



**SWANWICK  
HALL  
SCHOOL**

## **CANDIDATE PACK**





# WELCOME FROM THE HEADTEACHER

Swanwick Hall School stands in 22 acres of beautiful land. Our school has continued to prosper and serve the community for over 100 years since its establishment.

At Swanwick Hall, we uphold the values of ambition, teamwork, and honesty each and every day. These values shape our approach to education and guide the experiences of our over 1,100 students aged 11 to 18.

Our mission is clear, to provide students with opportunities and experiences that enhance their life choices, making a positive contribution to the world we share.

Since Swanwick Hall was formed, education has undergone significant changes, and it's clear that we must remain innovative to continue to grow and develop.

## So, why choose Swanwick Hall?

We place a real emphasis on high-quality teaching and have undertaken a vast amount of work on developing a high-quality knowledge-rich curriculum in all subjects. Our Swanwick lesson framework is based on strong classroom routines which ensure that all students have a clear understanding of what to expect in the classroom. We believe that 'structure liberates' and as a result, with strong structures in place, our staff have the autonomy to deliver lessons which are engaging, interesting and relevant.

We invest significantly in ongoing professional learning within our school and through collaboration with our colleagues in The Two Counties Trust. In partnership with our Trust colleagues, we have introduced our innovation to traditional appraisal which focusses on supporting our staff to fulfil their ambitions for their future. We hold deliberate practice sessions for our teaching staff each week and actively encourage everyone to participate in professional learning and focus on their career ambitions.

We are developing our offer that sits outside of the classroom and have a real focus on building opportunities for students for enrichment, leadership and trips. Learning outside of the classroom is equally as important as inside of the classroom, and we know that these opportunities will help to further instil a real sense of belonging here at Swanwick Hall.

To develop and improve the school further we need to recruit the best people at every opportunity. We are looking for people who are committed to enhancing the life choices of Swanwick Hall students and who can join our warm, hard-working and ambitious team.

If you haven't already, I recommend that you visit the school and see us in action. We are always happy to meet prospective applicants and to talk openly and honestly about the school and the post on offer.

**EMMA HOWARD**  
**HEADTEACHER**



## WHO ARE WE?

Swanwick Hall School is based in the Derbyshire village of Swanwick and has:



**1,100**  
students  
on roll



**130**  
members  
of staff



**16**  
a post 16 study  
programme



## THE FOLLOWING COMMENTS WERE NOTED AT OUR LAST OFSTED INSPECTION IN 2023:

"The school has high expectations of all pupils."

"Pupils have access to a broad and balanced curriculum. This includes a wide range of GCSE and A Level subjects."

"Younger pupils benefit from a timetabled enrichment programme which allows them to develop their talents and interests."

## WHAT OUR STAFF HAVE SAID ABOUT SWANWICK HALL SCHOOL:

"Leaders care about staff wellbeing."

"The emphasis on reducing workload is a massive positive; through professional learning, deliberate practice, live marking strategies and practices to actively reduce workload."

"Workload is manageable and it feels like staff wellbeing is a priority."

"Our curriculum is the strongest that it has ever been and keeps getting stronger."



# SWANWICK HALL 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 SWANWICK HALL 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 Swanwick Hall 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.





## Family Welfare Officer (FWO) and Deputy Safeguarding Officer (DSO)

<b>Grade and Salary</b>	Grade 5: £21,532 – 23,008 actual salary per annum – 29.5 hours (£31,537 – £33,699 FTE) <b>PLUS</b> Grade 6: £5,902 – £6,529 actual salary per annum – 7.5 hours (£33,699 – £37,280 FTE)
<b>Working pattern</b>	37 hour per week / 39 weeks per year This role will be split 4 days Grade 5 FWO and 1 day Grade 6 DSO
<b>Contract term</b>	Permanent

### The School:

Located in the semi-rural village of Swanwick on the Nottinghamshire / Derbyshire border and within easy reach of the M1, Swanwick Hall is an 11-18 school with over 1,000 students situated on a beautiful 23-acre site around a Grade 2 listed Hall.

At Swanwick Hall our mission is simple, we exist to provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share. The school, a member of The Two Counties Trust, is rightly proud of its reputation in the community as a good school which has an excellent record of student progression and positive engagement based on mutual respect.

### The role:

This is a full time, term time position that will be split 4 days working as Family Welfare Officer and 1 day per week Deputy Safeguarding Officer. The Family Welfare Officer role includes supporting pupils in school and their families, raising attendance levels of targeted families, working preventatively to provide early intervention and signposting. This will work hand in hand with the Deputy Safeguarding Officer role that will require the successful candidate to safeguard and protect students, deliver safeguarding training and deputise for the Designated Safeguarding Lead. The role will include liaising with social services, CAMHS and other external agencies and managing referrals to outside agencies.

### The person:

The right person for this role will show confidence and sensitivity with students and their families. They must be able to effectively manage behaviour and have good knowledge of statutory safeguarding requirements.

The ideal candidate will have experience working with SEND students and ideally be DSL trained within the last 2 years. The candidate will be able to provide support to students and families and will have the ability to communicate effectively to a range of audiences through a range of methods.

### 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.

**The closing date for applications is: Monday 15 December 2025 at 9am.**

**Interviews will be held on: Wednesday 17 December 2025.**

### ***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.*



## JOB PROFILE

<b>Job title:</b>	Family Welfare Officer
<b>Responsible to:</b>	Deputy Headteacher
<b>Salary / Grade:</b>	Grade 5: £21,532 - 23,008 actual salary per annum (£31,537 - £33,699 FTE)
<b>Working hours / weeks:</b>	29.5 hours per week / 39 working weeks per year
<b>Core purpose</b>	<p>The purpose of the post is to:</p> <ul style="list-style-type: none"> <li>• Improve pupil progress and achievement by helping reduce barriers to learning and maximising pupil and parent engagement.</li> <li>• Support pupils in school, and their families, whose difficulties are providing significant barriers to their learning.</li> <li>• Raise attendance levels of targeted families.</li> <li>• Work preventatively with identified families to provide early intervention, signposting support and guidance in times of change and stress.</li> <li>• Persuade, empower and motivate families to engage and overcome barriers to change which may involve managing and overcoming challenging behaviour from family members.</li> <li>• Liaise with relevant agencies to improve swift access to statutory and voluntary services.</li> <li>• Enforce positive parenting responsibility.</li> </ul> <p>Complete Youth Work with small groups of students.</p>

### 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.

### Key responsibilities:

- Proactively manage workload with children aged 4-19 years working closely with the different schools following their approach to support that child as required.
- To support pupils, and their families, whose behaviour is a barrier to their learning and may be at risk of exclusion.
- To support children and families where there are Safeguarding issues and concerns.
- To liaise with relevant agencies and professionals for 4-19 year olds, completing any necessary paperwork.
- To promote parental responsibility for school attendance and support the statutory enforcement, alongside the School Attendance Officer.



## **Support for Families**

- In consultation with the Deputy Headteacher, pastoral and inclusion teams, create and implement action plans, intervention strategies for individuals and groups of pupils.
- To work in a variety of ways to support, motivate and challenge pupils to raise levels of achievement through support either 1:1 support or group activities.
- To provide support for pupils who may be at risk of exclusion and support families in this crisis point.
- Support families with 'team around the family' mid term plans.
- Complete Early Help Assessments as required for complex cases.
- Create and maintain documentation as required for assessments, referrals and progress document.
- To use assessments to identify targets.
- To keep detailed monitoring and progress records.
- To share knowledge and provide guidance to other staff in relation to a range of programmes of support which will meet the needs of pupils and their families.
- To work closely with families, providing a means for smooth and effective communication between the school, families and other agencies.
- To contribute to family and parenting classes and learning.
- To support parents with parent guidance either on a one-one basis or in a group.
- Provide practical help and emotional support to families at particular times of crisis.
- Engage parents in activities that support children's learning.
- To work with the Attendance Officer to ensure the Attendance Policy is implemented, with the families on the schools caseload.
- Ensure academic potential by securing high levels of attendance. Take corrective and assertive action when attendance deteriorates, working with the schools Attendance Officer.
- Looking at risks of children at risk in the local community that could be impacting students of Swanwick Hall mapping, attending panels and meetings as required.
- To work with the Safeguarding Team to ensure the implementation of both school's policies and procedures.
- Use the Stronger Families Safer Children Model of intervention when working with children and families to ensure part of the child's needs are assessed to remove barriers which impact negatively on a child's life.
- To represent the school at meetings that review and evaluate progress against action plans. To ensure reports are prepared through liaising with teachers, teaching assistants and gathering evidence of the child's voice.

## **Support for the school:**

- To work closely with and under the supervision of the Deputy Headteacher to support individuals and groups of children as directed.
- Work with the school to complete paperwork to support students with part time timetables and work with these students supervising them when they are unable to access lessons due to challenging behaviour.
- Supporting the SENDCO with the generation and supply of information around our students with specific needs.
- To undertake youth work with smalls groups of people.

- Completing safe and well home visits to those more complex families, especially when they are not attending school.
- To be involved in the sharing of information between local agencies and school, including attending and organising meetings.
- During school holidays monitor school's safeguarding system.
- To share knowledge, skills and experience with other staff in school.
- To network with other Family Welfare Officers and professionals and share best practice.
- To attend relevant courses and staff training.
- To carry out any other responsibilities which might from time to time be deemed appropriate.



**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.

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

# PERSON SPECIFICATION

Role: Family Welfare Officer		E/D	A	I
<b>Qualifications and Training</b>				
1	4 GCSEs (A-C) including English and Maths (or equivalent).	E	✓	
2	Diploma for Children and Young Peoples Workforce - Early Years Pathway or equivalent.	E	✓	
3	Foundation degree Level 5.	D	✓	
<b>Experience</b>				
4	Working with children and families with complex needs.	E	✓	✓
5	Engaging with a range of external agencies.	E	✓	✓
6	Working with families who are resistant to engage with support.	D	✓	✓
<b>Knowledge and understanding</b>				
7	An understanding of the mission and values of the Trust.	E	✓	✓
8	An understanding of safeguarding issues and promoting the welfare of children.	E		✓
9	Understanding of the principles of treating others with dignity and respect.	E		✓
10	Knowledge and understanding of the needs of the local community.	D	✓	✓
11	Awareness of personal safety and risks.	D		✓
<b>Skills and abilities</b>				
12	Ability to form and maintain appropriate professional boundaries with children.	E		✓
13	Empathy for the needs of vulnerable children and families.	E		✓
14	Ability to form relationships with all family members and an ability to challenge in order to help families change.	E		✓
15	Ability to analyse information and data.	E	✓	✓
16	Ability to work effectively with agencies, including giving advice and passing on information.	E	✓	✓
17	Up to date and proficient ICT skills.	E	✓	✓
18	Personal presentation and communication skills.	E		✓
19	Ability to relate and communicate effectively with children, families and staff.	E		✓
20	Good organisational skills.	E		✓
21	Ability to maintain confidentiality.	E	✓	✓
22	Ability to show initiative and work independently.	E		✓
23	Writing reports for meetings, conferences and court.	D	✓	
<b>Personal attributes</b>				
24	Ability to assess the needs of children and families.	E	✓	✓
25	Ability to work with children and families to develop action plans to tackle identified need and achieve lasting change.	E	✓	✓
26	Ability to record and review progress against action plans and amend as necessary.	E	✓	✓



<b>27</b>	Ability to work effectively with a range of agencies.	E	✓	✓
<b>28</b>	Ability to work both as part of a team and independently.	E		✓
<b>29</b>	To be highly motivated, robust and resilient.	E		✓
<b>30</b>	Patient and tolerant.	E		✓
<b>31</b>	Willingness to promote the school's ethos and be involved in other aspects of both schools' life.	E		✓
<b>Other</b>				
<b>32</b>	A commitment to uphold and promote equality of opportunity.	E		✓
<b>33</b>	Demonstrates an understanding of Safeguarding issues relevant to the post.	E		✓

# KEY

**E**  
**D**

Essential  
Desirable

**A**  
**I**

Assessed by Application Form  
Assessed by Interview

## JOB PROFILE

<b>Job title:</b>	Deputy Safeguarding Officer
<b>Responsible to:</b>	Deputy Headteacher and DSL
<b>Salary / Grade:</b>	Grade 6: £5,902 - £6,529 actual salary per annum (£33,699 - £37,280 FTE)
<b>Working hours / weeks:</b>	7.5 hours per week / 39 weeks
<b>Core purpose</b>	<ul style="list-style-type: none"> <li>• To be the Deputy Designated Safeguarding Lead.</li> <li>• To safeguard and protect the students of the Academy.</li> <li>• To deliver safeguarding training, update and implement policies and procedures and share learning with staff, volunteers and governors.</li> <li>• To support with monitoring attendance.</li> </ul>

### 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.

### Key responsibilities:

#### Safeguarding / Child Protection

- Act as named Safeguarding Officer.
- Liaison with social services, including follow up of all referrals and attending strategy meetings, core group meetings, child protection conferences and professionals meetings.
- Responsible for maintaining the child protection files.
- Liaison with Education Welfare Officer, Heads of Year and the senior leadership team regarding attendance and other issues of concern.

#### Safeguarding and Promoting the Welfare of Children

- Have knowledge of, and adhere to, safeguarding policies and procedures.
- Ensure a safe and supportive school culture.
- Ensure the welfare of children is safeguarded and promoted in line with current best practice and any relevant legislation.
- Ensure equality of opportunity for all students in order that they may achieve to the best of their ability.
- Ensure equality of opportunity for all staff to facilitate their continuing professional development.
- Be aware of and understand the duties and responsibilities arising from the Children's Act 2004 and statutory guidance Keeping Children Safe in Education 2021 in relation to child protection and safeguarding children, young people and vulnerable adults as it relates to this role.

#### Looked After Children

- Responsibility for looked after children, including individual meetings, liaison with foster carers, social workers and all relevant external agencies.



- Attending LAC reviews.
- Arranging Personal Education Plans and monitoring the progress of all LAC.
- Responsible for monitoring the register of looked after children.
- Responsible for informing teaching staff of the needs of looked after children.

### **External Support Agencies**

- Liaison with and referrals to CAMHS in conjunction with pastoral staff and the senior leadership team.
- Managing referrals to other outside agencies.
- Liaise with external agencies.

### **Students and Families**

- Work with students and families referred by pastoral staff and the senior leadership team.
- Attend relevant year and leadership team/head of year group meetings.
- Attend team meetings around child/family meetings.
- To conduct home visits when required.

### **Support and Standards**

- Provide support and advice to students in line with promoting their social care and personal development with respect to learning and health and safety.
- Respond to and take steps to resolve relationship issues between students.
- Collect and collate statements relating to incidents, following up directly when appropriate.
- Contribute to Pastoral Support Plans.
- Be aware of and comply with policies and procedures relating to child protection and all aspects of safeguarding children.
- Contribute to academic meetings relating to year groups as requested.

### **General**

- Ensure contact is made to parents/carers whenever incidents are dealt with or when delegated to by others.
- Produce appropriate records of incidents dealt with – e.g. bullying, racial incident files.
- Produce reports on levels of incidents dealt with and other issues relevant to the post.
- Contribute to school development through identified communication and consultation channels.
- To respect the confidential nature of information relating to the school and its students.
- Arrange parental meetings as necessary.
- Comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description.

**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.

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

## PERSON SPECIFICATION

Role: Deputy Safeguarding Officer		E/D	A	I
<b>Qualifications &amp; Training</b>				
1	Graduate degree or equivalent.	E	✓	
2	Be able to demonstrate a willingness to attend appropriate training and development.	E	✓	
3	Evidence of continuing professional development.	E	✓	
<b>Experience</b>				
4	Experience working as a safeguarding officer or lead.	E	✓	✓
5	Experience of working with looked after children.	E	✓	✓
6	Experience of working with SEND students and knowledge of special educational needs.	D	✓	✓
7	Experience of record keeping, information retrieval and dissemination of data / documentation.	E	✓	✓
8	Experience of developing and maintaining contacts with outside agencies e.g. Local authority, DFE, Trust.	E	✓	✓
9	Experience of managing safeguarding concerns in a school setting.	E	✓	✓
<b>Knowledge &amp; Understanding</b>				
10	An understanding of the mission and values of the Trust.	E	✓	✓
11	An understanding of safeguarding issues and promoting the welfare of children.	E		✓
12	Knowledge of school management information systems.	D	✓	✓
13	Knowledge of Data Protection / GDPR legislation.	E	✓	✓
14	Understands when to use different methods such as, the internet, to access relevant resources.	E		✓
<b>Skills &amp; Abilities</b>				
15	Ability to form and maintain appropriate professional boundaries with children.	E		✓
16	Ability to record accurate minutes and creating agendas.	E		✓
17	Excellent listening, oral and literacy skills.	E	✓	✓
18	Ability to plan and organise a busy schedule including several meetings with external and internal attendees.	E		✓
19	Able to work on own initiative and manage diverse work pressures with varying deadlines.	E		✓
20	Ability to work as part of a team.	E		✓
<b>Personal Attributes</b>				
21	Flexibility and adaptability.	E		✓

<b>22</b>	An empathetic, non-judgmental and ethical approach.	E		✓
<b>23</b>	A commitment to inclusive education.	E		✓
<b>24</b>	Be able to maintain confidentiality.	E		✓
<b>25</b>	Be able to remain impartial.	E		✓
<b>26</b>	Have a positive attitude to personal development and training.	E		✓
<b>27</b>	Good interpersonal skills.	E		✓

#### Other

<b>28</b>	A commitment to uphold and promote equality of opportunity.	E		✓
<b>29</b>	Demonstrates an understanding of Safeguarding issues relevant to the post.	E	✓	✓
<b>30</b>	Relevant personal and professional development can be evidenced.	E	✓	✓

#### KEY

E  
D

Essential  
Desirable

A  
I

Assessed by Application Form  
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](mailto: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 Family Welfare Officer (FWO) and Deputy Safeguarding Officer (DSO) within Swanwick Hall 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:**

**Monday 15 December 2025 at 9am.**

**Interviews will be held on:**

**Wednesday 17 December 2025.**

# 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](mailto: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.



**SWANWICK  
HALL  
SCHOOL**

## **CONTACT US**

Swanwick Hall School  
Derby Road  
Swanwick  
Alfreton  
Derbyshire  
DE55 1AE

HR@ttct.co.uk

01623 259 600

[www.swanwickhall.ttct.co.uk](http://www.swanwickhall.ttct.co.uk)

X @TTCTcareers

in [www.linkedin.com/school/ttctrust](http://www.linkedin.com/school/ttctrust)

