personal data means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and biometric/genetic data (GDPR article 9).

Legal Basis for Using Personal Data

We collect personal data only for specified, explicit and legitimate purposes, whether or not by automated means, such as collection, recording, storage, retrieval, use, disclosure, dissemination, erasure, or destruction (GDPR article 4).

1. We process personal data lawfully, only where it is adequate, relevant, and limited to what is necessary for the purposes of processing.
2. We keep accurate personal data, only for the period necessary for processing, and take all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay.
3. We adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, accidental loss, destruction, or damage.
4. We do this to ensure a candidate is suitable for the role and to make sure reasonable adjustments can be made for those applicants who have a disability.
5. Processing of personal data ensures that a fair recruitment process has taken place.

We will not process personal data of applicants for reasons other than the recruitment and selection process. Where we process special categories of personal data or criminal records data to perform obligations, this is done for legal reasons. We will update personal data promptly if an applicant advises that his/her information has changed or is inaccurate.

To operate an effective recruitment process, we will collect and store personal information you submit as part of the application process. By submitting your personal information, you are consenting to us using it in accordance with this policy. You are under no obligation to provide your consent for the organisation to hold your data out-side of the recruitment process. If you do not consent to the organisation holding, processing, and sharing your personal data during the recruitment process, we may not be able to process your application.

In some cases, the organisation will need to process data to ensure that it is complying with its legal obligations. For example, we must check an applicant's entitlement to work in the UK.



What data do we hold on you?

The personal data we hold regarding you can include, but is not limited to, information such as:

- Your name and address.
- Email address and telephone number.
- Date of birth.
- Equal opportunities monitoring information.
- Your nationality and entitlement to work in the UK.
- National insurance number.
- Information about your current salary and benefits.
- Qualifications and skills.
- Work experience and employment history.
- Information about your criminal record.
- Disability status to enable us to make any reasonable adjustments throughout the recruitment process.

Any applicant wishing to see a copy of the information about them that we hold should contact the organisation

Who can access your personal data?

Your personal data may be shared internally with other members of staff involved in the recruitment process for them to perform their roles. Throughout the recruitment process we maintain strict confidentiality and only process and retain personal data of unsuccessful applicants for up to 12 months before being deleted or destroyed.

How do we protect applicants' personal data?

Our servers and storage systems are based in the UK and we have ensured that appropriate safeguards are in place to protect your personal data.

We take the security of your personal data very seriously. Internal policies and controls are in place to try to ensure that data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the performance of their duties. Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measure to ensure the security of data. For example, we ensure that we use encrypted devices, use passwords, virus protection and have firewalls.

What rights do you have in relation to your information?

You have the following rights in relation to your personal data: -

- The right of access to the personal data and supplementary information. This right is to enable you to be aware of and verify the lawfulness of the personal data we are processing.
- The right to rectification. This right allows you to have personal data rectified if it is inaccurate or incomplete.
- The right to erasure. This is also known as the 'right to be forgotten'. This is not an absolute right and applies in specific circumstances.
- The right to restrict processing. The right applies in circumstances where, for example, the data subject contests the accuracy of the data or challenges the public interest or legitimate interest basis. Further guidance can be obtained from the ICO's website.



- The right to data portability. This allows individuals to obtain and reuse their personal data for their own purposes.
- The right to object. Individuals have the right to object to:
 - Processing based on legitimate interests or the performance of a task in the public interest / exercise of official authority.
 - Direct marketing
 - Processing for scientific / historical research and statistics.
 - Rights in relation to automated decision making and profiling.

Further guidance and advice on the above rights can be obtained from the ICO:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/individual-rights/>

This policy may be subject to change, and any changes. We recommend that you check the Privacy Notice each time you submit an application. If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting the Data Protection Officer on admin@empowermat.co.uk Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns> to raise any issues you have.

