



ALLESTREE
WOODLANDS
SCHOOL

CANDIDATE PACK



WELCOME FROM THE CHIEF EXECUTIVE OFFICER

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

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

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

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

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

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

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

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

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

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

WESLEY DAVIES,
CHIEF EXECUTIVE OFFICER



WELCOME FROM THE HEADTEACHER

Allestree Woodlands is an oversubscribed, successful 11-18 school with over 1,400 students and a member of The Two Counties Trust. We are situated on the northern edge of the city of Derby in a very pleasant setting overlooking the Kedleston Hall National Trust estate.

We pride ourselves on the warm and friendly atmosphere of our school. We strive for the best achievements for our students and passionately believe that every young person deserves the chance to be successful. This is encapsulated in our mission "enabling aspiration and achievement for all, through delivery of a knowledge-rich curriculum".

Our mission is underpinned by our CORE values of **Courage, Optimism, Regard** and **Endeavour**. Staff at Allestree Woodlands continue to review and improve our curriculum to ensure that knowledge acquisition is clear, coherent and that year on year learning builds on what has gone before so that students feel that they are moving forward and knowing more.

We support and challenge all young people to aspire, to dream of what might lie ahead and to work hard to make those ambitious goals possible. Why settle for less than our very best? We believe that when aspiration and hard work are combined, people achieve amazing things.

The school offers a broad curriculum at all key stages and has a thriving Sixth Form. We value sports, creative and performing arts and technologies alongside an academic core; our objective is to ensure that all students can benefit from an experience that develops qualities of courage, optimism, regard and endeavour. We are fortunate to have excellent facilities at our school and make good use of them for curriculum and enrichment.

Allestree Woodlands colleagues work together as a great team and we are fully committed to continuing professional learning and career development of all colleagues. The school is a very special place to be; staff universally refer to the warmth and supportive nature of the school and their colleagues.

Our success is built on a strong partnership between students, families, staff and governors, a partnership which flourishes in an atmosphere of mutual trust and respect.

We are looking for people to join us who are committed to enhancing the life choices of Allestree Woodlands students and who want to be part of a supportive and ambitious community. We are always happy to meet prospective applicants and I encourage you to visit the school and see us in action.

GEMMA PENNY
HEADTEACHER



WHO ARE WE?

Allestree Woodlands is based in Allestree, on the northern edge of the City of Derby.

Allestree Woodlands has:



1,400

students on roll



175

members of staff



THE FOLLOWING COMMENTS WERE NOTED IN OUR LAST INSPECTION IN 2024:

"Allestree Woodlands School is highly inclusive."

"The school has high expectations of all pupils."

"The school has a well planned curriculum in place."

"Teachers demonstrate strong subject knowledge."

"Lessons are calm and disruption is rarely seen."

"Pupils feel safe at Allestree Woodlands."

"Pupils benefit from a curriculum that extends beyond the academic."

WHAT OUR STAFF HAVE SAID ABOUT ALLESTREE WOODLANDS SCHOOL:

"The dedication to pupil and staff wellbeing is exceptional."

"Always innovative, and creating new ideas."

"The students - we are so lucky to have the students that we do. I feel lucky to work with such amazing young people every day."

"Woodlands is more than just a school or just a building, it is a community."

"Having approachable members of SLT and supportive colleagues. Taking time to support students emotional and behaviour needs instead of just sanctioning immediately."

"A wonderful place for relationships to thrive."

ALLESTREE WOODLANDS 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 ALLESTREE WOODLANDS 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 Allestree Woodland 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.



Headteacher of Allestree Woodlands School

£117,600-£132,870 (L34-L39)

For September 2026

Allestree Woodlands School is an inclusive 11-18 school with over 1,400 students overlooking the Kedleston Hall National Trust Estate, located on the northern edge of Derby City, easily commutable from Derby, Nottingham, and the surrounding areas.

A member of The Two Counties Trust since September 2025, the school is proud of its warm and friendly atmosphere and its reputation for enabling students to achieve their potential, caring passionately in the belief that every young person deserves the chance to be successful.

The school offers a broad curriculum at all key stages and has a thriving Sixth Form, valuing sports, creative, performing arts and technologies alongside the academic core.

Due to the retirement of the current Headteacher who has led Allestree Woodlands to achieve many successes during her tenure, we are now seeking an exceptional leader to continue the journey.

We are seeking an experienced and ambitious secondary school leader who possesses the ability to work in partnership with families, staff, students, governors and a range of stakeholders, inspiring everyone to create a high-performance culture and achieve the school's mission of enabling aspiration and achievement for all, through the delivery of a knowledge-rich curriculum.

This is an exciting role in a school where success is built on strong partnership between all in an atmosphere of mutual trust and respect.

This role offers an excellent opportunity to further your career, if you would like to find out more about this exciting role, please come along and join us at a recruitment evening at Allestree Woodlands School.

School visit during the day: 14:00-16:00 on Tuesday 13 January 2026

Presentation on the role and the school: 16:00 on Tuesday 13 January 2026

Presentation on the role and the school: 17:00 on Wednesday 21 January 2026

To book onto an event and receive further details please contact our HR team via HR@ttct.co.uk.

HOW TO APPLY

My New Term is our recruitment platform so please go to [MyNewTerm TTCT](https://www.mynewterm.co.uk) to apply for this role by completing the application form online.

If you do not wish to apply online you can request an application form from HR@ttct.co.uk to be returned via e-mail.

In addition to completing an application please complete an **Impact Statement** and e-mail this to HR@ttct.co.uk by the closing date. Your Impact Statement must set out, on no more than one side of A4, your impact as a school leader relevant to this role. Your Impact Statement can be presented in whatever format you chose for example, tables, graphs, or text.

Applications and Impact Statements must arrive by 17:00 on Thursday 22 January 2026

Interviews will be held on Wednesday 28 January 2026.

WHY JOIN US?

We are a proud member of The Two Counties Trust and enjoy the benefits of being part of a Trust which places students at the heart of everything we do.

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.

An array of employee benefits and lifestyle options including discounted healthcare, gym membership and extensive high street retail discounts.

Entry to a career average pension scheme.

Opportunities to experience and share practice in our partner schools across the Trust.

A stimulating, supportive and rewarding working environment with a dedicated team of like-minded professionals.

Excellent opportunities to develop your skills and experience and to progress your career.

We take the wellbeing and health of employees seriously. We have a range of support mechanisms and benefits available to employees and the Trust has signed up to the Education Staff Wellbeing Charter.

It is an offence to apply for this role if you are barred from engaging in Regulated Activity relevant to children.

We are committed to safeguarding and promoting the welfare of children and young people. An offer of employment will be subject to the receipt of a satisfactory enhanced level DBS disclosure with a children's barred list check, two satisfactory references and successful completion of vetting procedures.

In accordance with the statutory guidance Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates and a social media check will be required as a condition of employment.

We are committed to recruiting and retaining a diverse workforce and candidates with a disability who meet the essential job criteria will be given an opportunity to demonstrate their abilities at interview.



JOB PROFILE

| | |
|------------------------|--|
| Job title: | Headteacher for Allestree Woodlands School |
| Salary / Grade: | L34-L39 £117,600- £132,870 |
| Core purpose | To lead Allestree Woodlands School to deliver exceptional educational outcomes, deploying strong management techniques across all areas, to enhance the life choices of all students |

Responsibilities as a Headteacher

- To be a role model for all members of the school community and promote high expectations at all times.
- To enthusiastically lead the school, setting high professional standards and ensuring the school's vision is understood and embraced by staff, students', families and the wider community.
- To work in partnership with all colleagues and stakeholders to ensure students and staff are happy, safe and confident.
- To be an inspirational teacher and leader.
- To work collaboratively with other staff across the school to ensure academic success, aimed at raising achievement for all.
- To ensure school policies are embedded and followed and when appropriate, implement new initiatives.
- To develop leadership throughout the school, creating teams of colleagues who have distinct roles and responsibilities and hold each other to account for decision-making.
- To work constructively and positively with the CEO, Executive Team members, Trustees, and the LGB.
- To provide vision, leadership and direction across the school.
- To hold and articulate clear values and moral purpose.
- To effectively manage teaching and learning.
- To promote excellence, equality and high expectations of all students.
- To deploy resources to achieve the school's aims.
- To evaluate school performance and identify priorities for continuous improvement.
- To carry out day to day management, organisation and administration.
- To secure the commitment of the wider community.
- To ensure students are safe and secure and the climate for learning is exciting, challenging, engaging and fulfilling for all students.

Strategic Direction and Development

- To work with the CEO, Executive Headteachers and other Trust leaders to work with other schools and organisations in a climate of mutual challenge.
- To champion best practice and secure excellent achievements for all students.
- To contribute to the development of the school through meetings, professional learning and work with other members of staff.

- To work with the key stakeholders to ensure the school vision is clearly articulated, shared, understood and acted upon effectively by all.
- To work within the school community to translate the vision into agreed objectives and improvement plans which will promote and sustain school improvement.
- To motivate and work with others to create a shared culture and positive climate.
- To ensure that strategic planning takes account of the diversity, values, and experience of the school and the community.
- To contribute to the identification, implementation and achievement of the school's targets and priorities.

Leading Learning

- To ensure that high quality learning is at the centre of strategic planning and resource management.
- To demonstrate and articulate high expectations and set challenging targets for the whole school community.
- To make effective use of performance data to ensure a consistent and continuous school-wide focus on student achievement.
- To ensure the effective quality assurance of teaching takes place which leads to good and outstanding learning for all.
- To ensure appropriate learning opportunities are planned which stretch and challenge all students.
- To ensure a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning.
- To lead, monitor and intervene to ensure strong and effective learning, good behaviour and attendance.
- To ensure marking and assessment is fit for purpose and enables students to improve and that guidance is acted upon by students.
- To ensure effective strategies are devised and implemented which close the achievement gap.
- To ensure families are kept regularly informed about the progress made by their child.

Managing the organisation

- To create an organisational structure that reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements and expectations.
- To ensure account is taken of national and local circumstances, policies and initiatives.
- To exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interest of students' achievements and school improvement.
- To manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- To recruit, retain and deploy staff appropriately and assist in managing their workload to achieve the vision and goals of the school.
- To lead the Professional Learning Scheme across the school.
- To lead and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and relevant regulations.

Professional Learning and Working with Others

- To regularly review own practice, set personal targets, taking responsibility for own personal learning and professional development.
- To establish effective working relationships and act as a role model through your presentation, personal and professional conduct.
- To develop and maintain effective strategies and procedures for induction and professional learning.
- To treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- To acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- To build a collaborative learning culture within the school, actively engage with other schools to build effective learning communities.
- To seek opportunities to invite families, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- To create and maintain an effective partnership with families to support and improve student's achievement and personal development.
- To develop community links including engaging effectively with local primary schools.
- To have a strong and effective knowledge of Headteachers and teachers' professional duties, standards and legal liabilities.
- To manage own workload and that of others to allow an appropriate work/life balance.

Securing accountability

- To fulfil commitments arising from contractual accountabilities.
- To develop a school ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- To develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences.

Corporate responsibilities

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To uphold our commitment to safeguarding and to promote the wellbeing of children.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

Notes

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

It is an offence to apply for this role if you are barred from engaging in Regulated Activity relevant to children.

This post will have regular contact with children and as such a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS) with a Children's Barred List Check is required as a condition of employment.

In accordance with the statutory guidance Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates to identify incidents or issues that may have happened, and which are publicly available online, which we may need to explore with shortlisted candidates.

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

This post will require a satisfactory Section 128 check.

PERSON SPECIFICATION

Role: Headteacher

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Qualifications and Training

| | | | | |
|---|--|---|---|--|
| 1 | Qualified Teacher Status. | E | ✓ | |
| 2 | Degree holder. | E | ✓ | |
| 3 | NPQH or willingness to achieve. | E | ✓ | |
| 4 | Evidence of relevant and recent professional learning. | E | ✓ | |

Experience

| | | | | |
|----|--|---|---|---|
| 5 | Proven experience of successful Senior Leadership at either Head or Deputy level within secondary education. | E | ✓ | ✓ |
| 6 | Successful experience of leading a secondary school. | D | ✓ | |
| 7 | Experience of successfully leading and managing change to deliver school wide improvement with evidenced impact. | E | ✓ | ✓ |
| 8 | Outstanding practice as a teacher within secondary education. | E | | ✓ |
| 9 | Demonstrable success of delivering high quality achievement and educational outcomes. | E | ✓ | ✓ |
| 10 | Successful track record in leading, developing and managing a team of middle and senior leaders. | E | ✓ | ✓ |
| 11 | Experience of leading and delivering improvement activities in line with accountability measures and the Ofsted framework. | E | ✓ | ✓ |

Knowledge and Understanding

| | | | | |
|----|---|---|---|---|
| 12 | An understanding of safeguarding issues and promoting the welfare of children. | E | ✓ | ✓ |
| 13 | Full understanding of the Headteacher standards. | E | | ✓ |
| 14 | An understanding of the mission and values of the Trust. | E | ✓ | ✓ |
| 15 | Understanding how to design schools/classes around the most vulnerable student. | E | | ✓ |
| 16 | Knowledge of Teach Like a Champion strategies. | D | | ✓ |
| 17 | A clear understanding of what constitutes an outstanding school and what needs to be done to achieve and maintain outstanding in all areas. | E | ✓ | ✓ |
| 18 | Knowledge of the National Curriculum including latest developments, initiatives and current issues and their translation into school improvement plans. | E | ✓ | ✓ |
| 19 | Knowledge of effective assessment strategies and the ability to direct school practices. | E | ✓ | ✓ |
| 20 | Clear understanding of successful strategies for raising achievement and the ability to engage all staff in the deployment of these strategies. | E | ✓ | ✓ |
| 21 | Good knowledge of pedagogy, how students learn and teaching styles and the ability to support other teachers to develop their practice. | E | ✓ | ✓ |
| 22 | Up to date knowledge of KCSIE and the responsibilities of school staff and governors. | E | | ✓ |

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|-----------------------------|---|---|---|---|
| 23 | An understanding of the statutory and legal framework across secondary education. | E | | ✓ |
| Skills and Abilities | | | | |
| 24 | Able to lead, inspire, develop and manage high performing teams at all levels. | E | | ✓ |
| 25 | Able to think strategically, communicate a vision and engage others. | E | | ✓ |
| 26 | An innovative and collaborative leader who can forge positive relationships. | E | | ✓ |
| 27 | Ability to form and maintain appropriate professional boundaries with children. | E | | ✓ |
| 28 | The ability to communicate well and persuasively with a range of audiences, staff, families, students, external agencies. | E | | ✓ |
| 29 | Highly developed organisational skills. | E | | ✓ |
| 30 | The ability to absorb and analyse detailed and sometimes conflicting information/data, and make sense of it. | E | | ✓ |
| 31 | The ability to plan and to create and evaluate effective systems. | E | | ✓ |
| 32 | Good IT skills with the confidence to exploit new technology. | E | | ✓ |
| 33 | Ability to effectively lead behaviour. | E | | ✓ |
| 34 | Ability to motivate and inspire students to achieve. | E | | ✓ |
| Personal Attributes | | | | |
| 35 | Commitment to the totality of students' experience; how they can be enabled to develop as independent, resilient and responsible young people, and how this can be realised through the curriculum and provision. | E | | ✓ |
| 36 | Personal resilience and the ability to self-manage and shoulder a significant weight of responsibility. | E | | ✓ |
| 37 | Unconditional positive regard for young people. | E | | ✓ |
| 38 | A strong and supportive team player. | E | | ✓ |
| 39 | Character development, mental toughness, resilience, and how this can be learnt in schools. | E | | ✓ |
| 40 | Personal presence and confidence; warmth & sensitivity. | E | | ✓ |
| 41 | Enthusiastic and determined. | E | | ✓ |
| 42 | Courteous and tactful. Relates well to young people and staff. | E | | ✓ |
| 43 | Able to work on own initiative and manage diverse work pressures. | E | | ✓ |
| Other | | | | |
| 44 | A commitment to uphold and promote equality of opportunity. | E | | ✓ |
| 45 | Use of a car for work purposes. | E | ✓ | |

KEY

E
D

Essential
Desirable

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Assessed by Application Form
Assessed by Interview

HOW TO APPLY

My New Term is our recruitment platform so please go to [MyNewTerm TTCT](#) to apply for this role by completing the application online.

If you do not wish to apply online you can request an application form from HR@ttct.co.uk to be returned via e-mail.

In addition to completing an application please complete an **Impact Statement** and e-mail this to HR@ttct.co.uk by the closing date. Your Impact Statement must set out, on no more than one side of A4, your impact as a school leader relevant to this role. Your Impact Statement can be presented in whatever format you chose for example, tables, graphs, or text.

In order to comply with Safeguarding requirements, you must complete either an application form or apply online via TES. 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 and Impact Statements must arrive by 17:00 on Thursday 22 January 2026

Interviews will be held on Wednesday 28 January 2026.

TOP TIPS FOR A SUCCESSFUL APPLICATION

Here are our top tips to help your application stand out and give you the best chance of getting shortlisted for an interview.

1. Always read the job profile

The job profile 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 application forms where half of the information is missing. We understand application forms can be a lengthy process, but poorly completed application forms 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 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 got from those roles and do not leave gaps in your employment history. Where there are genuine gaps, address these in the appropriate section.

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 any education you have, as we will ask to see proof of qualifications.

6. References

We ask all applicants to provide the details of two people who will act for you as a referee. Please ensure one of them is your current/most recent employer and the other is from your most recent employment prior to this. If you do not have two employment referees, for example if you have just left school or university, you should use the course leader as your referee.

Your employment referee should not be a colleague but, the name of the most senior person who can provide a reference on behalf of the organisation. If you are currently working at a school the Headteacher **must** be cited as your referee. Make sure to provide all the relevant information; name of the person, what role they hold, in what capacity they know you and their email address. There is a tick box for you to let us know if you are happy for us to contact that referee before interview. We will never contact someone you do not give us permission to contact before interview. Once you have been offered a role, we will still wait for you to give us permission to contact that referee. Please note that any job offer is conditional upon receipt of two satisfactory references.

Equal Opportunities Monitoring

The Trust is committed to providing equality of opportunity to all candidates. As part of our application process we ask you to complete a separate equal opportunities monitoring form. This form is never shared with hiring managers and it will in no way affect your application. This information is collected for the Human Resources department to review statistics on who is applying for our jobs, and what we can do to attract a more diverse workforce.

We also want to identify anyone who may need adjustments to enable them to have a fair chance at the interview stage.

The Two Counties Trust is a Disability Confident Employer, amongst other things, this means that if you declare you have a disability and you meet all of our essential criteria (available in the person specification document) you should be offered an interview.

Please note that the Trust is committed to promoting and protecting the physical and mental health of all our employees.



PRIVACY NOTICE

1. Introduction

- 1.1 When applying for a position in The Two Counties Trust, as an organisation we are the Data Controller. That means we have a statutory responsibility to explain how we collect, manage, use and store information about applicants.
- 1.2 You have a right to be informed how our Trust uses any personal data that we collect about you. This privacy notice, and our Data Protection Policy, explains our data usage when you apply for a job with us.

2. What information do we collect?

- 2.1 Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:
 - Name, address and contact details, including email address and telephone number.
 - Copies of right to work documentation.
 - References.
 - Evidence of qualifications.
 - Information about your current role, level of remuneration, including benefit entitlements.
 - Employment records, including work history, job titles, training records and professional memberships.
- 2.2 We may also request and collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:
 - Information about race, ethnicity, religious beliefs, sexual orientation and political opinions.
 - Whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process.
 - Photographs and CCTV images captured in school.
 - All telephone calls are recorded for quality and training purposes.
- 2.3 We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.
- 2.4 We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.
- 2.5 In accordance with the statutory guidance Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates with the information retained for the successful candidate.
- 2.6 We have statutory obligations that are set out in 'Keeping Children Safe in Education' and other guidance and regulations.

3. Why we use this data

- 3.1 The Trust needs to process data to take steps prior to entering into a contract with you.
- 3.2 The Trust needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.
- 3.3 The Trust has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Trust to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Trust may also need to process data from job applicants to respond to and defend against legal claims.

- 3.4 The Trust may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.
- 3.5 Where the Trust processes other special categories of data, such as information about ethnic origin, sexual orientation, disability or religion or belief, this is for equal opportunities monitoring purposes.
- 3.6 The Trust is obliged to seek information about criminal convictions and offences. Where the Trust seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.
- 3.7 The Trust will not use your application data for any purpose other than recruitment.

4. How use the data

- 4.1 Your information may be shared within the Trust for the purposes of recruitment. This includes members of HR, shortlisting and interview panel members involved in the recruitment process (this may include external panel members). This also includes IT staff if access to the data is necessary for the performance of their roles.
- 4.2 The Trust will not share your data with third parties unless your application for employment is successful and we make you an offer of employment. As well as circulating your application and related materials to the appropriate staff at our schools, we will share your personal information for the above purposes as relevant and necessary with:
 - Your referees.
 - The Disclosure & Barring Service (DBS) in order to administer relevant recruitment checks and procedures.
 - UK Visas & Immigration (UKVI) in order to administer relevant recruitment checks and procedures.
 - Where relevant and as required for some posts, the Teacher Regulation Authority checks.
- 4.3 Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you would go about withdrawing consent if you wish to do so.

5. Automated Decision Making and Profiling

- 5.1 We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

6. Collecting data

- 6.1 As a Trust, we have a legal obligation to safeguard and protect our pupils, staff, volunteers and visitors. We collect the data for specific purposes.

7. What if you do not provide personal data?

- 7.1 You are under no statutory or contractual obligation to provide data to the Trust during the recruitment process. However, if you do not provide the information, the Trust may not be able to process your application properly, or at all.
- 7.2 Whenever we seek to collect information from you, we make it clear whether you must provide this information for us to process your application (and if so, what the possible consequences are of not complying), or whether you have a choice.
- 7.3 Most of the data we hold about you will come from you, but we may also hold data about you from:
 - Local authorities.
 - Government departments or agencies.
 - Police forces, courts, tribunals.

8. How we store data

- 8.1 The Trust takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.
- 8.2 We will dispose of your personal data securely when we no longer need it. We keep applicant data for a period of up to 6 months if an applicant is not successful.
- 8.3 Successful applicants who secure a position then come within the employee / workforce provisions.

9. Transferring data internationally

- 9.1 We do not share personal information internationally.

10. Your rights

- 10.1 You have a right to access and obtain a copy of your data on request;
You can:
- Require us to change incorrect or incomplete data.
 - Require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.
 - Object to the processing of your data where the Trust is relying on its legitimate interests as the legal grounds for processing.
- 10.2 If you would like to exercise any of these rights, please contact the Trust.

11. Complaints

- 11.1 We take any complaints about our collection and use of personal information seriously.
- 11.2 Our complaints policy deals with the different stages of any complaint, and how this is managed within the Trust.
- 11.3 You can also contact our Data Protection Officer or contact the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/make-a-complaint/>

Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

12. Contact us

- 12.1 If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact us via info@ttct.co.uk.

13. General Data Protection Regulation

- 13.1 All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.



ALLESTREE
WOODLANDS
SCHOOL

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