



**Manshead
CE Academy**



DIOCESE OF
ST ALBANS
MULTI-ACADEMY TRUST

Teacher Alternative Resource Lead - ASD

Recruitment Information Pack



**Manshead Church of England Academy
Dunstable Road
Caddington
Bedfordshire
LU1 4BB**

Aspire, Serve, Flourish



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Teacher Alternative Resource Lead – ASD

Recruitment Information Pack

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December 2025

Dear Colleague,

Thank you for your interest in the position of **Alternative Resource Provision Lead (ASD)** at Manshead Church of England (CE) Academy. I hope you find the information to be both interesting and useful.

Manshead CE Academy is a rapidly improving academy with a distinct Christian ethos, providing high quality education for 1141 children from age 11 to 18. The academy has moved forward greatly since it converted to become a sponsored academy in May 2017. The staff, students, parents and local community are all very keen to move the academy forward to be the place of choice and to ensure outstanding outcomes for all groups of learners.

We are an active member of the Diocese of St Alban's Multi-Academy Trust and work closely with local primary schools to develop and share best practice.

This position requires an outstanding individual with the drive, ambition and commitment to raise both the academic and pastoral standards of our students. As this role is key in the plan to drive forward improvements across teaching, learning and assessment within the academy, we are looking for a candidate with leadership experience, a record of accomplishment together with superb emotional intelligence. The person appointed must be able to work positively with a wide range of people in a variety of settings.

As we are unable to write to all unsuccessful applicants, if you do not hear from me again, may I thank you again for your interest and wish you every success with any other applications you may make. Due to time constraints, we are only able to provide feedback to applicants who reach the interview stage.

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I look forward to receiving your application.

Yours sincerely,

Sophie Hall
Associate Vice Principal – Inclusion and SEND



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INTRODUCTION

At Manshead CE Academy, we have a strong, caring, Christian ethos and aim to provide learners with a high quality, broad and balanced curriculum; we place great emphasis on striving for personal success whatever the starting point for the individual. We are confident that whatever the abilities, talents and needs of the child, we will be able to support, encourage and challenge them to reach their potential.

Why choose Manshead CE Academy?

1. **Our vision** is to be an outstanding academy where there is a strong sense of pride and aspiration. We place importance on the development of the whole person; intellectually, physically, emotionally, socially and spiritually. Alongside effective pastoral support and strong Christian values, to develop an academy where a rich curriculum and stimulating approach to teaching and learning will secure achievement and success for all.
2. **Our core purpose** is to provide students with a high-quality learning experience, in a caring and supportive learning environment, underpinned by strong Christian values. As a consequence, students are aspirational, resilient and respect the value of others.
3. We are very proud of the **broad and balanced curriculum** we offer at Manshead CE Academy. We aim to ensure that each learner enjoys their time with us and that they each achieve success in every course they study from Year 7 to Year 13.
4. **Personal Development Education** (PDE) at Manshead CE Academy ensures that learners acquire the knowledge, understanding and skills they need to manage their lives now and in the future. As part of a whole-academy approach, PDE develops the qualities and attributes learners need to thrive as individuals, family members and members of society.
5. **Outcomes for learners** at Manshead CE Academy, continue to improve year on year. The progress achieved at Key Stage 3 has shown the academy move from the bottom 40% in those schools undertaking GL Assessment to the top 30%, within the Core subjects. GCSE results have also seen continuous improvement however last year's results were not validated due to Covid-19. The A Level results also show continuous improvement with the Sixth Form growing in size each year due to the success.

We are proud that our Academy is sponsored by the Diocese of St Albans Multi-Academy Trust. Following the principles used to establish Church of England schools in the 1800s, the Diocese of St Albans Multi-Academy Trust remains committed to providing a locally based high-quality education to meet the needs of their local community, whilst benefiting from a regional network of support.



THE ACADEMY'S VISION AND VALUES

Our Vision is to be an outstanding academy where there is a strong sense of pride and aspiration. We place importance on the development of the whole person; intellectually, physically, emotionally, socially and spiritually. Alongside effective pastoral support and strong Christian values, to develop an academy where a rich curriculum and stimulating approach to teaching and learning will secure achievement and success for all.

Our Mission is to create an environment built on positive engagement, self-discovery, leadership, passion for learning and the acquisition of effective skills for life. To provide an education based on students' individual needs, building self-esteem and motivation, rewarding progress, providing a wide range of opportunities and engendering a genuine love of learning.

Our Commitment is to empower all members of the academy to progress their understanding and knowledge in the classroom and beyond, so they can make a positive contribution, experience success and live happy, healthy, fulfilled lives. We will work together with parents, governors and the wider community to meet the needs of our students. We will act with professionalism in all we do and expect the students to demonstrate empathy, respect and acceptance for themselves and others.

Our ethos is based on mutual respect and working together. We will provide a nurturing, supportive and caring learning environment where all experience healthy relationships based on equality, confidence, compassion, integrity and respect for self and others.

Our core purpose is to provide students with a high-quality learning experience, in a caring and supportive learning environment, underpinned by strong Christian values. As a consequence, students are aspirational, resilient and respect the value of others.

Our core values:

Aspire Our students work hard towards their goals, even when it's challenging. Our students believe in themselves and take every opportunity offered to them to reach their potential.

Serve Our students help and support each other. Our students are proud of their school community and work together to create a welcoming, calm and kind environment for all to learn and flourish.

Flourish Our students know that they can always continue to grow and thrive. Our students approach their learning knowing that they can always improve and succeed with the right attitude and support.

In order to unite in a shared vision of high-quality education for all, safeguard emotional and physical wellbeing, and to promote the very best in effort and resilience without compromise whilst realising the highest academic achievement and progress, we have established our vision and values on the Christian principles that: –



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- That every person is made in the image of God.
- Every person is valued as a unique individual and their voice counts.
- That God is a God of order.
- That the Bible demonstrates the need for law, love and compassion.

THE SPONSOR

The Diocese of St Alban's Multi-Academy Trust (DSAMAT)

History

The Diocese of St Albans Multi-Academy Trust is a Church of England Trust established in September 2016 primarily for Church of England schools in the Diocese of St Albans, which consists of the Local Authority areas of Hertfordshire, Bedford Borough, Central Bedfordshire, Luton, parts of the London Borough of Barnet and two parishes in Buckinghamshire. It is passionate about creating and maintaining Church of England Academies that serve their local communities through the provision of a rich and diverse curriculum underpinned by Christian Values.

The Trust today

The Trust admitted its first Academies, Churchfield CE Academy, Thomas Whitehead CE Academy and Manshead CE Academy, between 1st March and 1st May 2017. Caldecote CE Academy, Kensworth CE Academy, Northville CE Academy, Ravensden CE Primary Academy, Roxton CE Academy, St. James CE VA Primary, Studham Village CE Academy, Wenlock CE Academy, Totternhoe CE Academy and Ursula Taylor CE Academy are all now part of the Trust.

As a Church of England Multi-Academy Trust our commitment to a locally based education is delivered through an approach consistent with the faith and practice of the Church of England. The Trust is committed to providing a locally based high quality education that enables schools to meet the needs of their local community, whilst benefitting from a regional network of support. Academies that are part of the Trust retain their name, school uniform, local customs and through the Academy Council will promote local engagement in school life.

As part of the Diocese of St Albans educational provision academies within DSAMAT are called to live God's love by being distinctively Christian, community focused and by serving the common good. All academies in the Trust seek to deliver the curriculum within a programme of Christian values and virtues in an overarching ethos that sees each individual child as being of worth and having the capacity to grow into a fully rounded person.

Future Development

The Diocese of St Albans Multi-Academy Trust has a vision to grow steadily over the next 10 years until it is working with up to 40 Church of England academies. These will be located in two regional hubs (Bedfordshire and Hertfordshire) of approximately 20 schools each. As the Trust grows and develops regional hub boards will assume responsibility for the day to day running of academies leaving the Trust Board to focus



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on the strategic growth of the Trust.

Further details about the work of the Diocese of St Alban's Multi-academy Trust, including academies it currently sponsors, can be found at <http://stalbandsmat.co.uk/>

THE APPLICATION PROCESS

Application forms can be completed online via My New Term www.mynewterm.com or via the link to My New Term on our website www.mansheadschoo.co.uk.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.

QUERIES

If you have any queries on any aspect of the application process or need additional information, please contact Vicky Sharp, PA to the Headteacher on 01582 679400.



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Alternative Resource Provision Lead (ASD)

Required for January 2026

**Salary MPR / UPR plus SEN-Maximum Allowance
(currently £5,497 per annum)**

We are seeking to appoint an enthusiastic, experienced and caring Lead Teacher (ARP) to work as part of our Special Educational Needs and Disabilities (SEND) Team in our Autism Provision. The successful candidate will lead the students in the Autism Provision and have overall oversight of the day to day running of our ARP.

You will need:

- Motivation and a determination to make a difference
- Good interpersonal and organisational skills
- A caring, supportive attitude
- Back ground in working with ASD Students

For more information on this role, and to download an application pack to apply, visit our website: <https://mansheadschoo.co.uk/vacancies/> where you will be redirected to My New Term to make your application.

To find out more about Manshead CE Academy, visits are positively encouraged in order meet our students, staff and the Headteacher. For further information or to arrange a visit, please contact Vicky Sharp, PA to the Headteacher, on 01582 679400 or email sharpv@mansheadschoo.co.uk

Please note that his post is subject to enhanced disclosure.

**Closing date: 9:00am Monday 15th December 2025 with
interviews scheduled for Wednesday 17th
or Thursday 18th December, 2025**

'The Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'

'CVs will not be accepted for any posts based in schools.'

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JOB DESCRIPTION

Alternative Resource Provision Lead (ASD)

Post Title: Alternative Resource Provision Lead (ASD)

Salary: MPR / UPR

Allowance: SEN – Maximum (currently £5,497 per annum)

Purpose of the Role

To lead, coach, and develop high-quality teaching and learning across the ASD Provision, ensuring excellent educational and wellbeing outcomes for pupils with Autism, Speech, Language, and Communication Needs (SLCN). The post holder will model outstanding practice, provide staff development and coaching, and contribute to the strategic leadership of inclusive practice across the academy.

Key Responsibilities

Leadership and Coaching

- transport Lead and coordinate the quality of teaching, learning, and assessment within the ASD Provision, maximum of 12 students.
- Provide coaching and professional development for teachers and support staff, focusing on effective strategies for communication and interaction needs.
- Model outstanding classroom practice and support staff through mentoring, observation, and reflective feedback.
- Develop and implement training and professional learning programmes (e.g. Team Teach, emotional resilience, communication approaches).
- Work collaboratively with the SENDCo, senior leaders, and external professionals to support inclusive practice and provision development.
- Manage day-to-day staffing, cover, and resources within the provision.

Teaching and Learning

- Deliver high-quality, adapted lessons that meet the individual needs of pupils with Autism, SLCN, and associated needs.
- Plan and teach well-structured, engaging lessons that promote progress, independence, and confidence.
- Assess, monitor, and report on pupil attainment and progress using data to inform planning and intervention.
- Ensure appropriate curriculum adaptation and enrichment opportunities for pupils within the provision.
- Support transitions into, within, and beyond the provision, including reintegration into mainstream and post-16 pathways.



Professional Responsibilities

- Provide guidance and support to colleagues in planning, behaviour management, and effective communication strategies.
- Work closely with parents, carers, and external agencies to support pupil development and wellbeing.
- Contribute to the wider life and ethos of the academy through collaboration, participation in CPD, and whole-school initiatives.
- Promote safeguarding, equality, and inclusion in all aspects of practice.
- Manage an agreed budget effectively, ensuring resources are used to enhance teaching and learning.

Qualifications and Experience

Essential:

- Qualified Teacher Status (QTS)
- Proven experience of teaching pupils with SEND, particularly Autism and SLCN
- Experience using data to raise attainment and track progress
- Evidence of ongoing professional development in SEND or inclusion

Desirable:

- Additional qualification in Autism, Speech and Language, or SEND (Level 4+, degree, or postgraduate)
- Accreditation in Team Teach or similar behaviour support programmes
- Experience of leading or managing a specialist provision or SEND team

Knowledge and Skills

- Strong understanding of Autism, social communication difficulties, and the SEND Code of Practice (2014).
- Knowledge of evidence-based interventions such as TEACCH.
- Excellent interpersonal, coaching, and communication skills.
- Ability to develop, support, and inspire colleagues to improve practice.
- Skilled in differentiating teaching and supporting complex needs within mainstream and specialist settings.
- Confident in facilitating and contributing to EHCP reviews and liaising with external agencies.
- Commitment to high expectations, inclusion, and pupil-centred practice.

Safeguarding and Conduct

- Uphold the highest standards of safeguarding and child protection in line with statutory requirements.
- Maintain professionalism, integrity, and confidentiality at all times.
- Promote and model the academy's values, British Values, and inclusive ethos.

Other Information

- An Enhanced DBS check is required.
- Cross-site working may be required; access to own is essential.



- Some evening or weekend work may be required for training or academy events.

Review of Duties

This job description is subject to annual review in line with the academy's performance management process and may be amended in consultation with the post holder to reflect the evolving needs of the academy.

Responsibilities for all Academy Staff:

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are required to become familiar with, understand and adhere to all academy / Trust policies and procedures, particularly those in relation to equality of opportunity, health and safety, data protection and safeguarding.

All staff are expected to maintain appropriate professional boundaries in all contacts and support of students and their families.

Staff are expected to adhere to and promote the academy and Trusts' visions and ethos, encouraging the inclusion and acceptance of all students.

Staff are expected to commit to contributing to the wider school and its community. Staff are expected to participate in relevant staff development activities.

Safeguarding responsibilities of all staff:

To behave at all times in a manner consistent with the academy's commitment to uphold the highest standards in safeguarding and promoting the welfare of children.

- To complete all training and maintain any qualifications regarding safeguarding which the academy requires.
- To be aware of the systems which support safeguarding and follow the procedures as laid out in the Child Protection Policy and KCISE.
- To report and concerns about the environment to a member of staff or if appropriate the Designated Safeguarding Lead.
- To understand and follow the guidance on how to report any safeguarding / welfare issues that come to your attention, and never to ignore any such issues.
- To identify students who may benefit from early help as soon as possible.

Maintaining confidentiality responsibilities of all staff:

- To maintain the confidential nature of information relating to the academy, its students and parents / carers, acting in accordance with the GDPR Regulations at all times.

Working Environment:

CONTEXT: All staff are part of a whole school team. They are required to support the values and ethos of the academy and school priorities as defined in the School



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Improvement Plan. This will mean focusing on the needs of colleagues, parents / carers and students and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed from Direct.gov.uk

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'CVs will not be accepted for any posts based in schools.'



PERSON SPECIFICATION: Alternative Resource Provision Lead (ASD)

Job Title: Teacher		
KEY CRITERIA	ESSENTIAL	DESIRABLE
Education and Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status (QTS) • Evidence of ongoing professional development in SEND, Autism, or Speech and Language 	<p>Additional qualification in Autism, Speech and Language, or SEND (Level 4+, degree, or postgraduate)</p> <p>SENDCO</p>
Experience	<ul style="list-style-type: none"> • Excellent and committed classroom practitioner. • Successful experience of teaching pupils with SEND, particularly Autism and / or Speech, Language and Communication Needs (SLCN) • Evidence of improving student progress gains and raising the attainment and achievement levels through high quality teaching • Knowledge of current national educational issues. • Knowledge of the SEND code of practice 2014. • Experience differentiating and adapting the curriculum to meet a range of needs. • Experience or knowledge of the ECHP review process and the ability to facilitate and participate in the ECHP review process. • Specialist knowledge and expertise in a range of Autism approaches. • Experience of current assessment practice and the use of data and student progress tracking to ensure that all groups of learners achieve. • Experience of implementing strategies used to establish consistently high aspirations in standards of learning engagement and positive student behaviour. • Knowledge and / or experience of how school improvement actions impact on the quality of teaching and learning within the classroom. • Experience of data analysis to assess progress and to develop appropriate interventions to support areas of concern. 	<p>Previous experience of leading a Communication and Interaction provision.</p> <p>Experience or knowledge of leading interventions of provision for children with SEND.</p> <p>Knowledge of a range of SEND needs.</p>



<p>Skills and Abilities</p>	<ul style="list-style-type: none"> • Able to work collaboratively with less experienced colleagues to identify areas for development. • Able to provide targeted support and training to colleagues in relation to planning, delivery, assessment, behaviour approaches, emotional resilience, risk management and curriculum. • Able to work with external agencies to support students within the provision. • Able to provide coaching sessions to experienced deliverers to support their professional development, leadership skills and post incident reflection. • Able to develop the curriculum in collaboration with other specialists to ensure it matches the requirements of all learners. • Able to manage day to day staffing and cover within the provision. • Able to work co-operatively as a team member and to liaise with colleagues including pastoral and curriculum leads. • Able to develop strategies to engage parents and professional colleagues positively in a holistic approach to progress and well-being. • Able to manage an agreed budget, ensuring resources are respected and appropriate for high quality teaching and learning. • Able to organise and support transition for both the young people and staff team. • Experience of Leadership and Management. • Able to demonstrate knowledge and experience to carry out the responsibilities of a teacher in relation to planning, delivering and assessing the National Curriculum across the primary or secondary phase. • Able to provide evidence of good or outstanding teaching. • Able to assess student' learning needs and to teach mixed ability students within the same class / cohort / group and provide differentiated work to accelerate their progress. 	<p>Knowledge of wider SEND needs and inclusive teaching strategies across the curriculum</p> <p>Understanding of how school improvement impacts teaching quality</p>
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	<ul style="list-style-type: none"> • Able to demonstrate high quality, creative and innovative classroom practice to engage, motivate and inspire students. • Able to promote learning and enhance skills beyond the curriculum and the classroom. • Able to use effectively a variety of teaching and learning styles to enhance teaching, including a wide range of ICT resources. • Able to communicate clearly, accurately and effectively both orally and in writing with children, parents, colleagues, external agencies and Trustees as appropriate. • Have appropriate planning and organisational skills to support teaching, learning, assessment and recording requirements. 	
Safeguarding	<ul style="list-style-type: none"> • Knowledge of Safeguarding and Child Protection expectations. • Knowledge and understanding of strategies for inclusion and equal opportunities. • Knowledge of Health and Safety expectations affecting children and adults across the academy. 	
Work Circumstances	The ability to secure an effective work / life balance but with an expectation that aspects of this role will involve occasional working in the evening and at weekends.	

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that academy policies are reflected in all aspects of his / her work, in particular those relating to; 1. Equal Opportunities, 2. Health and Safety, 3. Data Protection Act (1984 and 1998) and GDPR (2018) 4. Code of Conduct

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours; and attitudes to use of authority and maintaining discipline.

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Academy Statistics

Type of School	Sponsored Academy
Age Range	11-18
Location	Dunstable Road, Caddington, Bedfordshire, LU1 4BB.
Denomination	Church of England
Co-educational or single sex	Co-Educational
Number of students on roll:	1,141
Year 7	200
Year 8	207
Year 9	198
Year 10	195
Year 11	203
Year 12	61
Year 13	77
Ofsted	Good - 15 th and 16 th September, 2021
Date school established	May, 2017



Privacy Notice for Prospective Employees

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our academy.

We, The Diocese of St Albans Multi Academy Trust, Manshead CE Academy, Dunstable Road, Caddington, Luton, LU1 4BB, are the 'data controller' for the purposes of data protection law.

Our data protection officer can be contacted via email dpo@stalbandsmat.co.uk

Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used.

What categories of information are processed?

We process data relating to those applying to work at our Academy. For special category data, we also rely on the following conditions under Article 9 of the UK GDPR. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal information e.g. name, contact details, National Insurance number
- Characteristics information e.g. gender, age, ethnicity
- Disability and access requirements
- Recruitment information e.g. copies of right to work documentation, employment checks, references
- Evidence of qualifications

Why we use this data

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- To inform the development of recruitment and retention policies
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

How do we collect this information?

We collect your personal information via the following methods

- Application forms
- Via My New Term Portal

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most



commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data – for example, where:

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 go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the academy's use of your data.

Collecting this information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

Personal data we collect as part of the job application process is stored in line with our data protection policy

When it is no longer required, we will delete your information in accordance with our record retention schedule.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- The Local Authority – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a headteacher position
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights How to access the personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the academy holds about them.



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If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer via email dpo@stalbandsmat.co.uk