Resilient Resourceful Reflective Together

Allenton Community Primary School

Recruitment Pack

School: Allenton Community Primary

Role: Midday Supervisor

Closing date: Monday 23rd November at 9am

Interviews: Thursday 26th November, Timing's tbc

Contents Page

1. Message from Headteacher
2. About our School
3. Message from Rebecca Meredith, CEO
4. About Transform Trust
5. The Role
6. Job Description and Person Specification
7. How to Apply and Key Information
8. The Recruitment Process
9. Privacy Notice
10. Terms and Conditions

1. Headteacher Message

Welcome, and thank you for taking the time to consider joining us at Allenton Community Primary School.

Our ethos is "We care that our children understand, believe in and achieve their full potential." This ethos spreads to our staff and into our community, where we look for ways to challenge and develop together, to enhance opportunities for all.

The key values we have in school are all based on our Learning Superheroes: Resilience, Reflectiveness, Reciprocity and Resourcefulness. These are at the heart of everything we do and reflect the value that we place not only on academic excellence but also on developing the child as a whole.

As a school we have so much to offer such as:

- Our bespoke curriculum with strong links to our local area;
- Our proactive approach to professional development, making sure that staff have opportunities to learn;
- Partnerships with the local community (ranging from our families to local schools, businesses and beyond);
- Children who are open, friendly and keen to learn;
- Innovative practices in the use of technology (including 1:1 iPads).

We hope you choose to continue your career by becoming part of the Allenton team.

Kind regards,
Jacqui Trowsdale

2. About Allenton

THE ALLENTON WAY

Our ethos is to educate the whole child; academically, socially and emotionally. A child's journey through our school will:

- develop their academic knowledge and understanding;
- raise their aspirations;
- provide access to a wide range of experiences;
- broaden their understanding of the world around them;
- have a positive impact on their future.

We foster lifelong learning skills through our four Learning Superheroes:

- Resilience,
- Reflectiveness
- Resourcefulness
- Reciprocity.

These equip children to learn effectively, gain independence and overcome challenges.

Their time in school will enhance their lives and support them to become citizens who contribute positively to their community and the wider world.

For all other details about Allenton Community Primary School please go to www.allentonprimaryschool.co.uk

3. Message from Rebecca Meredith CEO

Dear Applicant,

Thank you for your interest in working with Transform.

The recruitment pack should give you all the information needed, if you should need anything further please do not hesitate to ask or refer to our website https://www.transformtrust.co.uk/ or the relevant school website for additional information.

At Transform, children come first. We have four Transform values: Respect, Kindness, Equity and Creativity. We believe that when every member of Transform lives by these then we will fulfill our aspiration "Together we Achieve".

Each and every member of the Transform team is the key to our continued success. We passionately believe in your professional learning, offer a wide range of employee benefits and actively listen to your feedback.

Children only get one opportunity at accessing an excellent education in order to grow into successful, happy and fulfilled adults. Join Transform and collectively we can ensure the children get the educational experience they deserve.

I hope that you find the information enclosed useful in your consideration of joining such a special extended family. I wish you every success and look forward to meeting and working with you.
All the very best.

Rebecca Meredith
CEO – Transform Trust

4. Transform Trust

We are an innovative Multi Academy Trust, established in 2013. Rebecca Meredith CBE arrived at Sneinton St Stephens C of E Primary as Head in 2002 when the school was in Special Measures and took it on an improvement journey to Outstanding. Building from this, Rebecca founded the Transform Teaching School with initially 10 member schools in Nottingham City, the aim to share and develop school to school support across like-minded professionals. Transform Trust was then founded in 2013, based on the principles of the Teaching School around sharing best practice.

We currently have over 9350 children in 27 Primary schools covering Nottingham, Nottinghamshire, Derby and Derbyshire. We employ over 1410 staff and enjoy a high staff satisfaction rate. We like to think our values and ethos set us apart from other Trusts in that we have a strong focus on empowering our member schools to drive their improvement journey whilst maintaining their own individual identity and community focus.

Our Purpose
To be an innovative and inclusive Trust working for all children.

Our Vision
As a Trust we are committed to transforming the lives of all the children in our schools and enabling them to achieve to their full potential. We recognise that supporting and developing all staff within our schools is vital to that aim. To that end, we have created a nurturing, inclusive culture that places great value on the support, empowerment and development of all staff within our family of schools.

Our Values
Our values are woven into all aspects of our organisation; its strategy, operations and provision, and are a clear and concise articulation of our purpose:
Respect
Kindness
Equity
Creativity

Transform Trust delivers school improvement through strong systems and trusted relationships – bespoke, values-led support that raises standards and celebrates identity. We have cultivated a strong supportive environment for our schools that utilises the collective skills and knowledge of our independent-minded Headteachers and practitioners, enabling our schools to achieve high educational standards.

Centrally, each service area has an Executive Lead responsible for setting the strategy for improvement and development. School Improvement has a team of teaching specialists, Inclusion experts and a highly regarded safeguarding and data protection team. Within the People function, the team drive our Talent strategy, lead CPD and ECT provision across the Trust and ensure wellbeing is woven throughout all our people practices. In addition, a highly regarded Governance Team support the work of local Governing Bodies. Our Finance team ensures sound financial decisions are made in the best interests of children; the wider team will also manage our Estates and IT infrastructure alongside the wider area of risk and compliance.

Transform Trust Schools

Transform Trust schools are organised into geographical partnership groups across Nottingham City, Nottinghamshire, Derby City and Derbyshire. This structure ensures the Trust has intimate knowledge of every school; stakeholder voice is heard and ensures Trust strategy is translated into local action.



Transform aims to provide a high quality, innovative and inclusive education for primary aged children in the East Midlands. We enable all schools to flourish in environments where children and adults can build their intellectual curiosity, creativity and character.

The school Partnership groups (North, Central, South and Derby) are designed as networked communities of practice. School leaders work together on agreed priorities, learn from one another's expertise, moderate practice and actively shape partnership projects. The identity and context of each school in the Trust is celebrated and recognised. We believe we are ***'united but uniquely different'***. This is reflected in individual curriculums designed to meet school context and underpinned by Trust Curriculum Principles.

With a dedicated Partnership Lead (an experienced Executive Leader), there is structured challenge and support for all schools. Termly Standards Meetings enable a review of shared data, articulation of progress against school priorities, identification of risk/need and informed brokerage of Trust and peer support. A defining feature of Transform's School Improvement Strategy is to build sustainable capacity and secure excellence by tailoring support to the school's context, phase, community and journey.

By joining a school in Transform Trust, you will benefit from:

- A research informed approach to teaching and learning
- Strong systems and clear frameworks
- Shared and targeted professional learning opportunities
- Access to expert leaders and Associates
- Opportunity to use technology to adapt and enhance learning to meet the needs of all pupils
- Opportunity to moderate standards and collaborate within Professional Learning Communities (PLCs)
- Visits to other Trust schools and shared INSET provision
- A culture of self-evaluation and contextual intelligence
- Peer review and quality assurance

- A holistic approach to the development of the whole child, including an exhaustive wider enrichment offer

School	LA	Date joined Transform
Abbey Hill Primary	Nottinghamshire	1 April 2024
Allenton Community Primary	Derby	1 January 2015
Ashbrook Junior	Derbyshire	1 September 2020
Breadsall Hill Top Primary	Derby	1 July 2017
Brierley Forest Primary	Nottinghamshire	1 October 2022
Brocklewood Primary	Nottingham	1 January 2015
Bulwell St Mary's C of E Primary	Nottingham	1 August 2016
Burford Primary	Nottingham	1 August 2016
Cantrell Primary	Nottingham	1 March 2025
Edale Rise Primary	Nottingham	1 April 2014
Heage Primary School	Derbyshire	1 March 2026
Highbank Primary	Nottingham	1 October 2013
Holgate Primary	Nottinghamshire	1 June 2025
Lawn Primary	Derby	1 December 2019
King Edward Primary	Nottinghamshire	1 June 2024
Parkdale Primary	Nottinghamshire	1 July 2018
Pear Tree Community Junior	Derby	1 July 2017
Ravensdale Junior	Derby	1 September 2019
Robert Shaw Primary	Nottingham	1 June 2017
Rosslyn Park Primary	Nottingham	1 January 2015
Sneinton St Stephen's C of E Primary	Nottingham	1 January 2013
South Wilford Endowed C of E Primary	Nottingham	1 January 2018
Sutton Road Primary	Nottinghamshire	1 August 2024
Whitegate Primary	Nottingham	1 July 2017
William Booth Primary	Nottingham	1 June 2017
Woodland View Primary	Nottinghamshire	1 May 2023
Zaytouna Primary	Derby	1 September 2018

Transform Children

Children are at the heart of everything we do at Transform. Our strategic groups and the work undertaken as part of their work has the fundamental purpose of impacting positively for all Transform children. Our adults are supported to be the best they can be so our children can flourish. The strategic groups are made up of the following:

- Trust Guardians group expect all children to be kept safe, happy and successful, whilst adults working in schools are confident and supported. Guardians core function is to review safeguarding processes and procedures. Attendees have a focus on Behaviour; EAL; SEND and Pupil Premium provision too.
- Our Advocates group represent the interests of those people who are key to the work we do for children and adults across Transform. Well-developed systems to gather voice and clear governance structures are in place for effective decision making. There are 6 key strands; CPD; DEIB; Talent; Trade Unions; Governance; ECTs and Family Engagement.
- Our Custodians group ensure children's well-being, holistic development, and equity of experience happens within our Transform community. The key areas of focus are sustainability; Citizenship; Charity; Faith; Parliament and Enrichment.

Children's Parliament
Children's Parliament is made up of two Year 6 pupils for each school. They collect children's voice in their schools through their parliamentary surgeries and collate it across the Trust, identifying key strengths and themes to develop. Parliament is conduit to enable information to flow between children in schools and the Trust and influences Trust strategy, eg the development and delivery of Chilby TV, the yearly children's belonging survey, Good to be Me day and Transform 10 - the 10 activities and experiences that children across thew Trust indicated they wanted to undertake before moving to year 7.

The newly created Shadow Board is made up of two parliamentarians from each partnership (North, South, Derby and Central). They gather pertinent information through the work of Children's Parliament and share it with the Transform Trustees, who are responsible for the strategic development of the Trust. This ensures that Trustees are fully aware of what children in our schools really care about and enables them to support and challenge Trust leaders to continue to keep children at the heart of everything that we do.

We host several Trust-wide children's events, including Transform Choir, Science Showcase, Winter Arts Festival, pace ball and girls' football competitions, collective worship opportunities and our yearly children's celebration - our children love connecting with one another, so these events are always lots of fun!

Transform People

Through our Trust, we offer unrivalled opportunities for professional development and networking, from specialist leadership support and coaching for our Headteachers to a wide range of programmes, bespoke individual and team coaching and development and online training materials for teaching and support staff. This is through Transform's unique and highly regarded CPD offer Transform Applied www.transformapplied.co.uk. Professional development is key to our success, and we take adult learning seriously. We work primarily with the National Society for Education for our NPQ provision; and work alongside other strategic partners such as our local universities, to produce bespoke CPD.

Early Career Teachers
We are passionate about developing excellent teachers. Our Trust ECT programme not only nurtures early career talent but inspires it—offering bespoke Transform-only sessions, dedicated wellbeing support, opportunities to build professional networks, and personalised guidance throughout the two-year induction. Additionally, our strong partnership with the Flying High Teaching School Hub and the Education Development Trust (EDT) gives ECTs access to a high-quality, in-person statutory ECTP programme of development and learning. Our aim is to ensure every ECT feels supported, empowered and confident as they begin their teaching journey.

Diversity, Equity, Inclusion and Belonging (DEIB)
Our staff-led DEIB Working Party plays an active role in shaping an inclusive culture across the Trust. The group promotes and champions equity, monitors progress toward our Equality Objectives, and drives positive change by reviewing data, sharing good practice and advising the leaders. Through this work, we aim to ensure every member of our community feels represented, valued and able to thrive.

Transform Offer

- Support staff increment each April up to the maximum point for their grade.
- There is automatic progression for all Main Scale Teachers, and the same once Teachers move onto the Upper Pay Scale.
- We undertake an annual staff survey to gather your views and make changes to help shape our Trust.
- We undertake Wellbeing surveys 3 times a year to capture voice on what is impacting most across our workforce. This helps shape further action to ensure staff voice drives change.
- We recognise Trade Unions and the value they can bring to supporting our employees work-life. The Trust meet with Unions 5 times a year to agree policies and discuss workload / wellbeing and the Transform offer.
- We have recently launched the Transform Champion role where a representative from each school will act as an ambassador and advocate for their school, sharing views with the CEO and Chief People Officer to enable meaningful communication and change to happen.
- Our Talent opportunities allow not only progression and secondment possibilities, but our Transform Talent Directory means you can use your own experience and expertise to develop and coach others in their practice and development.
- We are clear about our expectations of employees and offer a transparent and supportive working culture in return.
- Flexible Working - we are committed as a Trust to supporting all employees to maintain a healthy and rewarding work / life balance and offer flexible working opportunities from the first day of employment.
- We offer enhanced annual leave plus statutory bank holidays for all year-round employees.
- All employees have access to a comprehensive Employee Assistance Programme to support their physical, emotional and financial wellbeing which can be accessed 24 hours a day, 365 days a year. Employees can also access online GP appointments, enabling them to access the support they need at the time they need it. We also offer tax saving salary sacrifice schemes; a range of retail and lifestyle discounts to help employees manage their own wellbeing; discounted gym/leisure membership at some local authority run leisure centres; free eye tests for those who use VDU equipment; we offered 'flu jabs for staff this year and actively seek employee views on what they would like as part of an employee benefits package.
- Access to apprenticeship levy funded training to enhance our CPD offer.

Access to our policies including child protection and safeguarding; health and safety; and recruitment and selection can be found on our website Policies
Please also check out the policies on the school website for the role you are applying for.

5. Details of the role

Midday Supervisor
Required from 7th December 2026
Part time, 7.5 hours per week
Term time only, 38 weeks per year
Permanent
Salary grade A point 3a (FTE £25,614 per annum)
£4,351.23 actual salary per annum

Allenton Community Primary School is looking for a motivated, energetic and organised individual to become part of the Midday Supervisor team.

Allenton Community Primary School is seeking to appoint **proactive and supportive Midday Supervisors** to join our friendly team. The role will primarily involve supporting children during lunchtime in the school hall, ensuring a safe, happy, and positive environment. The post may also include playground supervision and occasional classroom duties when required. We are looking for caring individuals who enjoy working with children and can promote good behaviour support and wellbeing throughout the school day.

Main Responsibilities are:

- Supervision, organisation and safeguarding of children within the playground or dining hall
- environment.
- Organise and develop interactive activities for the children during play
- To use class registers and operate the system designed to ensure all children receive a school meal
- To encourage dining arrangements that promotes an orderly and pleasant meal service for pupils.
- To assist as required to ensure a calm, clean environment in the dining hall

The successful candidate will be friendly, have good communication skills as well as the ability to adapt their approach to suit the needs and different personalities of the children. You will:

- Exhibit a calm and reassuring manner
- Be passionate about making a difference to every child.
- value a team working approach and be keen to contribute and share your skills with colleagues
- Have excellent interpersonal and communication skills, able to build on and maintain strong relationships with staff, parents and carers, children, governors and the local and wider community.
- Be punctual and reliable

In return we offer:

- A welcoming community and a highly motivated, professional staff team that are driven towards continuously raising standards.
- a happy working environment with friendly and well-behaved children,
- Excellent professional development opportunities through an extensive range of network groups and other Transform Trust initiatives
- Calm and purposeful environments
- Excellent partnerships between pupils, staff, parents, governors and community
- Suitable training, including First Aid, where required.
- Career opportunities as part of a successful Multi Academy Trust

Visits to our school are warmly welcomed, please contact Liam Williams, School Operations Manager (LWilliams@allenton.derby.sch.uk) to arrange an appointment.

How to apply
Equality and diversity matters to us. If you think you'd be suited to one of our roles we'd love to hear from you regardless of age, disability status, ethnicity, gender, religion or sexuality. We are a Disability Confident Committed Employer and as such anyone who is registered disabled and meets the essential person specification criteria will be shortlisted for interview.

Please complete the online application form which you will find on the Transform Trust website https://recruit.sampeople.co.uk/Jobboard/Trust/transformtrust
Please ensure that you follow the instructions within the application form and ensure that there are no gaps in your education or employment history that are not accounted for.

Any questions or queries should be directed to Liam Williams at Allenton Community Primary School, Brookhouse Street, Allenton, Derby, DE24 9BB
Email: LWilliams@allenton.derby.sch.uk
Telephone: 01332 701144

Closing date for applications: Monday 23rd November 2026 at 9am
Interviews will be held on: Thursday 26th November, timings tbc

Transform Trust is a Multi Academy Trust with over 9300 children in 26 Primary Schools covering Nottingham, Nottinghamshire, Derby and Derbyshire. Joining us, you will be part of an ambitious and innovative organisation. We have a strong focus on empowering our member schools to drive their improvement journey whilst maintaining their own individual identity and community focus.
We believe education has the power to transform lives and communities. Our purpose is to be an innovative and inclusive Trust working for all children.
We are an employer that encourages flexible working and promotes wellbeing through workload considerations.

Safeguarding
Transform Trust and its schools are committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. All appointments are subject to safer recruitment procedures and pre-employment background checks, including satisfactory references, medical, Enhanced DBS with children's barred list clearance, online and social media checks and completion of relevant safeguarding training including Safeguarding Children in Education

All school roles are classed as regulated activity and as such, it is an offence to apply to for this role if you are barred from engaging in regulated activity relevant to children

6. Job description and person spec

Job Description

School: Allenton Community Primary School
Post Title: Midday Supervisor
Grade/Pay Range: Grade A Point 3A
Hours/weeks: 7.5 Hours per week / 38 Weeks per year
Reporting to: Jacqui Trowsdale, Head of School
Department/Team: Support

Overall Purpose of Post

To supervise pupils during the lunch time period in a designated area having due regard at all times to their health, safety and welfare. To mark dinner registers and issue free meal tokens

Main Duties and Responsibilities

You will be required to carry out the following duties. The nature of the Academy year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

- To control queues to the dining areas
- To mark registers and operate the system designed to provide free meals to pupils
- To encourage dining arrangements that promotes an orderly and pleasant meals service for pupils.
- To assist as required relieving any bottleneck at the till.
- To ensure that any spillage is removed quickly
- To see that the dining areas are left clean and tidy and tables are clean for the next occupant
- To supervise the return of used crockery and cutlery
- To wipe trays where necessary.
- To deal with pupils' behaviour problems in the dining room and elsewhere and report any serious incidents to the Senior Midday Supervisor.
- To deal with accidents and any sickness and report them to the Senior Midday Supervisor.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
- Participate in the Trust Appraisal process and undertake training and professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of Transform Trust
- Establish constructive relationships with colleagues, other schools within the Trust and outside agencies.

These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust. The responsibility level of any other duties should not exceed those outlined above.

Name of Post Holder

Signature

Date

Person Specification

Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
Experience, Knowledge and skills	• Basic literacy and numeracy skills • Awareness of health & safety issues • Managing behaviour of children • Experience of supervising children as a parent or carer • Ability to work as part of a team and on own initiative • Ability to communicate with all departments in school, especially the pupils		✔ ✔ ✔ ✔ ✔ ✔		 ✔ ✔ ✔ ✔ ✔	✔
Work to promote mutual respect and good relations	• Ability to work in accordance with the school's policies including health and safety and safeguarding policies		✔		✔	
Work Related Circumstances	• Must be willing to undertake training as required • Must ensure confidentiality in respect of pupils and information. • Must be willing to undergo and pass a DBS check		✔ ✔ ✔		✔ ✔ ✔	✔

P: Pre-application A: Application T: Test I: Interview D: Documentary evidence

Transform Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks

7. How to Apply and Key Information

Equality and diversity matters to us. If you think you'd be suited to this role we'd love to hear from you regardless of age, disability status, ethnicity, gender, religion or sexuality.

Equalities

Transform Trust is a **Disability Confident Committed Employer** and we aim to ensure that our recruitment processes are inclusive and accessible.

We are committed to offering an interview to disabled people who meet the essential criteria as detailed in the person specification for the advertised role.

Shortlisting is based on the information you supply to support your application. Equal opportunity data is not shared with any member of the shortlisting panel prior to or during the selection process.

The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act's definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities. If we know you have a disability, we will adjust the working arrangement and/or the working environment, provided it is reasonable in the circumstances to do so. To be protected by the Act an individual must therefore have:

- A long term physical or mental impairment (lasting or likely to last for 12 months or more); and
- A condition that has a substantial adverse impact on his/her ability to carry out normal day-to-day activities.

The schools Equality Policy can be found on their website.

Right to work in the UK

You must have the right to work in the UK to apply for any of our roles.

Qualifications

For certain roles such as Teachers you will need to hold the required qualifications to be considered. Please refer to the person specification for details of the qualifications required for this role.

Safeguarding

Transform Trust and its schools are committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. This appointment is subject to safer recruitment procedures, including satisfactory references, medical, Enhanced DBS with children's barred list clearance, online and social media checks and completion of relevant safeguarding training including Safeguarding Children in Education

All school roles are classed as regulated activity and as such, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children

All new Trust employees will be required to complete an **enhanced DBS with children's barred list** check which must be in place before they can start in the role.

The position you are applying for gives you privileged access to vulnerable groups therefore, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. This means that you must disclose spent and unspent convictions other than those which are so "protected". The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance

on the filtering of "protected" convictions and cautions can be accessed on the Disclosure and Barring Service or the Ministry of Justice websites.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website https://www.gov.uk/government/organisations/ministry-of-justice

Please note that Enhanced certificates may include information relating to a protected caution or conviction if the police consider that it is relevant to the workforce that the individual intends to work in. The schools policies including Child Protection and Safeguarding are available on their website.

Overseas checks
In addition, we will require you to complete a declaration to identify if you have worked outside the UK. If you have lived abroad in the last 10 years for 3 months or more, you will be required to obtain a certificate of good conduct/ police clearance from the countries you have resided in. It is your responsibility to obtain this clearance and at your cost.

Details of how to obtain such a check from the relevant authorities abroad are available online at:
https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants

If the country concerned is not listed, you will need to contact the relevant embassy or consulate for further details. Contact details can be found online at:
https://www.gov.uk/government/publications/foreign-embassies-in-the-uk

For those that have taught overseas we will require proof of good conduct from the professional teacher regulating authority in the country in which you worked in addition to the Certificate of Good Character/police check.

Social Media checks
In line with Government guidance, Keeping Children Safe in Education, we are required to undertake on line searches/ social media checks on shortlisted candidates to identify any information, incident or issue that has happened, which is publicly available online, and that may affect your suitability to work with children or the reputation of the school if you were to be employed.

If you are shortlisted, you will be asked to complete a data consent and self-declaration form which will ask you to provide details of your social media accounts / details of how to find your profile(s) on the internet. Failure to provide us with the information to allow us to undertake such checks will result in withdrawal of the invitation to interview.

Any information found in the public domain that could affect your suitability to work with children or the reputation of the school will be discussed with you and may result in any offer of employment that has been made being withdrawn.

References
You must provide two suitable referees to be able to provide factual information about you for us to consider as part of the recruitment process:

- Your first referee **must** be your current employer (or if you are not currently employed your most recent employer) and this needs to be completed by a senior person with appropriate authority (if your referee is school based then this should be the Headteacher)
- If you are not currently working with children but have done in the past, your second referee must be from an employer who can comment on your suitability to work with children.
- We do not accept open references ie "to whom it may concern"
- We only accept professional references and therefore cannot accept friends, relations, neighbours, work colleagues (unless they were your line manager and can advise on any disciplinary investigations) as named referees.

- Where possible please ensure one of your referees can comment on your suitability to work with children, this could be in a working or volunteering capacity (ie scout leader, class teacher if undertaken volunteering within a school, church/temple leader).
- If you have not previously worked with children and the role you are undertaking is of an administrative or technical nature then we will require one reference to be able to comment on your ability to do the role you are being appointed to

References will be called for before interview in line with DFE guidance and our safer recruitment policy and will be sent electronically to the referees you name on your application form. Please ensure that you have contacted your referee to ask them to provide a reference and ensure that their email address that you include in the application form is correct.

Completion of the Application Form
All roles are advertised on the Transform Trust website which links through to SAM recruit which is an online application portal. https://transformtrust.face-ed.co.uk/vacancies

Please complete the application form before the closing date which will be detailed in the about the role section above. Please ensure that you follow the guidance on providing satisfactory referees who can comment on your suitability for the role and for working with children. One of your referees must be your current or most recent employer.

You are required to provide details of all employment since finishing full time education and account for any gaps in employment such as unemployment, maternity leave, raising a family, travelling, volunteering etc. The SAM recruit system will highlight any periods that there are gaps and these will need to be completed before the application can be submitted

You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form. Please ensure that your supporting statement provides concise and specific examples to demonstrate your achievements and skills addressing the specific criteria as set out in the person specification. For those candidates who are invited to interview, this information will be explored further.

You are invited to complete and return the Equality and Diversity Monitoring section which forms part of the application form. The information on the form will be treated as confidential and used for statistical purposes only. Those who are on the shortlisting panel will not have access to this information.

Any questions or queries about the role should be directed to the school details of which are included in the “about the role” section above. Any technical queries relating to the SAM Recruit system will be supported by a member of the support team, please contact the team by calling 01924 907 319.

8. The Recruitment Process

After the closing date, short listing will be conducted by a Panel, who will match your skills and experience against the criteria in the Person Specification.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing change of name

Documents confirming any educational or professional qualifications that are necessary or relevant for the post i.e. degree certificate, QTS certificate. Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

You will also be asked to complete a self -declaration regarding your suitability to work with children and provide your consent to us holding certain data about you.

You will receive a letter or email with details of the interview process, what to prepare and what to expect i.e. teaching task, tasks relevant to the role and formal interview. All roles working in school will be subject to a formal interview as a minimum. 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
- Attitudes to use of authority and maintaining discipline

Unfortunately, due to the high number of applications we receive, we are not able to provide feedback if you are not shortlisted. The SAM recruit system will send you an automated email once your application form has been successfully submitted which will advise that should you not hear from us within 10 working days of the closing date then you should assume that you have not been shortlisted on this occasion. Please do not be disheartened- check over your application form and see whether you think you could have given more evidence to meet the experience and qualities we are looking for ready for the next role that we may advertise.

If you are seriously interested in working for Transform Trust then why don't you register for job alerts on our vacancies page https://transformtrust.face-ed.co.uk/vacancies . This will ensure that you receive email alerts as soon as role are advertised that fit your selected criteria.

9. Transform Trust Recruitment Privacy Notice

As part of your application to join Transform Trust or a Trust member school, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process during your application process?
We may collect, hold, share and otherwise use the following information about you during your application process.

Up to, and including, shortlisting stage:

- Your name and contact details (i.e. address, home and mobile phone numbers, email address);
- Details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs (which you can withhold if you wish and does not form any part of the recruitment process);
- Details of your referees;
- Whether you are related to any member of our workforce; and
- Details of any support or assistance you may need to assist you at the interview because of a disability.

Under UK General Data Protection Regulation (UK GDPR) the lawful bases we rely on for processing employee information is under Article 6
(a) Consent: the individual has given valid consent for you to process their personal data for a specific purpose.
(b) Contract: the processing is necessary to perform a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
(c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).
(e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
In additional, concerning any special category data:
Article 9
(a) Explict Consent;
(b) Employment, social security and social protection and
(f) Legal Claims or judicial acts.

Following shortlisting stage, and prior to making a final decision

- Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;*
- Confirmation of your academic and professional qualifications (including seeing a copy of certificates);*
- Information regarding your criminal record (which should only be given under confidential cover);*
- In line with Department for Education, Keeping Children Safe in Education safer recruitment requirements, information found from undertaking online and social media searches which is publicly available. This would be a check that considers safeguarding risks only and your suitability to work with children. In addition, any accessible on-line information that may significantly harm the reputation of the School/Trust would also be reviewed. The search will be independently undertaken by someone not involved in the recruitment / selection process. *
- Information via the DBS process which may be regarding your criminal record, stated in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), as well as whether you are barred from working in regulated activity;*
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;*
- Medical check to indicate fitness to work;*
- A copy of your UK Passport (or other appropriate right to work documentation as listed on the Home Office list);*
- If you are a teacher, we will check the Department for Education (DFE) Teachers' Services about your qualified teaching status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts). If you have taught abroad we will require letter of professional standing from the professional regulating authority in the country you taught;*
- For those working in a management role including line management of others we will check whether there has been a S128 direction made against you using Department for Education (DFE) Teachers' Services portal.*
- For those working with certain age groups we shall require you to complete a disclaimer confirming that you are not disqualified under The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 from working with children that are under the age of 8.*
- If you have lived abroad in the last 10 years we will require sight of an original overseas check (such as a police clearance or certificate of good conduct) from all countries you have lived in;*and
- Equal opportunities' monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by Transform Trust, including in one of our schools, some of the information we collect will be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

Where do we get information from during your application process?
Depending on the position that you have applied for, we may collect this information from you, your referees (which will be provided directly by you), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), DFE and the Home Office, during the recruitment process. For online /social media searches we will use common search engines, on-line tools and social media platforms

Why do we use this information?
We will process your personal data during your application process for the purpose of complying with our legal obligations, carrying out tasks that are in the public interest, and taking the required steps with a view to entering into an employment contract with you.

This includes:

- To assess your suitability for the role you are applying for;
- To follow protocols before engaging in a contract with you;
- To check that you are eligible to work in the United Kingdom
- To check that you are not prohibited from teaching; and
- So that we are able to monitor applications for posts in Transform Trust to ensure that we are fulfilling our obligations under the public sector equality duty as part of the Equality Act 2010.

How long will we hold information in relation to your application?
We will hold information relating to your application only for as long as necessary. If you are successful, then the duration will depend on the type of information that has been gathered.

For further detail please ask to see the appropriate section of our Information Register which details our retention and storage of information.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted. Candidates do have the option to remove their data from SAM Recruit (our online recruitment portal) earlier than the automatic 6 months by requesting this through their SAM Recruit profile.

Who will we share information with about your application?
We will not share information gathered during your application process with third parties, other than professional advisors such as legal and/or HR professionals.

Rights in relation to your personal data
The UK-GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact the Trust Data Protection Officer.
You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request.
- The right to ask us for access to information about you that we hold.
- The right to have your personal data rectified, if it is inaccurate or incomplete-. this is called 'right to rectification'
- The right to request the deletion or removal of personal data where there is no compelling reason for its continued processing- this is called 'right to erasure'.
- The right to restrict our processing of your personal data (i.e. permitting its storage but no further processing)-. this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances

- The right not to be subject to decisions based purely on automated processing where it produces a legal or similarly effect on you.
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't haven't the right to object, but you have the right to withdraw consent.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting

Claire McKendrick, Transform Trust Data Protection Officer if the role you have applied for is centrally by the Trust: dataprotection@transformtrust.co.uk; or, if in one of our schools, the Headteacher who is the Data Controller for their school.

Please also refer to our Data Protection Policy for further details on making requests for access to personal data. The law does not oblige the Trust and our schools to comply with all requests. If the Trust and/or school does not intend to comply with the request, then the individual will be notified of the reasons why in writing.

Concerns

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Controller (Rachel Hannon) in the first instance, however an individual can contact the Information Commissioner's Office should they consider this to be necessary, at https://ico.org.uk/concerns/

Contact

If you would like to discuss anything in this privacy notice, please contact Claire McKendrick, or Rachel Hannon (Chief People Officer for Transform Trust rachel.hannon@transformtrust.co.uk).

10. Terms and Conditions

We operate within the Burgundy (Teachers) and Green book (Support) national pay and conditions schemes in respect of sickness related absence, annual leave and family related leave (maternity, paternity leave and shared parental leave). Staff are encouraged to be members of a relevant Professional Association.

We operate a system of collective bargaining with Recognised Trade Unions which means we consult jointly with employee representatives on people policies and terms and conditions of employment. The Unions recognised by the Trust are as follows: NEU, NASUWT, UNISON, GMB, UNITE, NAHT and ASCL.

The Trust HR team meet with employee representative groups through a Trust JCC (Joint Consultative Committee). This joint dialogue about employee conditions of employment offers transparency and openness around any decisions that may impact on our employee's.

As Trade Unions are recognised by the Trust your contract of employment indicates you are entitled and encouraged to join a Trade Union and also that this arrangement is in place.

Pension:	Teachers Pension Scheme/ Local Government Pension Scheme
Employee Benefits:	Employee Discount Scheme (Perkbox Benefits)
	Employee Assistance Programme (Perkbox EAP)
	Eye Test Vouchers
	Salary Sacrifice Schemes eg cycle to work

Right to work: The successful applicant will need to provide proof of the right to work in the UK before taking up the post

Safeguarding: The successful applicant must have a clear enhanced DBS with children's barred list check in place before starting the new position and complete level 2 safeguarding training on taking up the post.