



**Manshead  
CE Academy**



DIOCESE OF  
**ST ALBANS**  
MULTI-ACADEMY TRUST

# **Careers Adviser**

## **Recruitment Information Pack**



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

***'High achievement and a strong sense of well-being for all is our shared responsibility'***



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CE Academy**



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## **Careers Adviser Recruitment Information Pack**

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**Manshead  
CE Academy**



DIOCESE OF  
**ST ALBANS**  
MULTI-ACADEMY TRUST

December, 2024

Dear Colleague,

Due to the retirement of our current postholder at the end of December, we are seeing appoint a **Careers Adviser** at Manshead Church of England (CE) Academy. I hope you find the information to be both interesting and useful.

Manshead CE Academy is a rapidly improving academy with a distinct Christian ethos, providing high quality education for children from age 11 to 18. The academy has moved forward greatly since it converted to become a sponsored academy in May 2017 and was recognised in September 2021 as being 'Good' by Ofsted. The staff, students, parents and local community are all very keen to move the academy forward to be the place of choice and to ensure outstanding outcomes for all groups of learners.

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

This is a key post within the academy and requires an outstanding individual with drive, ambition and commitment. The person appointed must be able to work positively with a wide range of people in a variety of settings.

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

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

I look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Andy McBurnie'.

**Andy McBurnie**  
Headteacher



## INTRODUCTION

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

### Why choose Manshead CE Academy?

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

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

***“High achievement and a strong sense of well-being for all is our shared responsibility”***



## THE ACADEMY'S VISION AND VALUES

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

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

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

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

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

### **Our core values:**

**Respect** Everyone in the academy is encouraged to treat themselves, others and the environment with respect.

**Responsibility** Everyone in the academy is encouraged to act responsibly and to take responsibility for themselves and others.

**Faith** Everyone in the academy is invited to develop an understanding of Christian belief, worship and lifestyle.

**Compassion** Everyone in the academy is encouraged to be generous in their concern for others.

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

- That every person is made in the image of God.
- Every person is valued as a unique individual and their voice counts.
- That God is a God of order.



- That the Bible demonstrates the need for law, love and compassion.

## THE SPONSOR

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

#### History

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

#### The Trust today

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

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

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

#### Future Development

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

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



## THE APPLICATION PROCESS

Application forms can be completed online via My New Term:

[www.mynewterm.com](http://www.mynewterm.com)

or via a Support Staff application form available from our school website:

[www.mansheadschoo.com](http://www.mansheadschoo.com) and submitted via email to:

[recruitment@mansheadschoo.co.uk](mailto:recruitment@mansheadschoo.co.uk)

or by post to:

Mrs J Longley, HR Officer, Manshead C of E Academy, Dunstable Road, Caddington, Bedfordshire, LU1 4BB no later than **midday on Tuesday, 7<sup>th</sup> January, 2025 with interviews to be held the following week.**

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

## QUERIES

If you have any queries on any aspect of the application process or need additional information please contact Mrs J Longley on 01582 679400.





## Careers Adviser

**25 Hours per week, Term Time only, plus 5 Training Days**

**Required as soon as possible**

**Annual Salary – L4A (Points 11 to 15)  
with pro rata salary starting at £16,042 per annum (£14.13 per hour)**

We are looking to appoint a Careers Adviser to join our well-established Support Team. The post holder will work closely with the Headteacher and Senior Leadership Team to deliver impartial careers information, advice and guidance (IAG) to students and young people in line with the DfE's statutory requirements on a range of learning opportunities within the 11-19 Academy learning pathway.

If you would like to be part of our Support Team applications can be completed via My New Term [www.mynewterm.com](http://www.mynewterm.com) or via a Support Staff application form available from our website [www.mansheadschoo.com](http://www.mansheadschoo.com) and submitted via email to [recruitment@mansheadschoo.co.uk](mailto:recruitment@mansheadschoo.co.uk) or by post to

Mrs J Longley, HR Officer, Manshead C of E Academy, Dunstable Road, Caddington, Bedfordshire, LU1 4BB no later than **midday on Tuesday 7<sup>th</sup> January, 2025.**

This post is subject to enhanced disclosure.

**Closing date: Midday on Tuesday 7<sup>th</sup> January, 2025**  
**Interviews to be held the following week.**

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

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

***"High achievement and a strong sense  
of well-being for all is our share responsibility"***





## **JOB DESCRIPTION**

<b>TITLE:</b>	<b>Careers Adviser</b>
<b>SCHOOL:</b>	Manshead Church of England Academy (MCEA) part of the Dioceses of St. Albans Multi Academy Trust (DSAMAT)
<b>RESPONSIBLE TO:</b>	Headteacher
<b>HOURS / WEEKS:</b>	25 hours per week (by mutual agreement), Term time only plus 5 training days
<b>GRADE:</b>	L4A – Points 11 to 15

### **PURPOSE OF POST:**

To work closely with the Headteacher and Senior Leadership Team to deliver impartial careers information, advice and guidance (IAG) to students and young people in line with the DfE's statutory requirements on a range of learning opportunities within the 11-19 Academy learning pathway to aid their progression into further learning and / or work, including Higher Education.

The post holder will work in a manner that is consistent with DSAMAT Policy, best practice, statutory legislation and agreed service standards and will be expected to support the vision, aims and ethos of the academy. The post holder will contribute the School Improvement Plan, Ofsted Action Plan and any other plans relevant to the role. This is a key post within the academy, which requires good interpersonal skills and communication skills, diplomacy and sensitivity, as well as dedication and a highly efficient, organised and responsible approach.

### **ORGANISATION CHART:**



### **KEY DUTIES AND RESPONSIBILITIES**

#### **The Post Holder will:**

1. Maintain an awareness of the provisions outlined in the DfE's statutory 'Careers guidance and access for education and training providers' document and ensure that the Academy's careers programme aims meet the Gatsby Benchmarks set out in the DfE's guidance. Ensuring



- that the Headteacher is kept aware of any changes in statutory guidance and their implications on IAG delivery.
2. Manage the provision of Careers IAG and deliver impartial personalised careers IAG and support to students and young people, to assist them in exploring career ideas, reviewing options, establishing realistic career action plans and helping them to develop their employability skills and progression routes into further learning and / or work , including higher education.
  3. Liaise with student, parents / carers, post-16 educational institutions, apprenticeship providers, businesses, employers, business mentors and SLT.
  4. Support the effective planning, implementation, delivery and quality assurance of the careers programme for the Academy to ensure it continuously improves and delivers the impacts needed for students and young people in line with best practice and OfSTED expectations. This will include liaison with the Academy's external IAG provider, agreeing a delivery timetable, scheduling interviews and on-site management.
  5. Enable young people to develop and implement career management skills through providing access to a range of methods including individual guidance (face-to-face) presentations and group learning through seminars, workshops and on-line support, contributing to the tutorial programme. This will include the organisation of interviews with individual students.
  6. Network / liaise with external partners including learning providers and careers guidance services to ensure effective implementation of IAG and to understand national and local developments and approaches to share best practice.
  7. Network / liaise with other schools / academies, local colleges and external agencies to organise and implement events which support the career development, progression and employability skills of students at the Academy.
  8. Organise tailored open days for students and young people at colleges and universities and be a key contact for students college / university application forms.
  9. Design and develop engaging and relevant learning materials for staff and students to showcase post-16 choices, including vocational courses, university degrees and post-16 careers.
  10. Provide an acceptable number of provider encounters during students' time at the Academy in accordance with DfE guidelines and ensure that students are provided with at least four encounters that must be attended alongside at least two optional encounters



during their time at the Academy. Ensure that encounters with providers take place for a reasonable period of time and are conducted in a meaningful way.

11. Show an awareness of student's preferences and which pathways and training opportunities would be most appropriate based on an assessment of need through an appropriate system of triage. Be responsible for the organisation of suitable work experience and workplace visit days for students and young people. Manage the systems and processes through which work experience is organised and managed for students including the organisation of monitoring visits for students and young people whilst off-site on placement.
12. Participate in appropriate parents' evenings and Information evenings as required.
13. Be responsible for raising awareness amongst staff, governors, students and parents / carers of the importance of well-informed career planning for students across all key stages.
14. Fully participate in ongoing training and development activities and be responsible for keeping up-to-date with learning opportunities including having an awareness and understanding of the changing job market.
15. To track the ongoing destinations of Year 11 and Year 13 leavers.

## **COMMUNICATIONS, PARTNERSHIPS AND CORPORATE WORKING**

1. Liaise with the PSHE Co-ordinator and other subject leaders / departments to support and embed careers education into the curriculum in order to maximise opportunities for students.
2. Liaise with the PSHE Co-ordinator and other subject leaders / departments to support the planning and delivery of employability skills e.g. practice interviews.
3. Liaise with Heads of Year with regards to IAG planning, review of progress and resolution of any issues arising.
4. Provide a wide range of career options for students before refining their choices, ensuring that opportunities are suitable for a wide variety of people, including students with SEND, minorities and students at risk of not participating in a post-16 pathway. Liaise with, mentors, SENCOs and Head of Sixth Form to identify students in need of careers guidance.
5. Make referrals for students with more complex needs for IAG to external careers advisers where necessary and monitor their interventions.



6. Commission career guidance services, such as tutoring, progress reviews and external monitoring of students on work placements.
7. Encourage involvement of parents / carers and governors in the careers programme providing information and advice so that they can assist their child(ren) with their career planning.
8. Manage links with Local Enterprise Partnerships (LEP) networks and other external organisations to support careers work.
9. Provide staff and students with information on FE open days and options events.
10. Represent the Academy at relevant information, advice and guidance external meetings and events in the region ensuring that the Headteacher is kept well informed of critical developments.
11. Build and maintain links with external organisations including HE and FE providers, businesses, and local organisations e.g. Rotary, voluntary organisations etc.
12. Organise assemblies, group discussions and taster events for students and young people to meet a range of local providers and have discussions about the opportunities they offer.

## **ADMINISTRATION AND SKILLS**

1. Develop, implement review and evaluation strategies for the Careers IAG service and the activities which the service is involved in.
2. Work with the Headteacher and SLT to ensure that any careers and employability activities organised or any other procurement of information, advice and guidance remains within budget limits.
3. Review and quality assure the impact of the careers IAG and access methods used and use this information to improve and develop the Academy's careers programme.
4. Maintain a good understanding of changes in local, regional and national career opportunities, feeding back to the Headteacher regularly.
5. Develop incentives and initiatives which actively encourage students to sign up to the Academy's career service, working towards achieving and maintaining an appropriate quality standard for careers IAG.
6. Develop and maintain the Careers Department section of the Academy's website ensuring it meets DfE requirements and Ofsted expectations.



7. Organise the Careers Library and on-line resources ensuring that there are up to date and appropriate hard copies of literature / materials available. Maintain engaging visual displays .
8. Ensure that, in line with quality assurance, that effective, accurate and timely record keeping of IAG and any work experience placements is maintained to a high standard at all times.
9. Set up effective and appropriate administration procedures to ensure the effective delivery, of IAG within the Academy including the creation and recording of personalised Action plans or students.
10. Use the Academy's MIS (at the current time this is Arbor) to update IAG status and progress for individual students.

Variation upon job description - This job description sets out the duties of the post as at present. Such duties may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations cannot themselves justify a reconsideration of the grading of the post.

### **Responsibilities for all Academy Staff:**

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

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

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

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

Staff are expected to commit to contributing to the wider school and its community.

Staff are expected to participate in relevant staff development activities.

### **Safeguarding responsibilities of all staff:**

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

- To complete all training and maintain any qualifications regarding safeguarding which the academy requires.
- To be aware of the systems which support safeguarding and follow the procedures as laid out in the Child Protection Policy and KCISE.



- To report and concerns about the environment to a member of staff or if appropriate the Designated Safeguarding Lead.
- To understand and follow the guidance on how to report any safeguarding / welfare issues that come to your attention, and never to ignore any such issues.
- To identify students who may benefit from early help as soon as possible.

**Maintaining confidentiality responsibilities of all staff:**

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

**DIMENSIONS:**

<b>Supervisory Management:</b>	None
<b>Financial Resources:</b>	None
<b>Physical Resources:</b>	Office equipment
<b>Other:</b>	Manage the Careers day to day budget – less than £2,000

**Physical Effort:**

**Working Environment:**

CONTEXT: All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents / carers and students and being flexible in a busy pressurised environment.

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

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed from [Direct.gov.uk](http://Direct.gov.uk)

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



**Person Specification: Careers Adviser**

This acts as selection criteria and gives an outline of the type of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

<b>Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.</b>				
<b>Attributes</b>	<b>Essential: The successful candidate will:</b>	<b>How Measured</b>	<b>Desirable: The successful candidate may also have:</b>	<b>How Measured</b>
<b>Experience</b>	A relevant careers advice and guidance qualification (e.g. Level 6 qualification in Careers Guidance) or demonstrable based equivalent experience.	1,2,4	Experience of MIS / reporting systems used in the education sector and in particular experience of using SIMS or Arbor.	1,2
	Demonstrable experience of complex and high-volume administrative duties gained in an educational establishment.	1,2		
	Experience of provision of careers advice and guidance.	1,2	Experience of working with young people in an educational setting.	1,2
	Have experience in building relationships and working with stakeholders.	1,2		
	Have experience of delivering advice and guidance.	1,2		
	Have experience or organising careers events.	1,2		
	Have experience of interviewing.	1,2		
	Have experience of supporting senior leaders.	1,2		
<b>Skills / Abilities</b>	Have excellent communication and presentation skills (verbal and visual) and the ability to manage the interface with staff and students.	1,2,5		
	Have the ability to communicate effectively at all levels and fulfil all spoken aspects of the role with confidence.	1,2,5		
	Have the ability to receive and give accurate information to a wide range of people inside and outside of the academy.	1,2,5		
	Be able to identify suitable pathways for individual students.	1,2		



	Be able to work well, remain calm and controlled under pressure, organising workload and managing conflicting demands and regular interruption.	1,2,5		
	Have competent IT skills, being able to use word processing, spreadsheets, database packages and e-mail etc. to maintain accurate and up-to-date records.	1,2,5		
	Be able to draft reports and letters, reading and comprehending written information that may not be straightforward.	1,2		
	Be able to follow and work within procedures and guidelines.	1,2		
	Have excellent organisational skills both of own work and that of others with the ability to meet service demands and deadlines.	1,2		
	Have the ability to ensure tasks are seen through to completion, ensuring all stakeholders are kept up-to-date with progress.	1,2		
	Have excellent problem-solving skills and ability to make effective decisions.	1,2		
	Be able to adapt to change and the introduction of new working practices.	1,2		
	Be able to work on own initiative within DSAMAT policy and procedure.	1,2		
<b>Aptitude and Motivation</b>	Have the enthusiasm and motivation to help young people.	1,2		
	Observe the very highest respect of confidentiality and discretion at all times	1,2		
	Be prepared to take ownership of issues and enforce standards with others.	1,2		
	Have the ability to work on their own with minimal supervision and direction.	1,2		
	Be able to work as part of, and contribute to, a whole-school multi-disciplinary team.	1,2		
<b>Competencies</b>	Have high expectations of self and professional standards.	1,2		
	Be able to solve complex problems.	1,2		
	Be proactive.	1,2		
	Be professional and customer services orientated.	1,2		





<b>Equality Issues</b>	Be able to identify when discrimination is taking place in service delivery or in the workplace and to take appropriate action where this is identified.	1,2		
<b>Specialist Knowledge</b>	An understanding of the UCAS application process.	1,2	Some knowledge of Arbor / SIMS.	1,2
	Good knowledge of post-16 pathways available to students.	1,2		
	Excellent awareness of safeguarding procedures that must be followed, particularly on work experience placements.	1,2	Some knowledge of CPOMS.	1,2
	An understanding of how university admissions work.	1,2		
	Strong knowledge of DfE guidance on provider access and careers guidance.	12	An awareness of the local community and the opportunities available in terms of work experience and post-16 opportunities.	1,2
<b>Education and Training</b>	Have experience of undertaking relevant and effective CPD.	1,2,4		
	Be willing to undertake training and development activities relevant to the role.	1,2		
<b>Other Requirements</b>	Be able to work flexibly, attending and contributing towards meetings and training outside of their specified work hours.	1,2	Current First Aid Qualification or a willingness to undergo training.	1,2,4
	Have an understanding of Health and Safety.	1,2		

**(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)**

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

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

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including: 1. Motivation to work with children and young people, 2. Ability to form and maintain appropriate relationships and personal boundaries with children and young people, 3. Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

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

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## Academy Statistics

<b>Type of School</b>	Sponsored Academy
<b>Age Range</b>	11-18
<b>Location</b>	Dunstable Road, Caddington, Bedfordshire, LU1 4BB.
<b>Denomination</b>	Church of England
<b>Co-educational or single sex</b>	Co-Educational
<b>Number of students on roll:</b>	1,150
<b>Year 7</b>	210
<b>Year 8</b>	202
<b>Year 9</b>	201
<b>Year 10</b>	204
<b>Year 11</b>	181
<b>Year 12</b>	84
<b>Year 13</b>	68
<b>Ofsted</b>	Good - 15 <sup>th</sup> and 16 <sup>th</sup> September, 2021
<b>Date school established</b>	May, 2017

## Privacy Notice for Prospective Employees

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

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

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

Our data protection officer can be contacted via email [dpo@stalbandsmat.co.uk](mailto:dpo@stalbandsmat.co.uk)

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

### **What categories of information are processed?**

We process data relating to those applying to work at our school. For special category data, we also rely on the following conditions under Article 9 of the UK



GDPR. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

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

### **Why we use this data**

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

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

### **How do we collect this information?**

We collect your personal information via the following methods

- Application forms
- Via My New Term Portal

### **Our lawful basis for using this data**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

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

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

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

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

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

### **Collecting this information**



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

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

### **How we store this data**

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

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

### **Data sharing**

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

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

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

### **Transferring data internationally**

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

Your rights How to access the personal information we hold about you  
Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

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

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



- Give you a copy of the information in an intelligible form

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

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

### **Your other rights regarding your data**

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

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

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

### **Complaints**

We take any complaints about our collection and use of personal information very seriously.

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

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

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

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

### **Contact us**

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