



Olive Academies

Headteacher
Olive AP Academy – Suffolk
Application pack
January 2020



Dear Candidate,

At Olive Academies we believe that every child and young person has the ability and the right to learn and achieve. We recognise that the mainstream education system has let down many of the children we work with. The pioneering work we do with marginalised young people at Olive Academies is a precious opportunity to re-engage them in learning and help them to experience success.

Our network of alternative provision academies attract staff who care about removing barriers to learning. From teachers, trustees and senior leaders to administrators and support staff, everyone has a role to play in the success of individual academies and the OA network as a whole. Our staff are amazing and make a real difference to the lives of vulnerable children and young people.

Our vision at Olive Academies is to give children and young people the highest quality levels of support and educational experience possible. We are ambitious about what our pupils are able to achieve.

For too long pupil referral units and alternative provision schools have worked in isolation. We continue to work hard at Olive Academies to play a pivotal role in establishing a wide range of partnerships with mainstream schools, local authorities, local and national businesses, charities and community organisations. It is these partnerships which are the key to success to making our academies into thriving, inclusive, successful learning communities.

If you are a leader who thrives on challenge and believes in the potential of all young people, then we look forward to hearing from you and receiving your application.

Yours sincerely

Mark Vickers, CEO



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AN INTRODUCTION TO OLIVE ACADEMIES

Olive Academies is a not-for-profit multi-academy trust. Established in 2013, it is one of the first academy sponsors specialising in alternative provision in England. We have three academies in Thurrock, Havering and Suffolk and an outreach service.

We support children and young people who have experienced difficulty in learning in mainstream schools. We work with pupils who are at risk of exclusion, those who have been permanently excluded from school and those who have medical needs.

Our aim is to transform the lives of children and young people for whom traditional teaching methods have not worked. We help our pupils develop the confidence, skills and knowledge to believe that they can be successful in their own lives.

Our approach is based on a globally recognised pedagogical approach, Expeditionary Learning, which accelerates learning and achievement for children and young people who may have experienced disadvantage, trauma and barriers to their learning.

The fundamental principles of Expeditionary Learning:

- Give pupils real-world curriculum experiences.
- Deliver outstanding teaching.
- Offer rigorous and high-quality critique and feedback of pupils' work.
- Develop dynamic leadership – including staff and pupil leadership.
- Create a culture of respect.

Olive Academies gives children and young people the chance to work in small well-supported groups with a focus on therapeutic approaches and purposeful learning.

Olive Academies is committed to safeguarding and promoting the welfare of children and we expect all our staff to share this commitment.

More information about our trust and the way we work please visit our website www.oliveacademies.org.uk.



Olive Academies

Olive AP Academy
SUFFOLK

Our alternative provision academy based in Stowmarket supports pupils aged between 7 and 16.

The academy offers pupils an inspiring curriculum with high quality newly refurbished classrooms, a sports hall, art and design technology room, science laboratory, construction room, motor mechanics workshops, orchard and garden.

The academy has up to 92 pupils on roll at any time and offers support to pupils in Key Stages 2-4 with complex or medical needs and those who have been permanently excluded from school.

The academy is also the base for our outreach service which works with pupils in mainstream schools who are at risk of exclusion.

Olive AP Academy – Suffolk has not yet been inspected by Ofsted, having converted to Olive Academies in June 2017.

Olive AP Academy – Suffolk

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Stowmarket
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OUR VALUES



BACKGROUND TO THE ROLE

Olive Academies is looking for a headteacher who will lead our Suffolk academy in the next phase of its journey towards becoming **an outstanding alternative provision school**.

We are keen to appoint a leader who has an understanding of the challenges our pupils face; a leader with experience of **leading an inclusive school**; an individual who will provide **inspiring leadership** for the whole academy community.

Our well respected headteacher left the academy in November 2019 (and had successfully held the post since the academy converted in June 2017). The academy has undergone a period of significant growth in the last 6 months and has established a number of crucial partnerships within the East of England.

We would like to meet a leader who is ready to **shape and deliver a continuum of inclusive provision for vulnerable children and young people** in the region; working closely and effectively with Olive Academies' key partners and stakeholders.

We expect our headteacher to bring with them **significant knowledge and expertise** (this could be from a primary school, secondary school or pupil referral unit background) that they will share and embed at our academy.

The headteacher will have the opportunity to **develop strategic links with with a number of mainstream academies and schools**, further developing the academy's outreach service. The headteacher will oversee the deployment of our highly skilled staff working in mainstream schools, effectively reducing exclusions through **targeted outreach projects**.

This is a significant appointment for Olive Academies and the trust will provide you with all of the appropriate support required to make a real success of the role. The headteacher will work very closely with the Olive Academies' Chief Executive (Mark Vickers) and Director of Academies (Annabel Bates).

Being part of a multi-academy trust which specialises in alternative provision allows each of our headteachers to be part of **a supportive group of experienced leaders** who meet on a termly basis.

Our headteachers also have access to regular support from our Director of Operations (Adam Tedesco), Director of Finance and Compliance (Jo Gillman) and our OA academy improvement executives. The central trust team provides our academy leaders with on-going specialist finance, HR, recruitment, governance, policy, communications and building/ premises support.

The trust has established an Academy Advisory Board (AAB) for each of its academies which act in an advisory capacity reporting to the trust board. The AAB is encouraged to offer advice, support and challenge to the headteacher and ensure that the academy's performance is of a high standard. Academy Advisory Boards are crucial to the smooth running of our academies, as they provide fundamental input and guidance on the local context.

Olive Academies is committed to offering **continual professional development**. The successful candidate will be encouraged to actively seek out networks, partners, mentors and learning opportunities to suit their leadership development.

We believe that working with excluded children and with young people who have not thrived in a mainstream setting is immensely rewarding. We can offer a place of work and a trust where staff and colleagues share **a determination to improve the outcomes for excluded and vulnerable children**.

AT OLIVE ACADEMIES WE CAN OFFER YOU...

- A great place to work. A supportive, highly skilled team in a working environment where your wellbeing is a priority.
- Attractive pay and conditions – a competitive salary is offered for this role.
- Access to a range of employee benefits to support health and wellbeing including Cycle Scheme, PerkBox, MyGym, Employee Assistance Programme and more.
- High quality personalised CPD, leadership coaching, strong links to mainstream schools and opportunities for career progression.
- The freedom to be innovative without the constraints of a mainstream curriculum.
- A chance to join a pioneering network of academies which is values driven and has children at the centre of everything we do.

SUPPORT FOR THOSE RELOCATING FOR THIS POST

Are you a school leader looking to move area? Olive Academies offers great relocation support packages for those candidates interested in moving near to our Suffolk academy.

Our academy is based in the small market town of Stowmarket, with a direct train link to London Liverpool Street (1hr 24mins), Cambridge (1hr 10mins) or Ipswich (12mins). Stowmarket is surrounded by stunning countryside, has a popular street market and is less than an hour away from the best of Suffolk's beaches. Two bed house prices range from £140,000 to £250,000. **Regional winner of The Sunday Times' Best Places to Live 2019**, the town of Bury St Edmunds is only 16 mins away from Stowmarket by train or 20mins in the car.

To find out more about Olive Academies' relocation support packages for great school leaders or to arrange a visit to our academy please call our Olive Academies recruitment team on 01273 573834.



HOW TO APPLY

To receive an application form, book an academy visit or for a confidential conversation about the role, please contact Annabel Bates, Director of Academies, Olive Academies. T: 01449 613931 E: annabel.bates@oliveacademies.org.uk

Visits to the academy by potential applicants are always welcomed.

You can also download an application form and find more details at: www.oliveacademies.org.uk/working-with-us/

Please send completed applications to helen.everard@oliveacademies.org.uk by Wednesday 5 February 2020 (12 noon).

The application form includes career history and contact details. A CV is not required.

A supporting letter is required and should be no longer than 2 pages of A4.

Applicants will receive a confirmation email on receipt of their application.

Interviews

Interviews will be held at Olive AP Academy – Suffolk during week commencing 10 February 2020.



JOB DESCRIPTION HEADTEACHER

Responsible to:	Olive Academies' Director of Academies
Employer:	Olive Academies Multi-Academy Trust
Salary:	£79,748 - £87,960 + wellbeing benefits package (relocation package available)
Location:	Olive AP Academy - Suffolk

Overview

Olive AP Academy - Suffolk will:

- improve pupils' academic progress and achievement, particularly in the core subjects
- develop pupils' learning behaviours so that they can take advantage of the outstanding teaching and learning opportunities offered
- develop pupils' resilience, so that they can remain in full-time education and, wherever possible, return successfully to a mainstream setting.

The trust aims for Olive AP Academy – Suffolk:

- Implementation of a broad curriculum offer that is highly personalised to meet the needs of all pupils.
- Further improve pupil learning, achievement and progression rates so that all our pupils have outstanding educational outcomes.
- Re-engage disaffected, vulnerable and disengaged children in learning.
- Support children and young people (whose family circumstances make them vulnerable and less likely to make good educational progress) by engaging parents and carers in their learning.
- Improve our pupils' psychological and emotional wellbeing.
- Promote and improve inclusion for all pupils referred to us.
- Extend teachers' knowledge and skills for managing pupils presenting with complex difficulties.

Main Duties and Responsibilities

Deliver the vision and values of the trust to ensure that Olive AP Academy - Suffolk is a beacon of best practice in the education and care of pupils who have experienced considerable difficulty in a mainstream school setting; ensuring that our pupils can re-engage with education, make good progress, achieve academically, and, wherever possible, return to a mainstream education.

Strategic Leadership

Teaching and Learning

Managing People & Resources

Safeguarding Children

Partnerships : Community, Industry and the Wider World

Accountability & Transparency

Undertake any other reasonable duties commensurate with the nature and grade of the post at the direction of the Academy Advisory Board, CEO, Director of Academies or MAT board.

Strategic Leadership

Manage the day-to-day smooth running of the academy.

Provide consistent and motivational leadership to the senior team, the teaching and support staff, children, families and the wider community served by Olive AP Academy - Suffolk.

Ensure the successful delivery of Olive Academies' vision, ethos, aims and objectives.

Actively promote the academy's policy of inclusion.

Lead in monitoring, evaluating and reviewing: the annual academy improvement plan; health and safety assessments; and risk assessment of the academy's budget.

Be accountable to the Academy Advisory Board for all aspects of the delivery of the strategic plan and its effectiveness in delivering outstanding outcomes for children.

Ensure that statutory requirements, the decisions of the Academy Advisory Board and trust, and the needs of the pupils, their parents and the community are met.

Work with the Academy Advisory Board and trust in defining, articulating and implementing the values, ethos, vision and mission of Olive Academies.

Act as an ex-officio member of the Academy Advisory Board.

Supervise the efficient management of the academy budget; supervise effective use and development of academy premises and resources.

Deliver a curriculum model that re-engages pupils with learning, and ensures rapid progress to the point where they can successfully re-integrate into a mainstream setting.

Manage a range of multi-agency services who support the educational, behavioural and social needs of children and young people attending Olive AP Academy - Suffolk.

Ensure that the values, ethos, policies and procedures are relevant, fair and consistently implemented across the academy.

Ensure full compliance with Health and Safety legislation, including the Health and Safety at Work Act 1974, the Health and Safety Policy and all locally agreed safe methods of work.

Promote the Olive Academies' Equal Opportunity Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.

Assume ultimate responsibility for the academy's positive communication with parents, carers, external agencies, the media and the local community.

Teaching and Learning

Embed high quality and high impact curriculum through strong line management of curriculum leaders.

Ensure that each pupil has access to a personalised curriculum which meets their needs and enables them to thrive.

Lead teaching and learning and promote the acquisition of appropriate qualifications and accreditation by pupils. Maintain high expectations amongst staff for the academic progress of all pupils.

Take strategic responsibility for behaviour, pastoral care, safeguarding and student progress.

Prioritise and promote improved attendance, re-integration to school and progression to further education and training.

Ensure effective delivery of educational support to each pupil (some of whom may be home based) against an agreed Individual Educational Plan or Education Health and Care Plan.

Use data collection, analysis and dissemination to record pupil progress and improve standards of teaching and learning. Maintain effective assessment, recording and reporting systems to monitor each pupil's progress across a range of academic, behavioural and social indicators.

Maintain a purposeful and focused learning environment through the effective management of children's behaviour and by promoting parental/ carer involvement in their learning. Promote socially responsible behaviour.

Lead the development and implementation of policies and procedures for behaviour management, and influence and effect the use of positive strategies by staff and pupils to manage behaviour.

Manage pastoral care, student welfare, anti-bullying, and child protection procedures effectively.

Managing People & Resources

Strategically plan, manage and monitor the curriculum within the agreed budget, setting appropriate priorities for expenditure, allocating funds and ensuring effective administration and control. Advise the Academy Advisory Board and Trust on the formation of the annual budget in order to ensure the academy achieves its objectives.

Recruit, manage and motivate a committed and effective workforce that will deliver high quality teaching and learning.

Provide consistent leadership and professional guidance for the teaching staff.

Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels.

Deliver a robust performance management policy and processes (in line with the most recent statutory requirements) that will set operational and/or performance goals for all members of staff and which are clearly linked to the long term objectives as set out in the strategic and annual improvement plans.

Lead a strategy for classroom observations, linked to the performance management policy, which is focused on the quality of teaching and learning.

Maintain strategic oversight of HR policy and procedures.

Work with colleagues to ensure the most effective deployment of staff to ensure the highest quality of education is provided.

Monitor and evaluate overall staffing provision and the academy budget to ensure full value for money.

Deliver effective operational management for the academy's financial and physical resources.

Deliver the strategic objectives set out in the strategic plan and report, as required, on achievement against these targets to the Academy Advisory Board, Trust, DfE or EFA as appropriate.

Act in accordance with legislation affecting the conduct of the academy, particularly that governing health and safety matters and employment rights

Safeguarding Children

Develop and regularly review the academy’s safeguarding policy and procedures.

Appoint a designated safeguarding lead from the senior staff and deputy safeguarding lead person.

Ensure the delivery of regular safeguarding training for all staff and governors.

Ensure the development and maintenance of the single central record (SCR) and review its status and accuracy termly with the person responsible for its maintenance.

Work cooperatively with the CEO and the local safeguarding board reporting frequently to the Academy Advisory Board on the effectiveness of safeguarding procedures.

Promote the equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued.

Promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs.

Promote and safeguard the welfare of children and young people in accordance with the OA MAT’s safeguarding and child protection policy.

Partnerships: Community, Industry and the Wider World

Maintain strong links and collaborative ways of working with all stakeholders including the wider community, partner schools and sponsor organisations, ensuring the academy is at the heart of the community.

Work with other public and voluntary sector agencies, clubs and societies in the local community to develop curriculum enrichment activities that will enable the wider community (including entire families) to access knowledge, skills and learning opportunities.

Inspire stakeholders and partners to work together to achieve common goals.

Work with the Children’s Services in the local authority; to achieve transformational educational opportunities for vulnerable pupils.

Work collaboratively with other schools and academies in order to share expertise and bring positive benefits to the academy.

Maintain and further develop existing partnerships with other schools, locally, nationally and internationally.

Accountability & Transparency

Promote a culture of collaborative working between Olive Academies and any partner organisations and other stakeholders.

Ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement.

Ensure that the performance of the academy is effectively measured against transparent targets so that strategic planning is based on reliable data and shared knowledge.

Work closely with the Chair of the Academy Advisory Board and any other committees or other Olive Academies trust boards as appropriate. Attend as required a range of meetings within and occasionally beyond Suffolk.

Provide information, objective advice and support to the Academy Advisory Board to enable it to meet its responsibilities for securing effective teaching and learning; high achievement and value for money.

Present a coherent and accurate account of the academy performance in a form appropriate to a range of audiences e.g. governors, trust members, commissioners and parents.

Participate in and personally conduct common systems of performance management and appraisal and set performance indicators that will promote continuous improvement against evidenced outcomes.

Ensure that any necessary conduct or capability proceedings are taken forward in a timely and appropriate manner.

Ensure that all activities operate in accordance with statutory obligations and appropriate commissioning, especially where third party agencies are engaged.

Have regard to all DfE statutory guidance concerning alternative provision and provision for pupils with medical difficulties and work to ensure compliance with legislation concerning full-time provision.

Ensure safe and efficient use of the site, all resources and hired or leased premises.

Take part in meetings with external agencies to ensure arrangements for admission are appropriate to the provision required by the child or young person.

Prepare for inspections by auditors, Ofsted, HSE, etc.

Be responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised. (GDPR compliance)



PERSON SPECIFICATION HEADTEACHER	
Measurements: Application (A) Interview (I) Task (T) Reference (R)	
Training and qualifications	
Essential	
First degree or equivalent.	A
DfE recognised qualified teacher status/Qualified Teacher Learning and Skills.	A
Evidence of participation in recent and Continuing Professional Development relevant to a strategic leadership post.	A
Desirable	
For a first Headship, NPQH is desirable.	A
A relevant post graduate qualification in education management.	A
Master's Degree	A
Experience	
Significant recent and relevant experience as a substantive Headteacher or Deputy Headteacher.	A
Implementing a strategic vision for the development of a learning environment fit for pupils demonstrating a range of needs.	A,I,T
Evidence of driving a vision and ethos through effective strategic planning.	A,I
Successful leadership and management in the education of secondary aged pupils.	A
A minimum of 5 years senior leadership experience relevant to the challenges of the post.	A,I,R
Evidence of involvement in raising pupils' aspiration and achievement, management of academy self-evaluation and contributing to an OfSTED judgement of good or outstanding.	A,I,R

Evidence of successful use of a range of monitoring and evaluation strategies to raise standards across the academy.	A,I,R
Experience of analysing and interpreting assessment data to ensure effective student progress, raise standards and achieve outstanding pupil outcomes.	A,I,T
Evidence of managing, planning, and organising major curriculum areas and driving innovations in teaching and learning.	A,I
Experience of the application of new technologies to teaching, learning and management.	I
Substantial experience of safeguarding in relation to children and young people with complex special educational, social and emotional needs.	A,I
Leadership and development of specialist programmes for young people with SEMH or other challenging behaviours.	A,I
Experience of complex problem solving in relation to pupils with SEMH.	A,I
Experience of successfully managing negative and challenging behaviour and helping young people to grow in confidence with a positive vision for the future.	A,I,R
Experience of supporting all aspects of inclusion to successfully meet the needs of pupils with complex special educational, social and emotional needs.	A,I,R
Working with and securing the involvement of external partners and the local community in support of the pupils' wider educational experience.	A,I
Experience of human and financial resources management at senior level aligned with the skill to identify and develop top quality staff.	A,I,R
Working collaboratively with and reporting to governors on all aspects of strategic management including: financial and budgetary responsibilities; staff performance, development and welfare; pupil outcomes and welfare; premises and health and safety; and parent and community involvement.	A,I,R

Knowledge	
Knowledge of the features that constitute an outstanding AP academy.	A,I
An understanding of the behaviours and qualities of a leader that can drive cultural change within an organisation.	A,I
Knowledge of the processes that underpin strategic and operational planning, data collection and analysis, and academy self-evaluation.	A,I
An understanding of a range of special needs, especially SEMH, ASD, ADHD and SpLD.	A,I,T
Up-to-date knowledge of specialised curriculum for young people with SEMH.	A,I,T
An understanding of disadvantage and difficult settings.	A,I,T
Wide knowledge of teaching, learning and assessment strategies and a willingness to accept new and/or innovative ideas to promote outstanding learning and pupil progression.	A,I,T
An understanding of the role of the multiple agencies operating within the wider spectrum of Children's Services.	A,I,T
An in depth knowledge of the current and relevant inspection frameworks for PRUs and/or AP Academies.	A,I
Knowledge of Teacher Standards and how to apply these to assess teacher performance and promote professional development of others.	A,I,T
Understanding of child protection and safeguarding procedures in the context of the education of vulnerable pupils and the measures that need to be in place to ensure student safety and well-being in an AP setting.	A,I,T
Knowledge of development planning and academy self-evaluation.	A,I
Understands the accountabilities and responsibilities of a headteacher to the Academy Advisory Board and the trust in the context of a multi-academy trust.	A,I

Skills and Abilities	
Demonstrates a detailed understanding of what constitutes outstanding teaching and learning combined with the ability to lead and inspire staff to continually improve their own practice.	A,I
Communicates effectively and regularly to drive a shared vision and ethos so that it impacts on day-to-day practice.	A,I
Can demonstrate personal experience of introducing strategies that improve poor attendance and behaviour for learning at both individual and academy level.	I
Expert in the use of comparative data and performance indicators to establish benchmarks and set targets for improvement.	I
Understands the national policy framework for Alternative Provision, current educational legislation in respect of academies and initiatives for raising standards of teaching and learning.	A,I
Can explore the core principles of effective teaching and assessment for learning.	I
Engages parents in supporting children's learning.	A,I
Can articulate the key principles of budget management, financial responsibilities and reporting procedures in the context of an academy.	A,R
Understanding of equal opportunities and a commitment to promoting equality for pupils and staff.	I
Has a detailed understanding of the legislative framework in which an academy headteacher must operate.	I
Strategies for networking with local businesses, education partners and the wider community.	A,I,R
The ability to inspire and motivate staff, pupils and the wider community and engage their active commitment to the trust's vision.	I,R
Personal Aptitudes	
Personal and professional resilience in the face of challenging situations	A,I,R
Strong personal motivation and drive.	I,R
Self-motivated, productive, diligent and thorough.	A,I,T

Demonstrates emotional self-awareness and self-control.	A,I,T
Relentless energy and passion in pursuit of the vision, working collaboratively with colleagues to achieve the common goals.	A,I,T
High order analytical and problem solving skills and the ability to make informed judgements.	I,T
Commitment to an open, collaborative style of management.	I
Consults widely with colleagues on issues of strategic and operational importance but willing to take responsibility for key decisions.	A,I
A good team member and leader with sensitivity and understanding of when to lead, listen, motivate and delegate.	A,I
Desire to fill the role of lead professional in developing classroom practice.	I,R
Concern for the development of colleagues and members of the wider academy community.	I
Commitment to own personal and professional development and that of all staff.	A,I
Convinced of the transformative nature of excellent education.	A,I,T
Empathy with the needs of children.	A,I,T
Displays a passion for the most vulnerable and a drive to redress injustice and remove barriers to learning	A,I,T
A genuine enthusiasm for building the self-confidence and resilience of children and young people who have disengaged from a mainstream educational setting.	I
Maintains appropriate relationships and personal boundaries with young people.	I,R
Commitment to the safeguarding of vulnerable young people.	I
A personal commitment to promoting inclusion, diversity and access.	A,I
Excellent communication skills in a variety of media to a range of audiences including pupils, parents/carers, colleagues, external agencies and the wider academy community.	A,I
The ability to project the academy in a positive way and establish it at the heart of its community	I
A commitment to the vision, values, aims and objectives of the Olive Academies trust.	A,I



Olive Academies

Olive Academies' safer recruitment and selection statement

Olive Academies is committed to safeguarding and promoting the welfare of children and young people in our academies:

- safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development of children and young people
- promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued
- promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs

Please read our Child Protection and Safeguarding Policy here:
<https://aphthurrock.oliveacademies.org.uk/policies-and-documents/>

We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.

Shortlisting

Only those candidates meeting the right criteria will be taken forward from application.

Pre-employment vetting

As part of our safer recruitment and selection process, we operate a strict pre-employment checking procedure. Successful applicants will be required to undergo the checks outlined below.

Disclosure

OA requires all employees to undertake an enhanced DBS check before they start. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory. Please ask to see a copy of our DBS procedures for further information.

You are required, before appointment to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment. This will depend upon the nature of the offence(s) and when they occurred.

Where an applicant is not normally resident in the United Kingdom, or has been resident outside the United Kingdom for more than 6 months, an additional police check will be carried out with the normal or most recent country of residence.

Qualifications

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

Registration with a professional body

If the post applied for requires registration with a professional body, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment. OA will verify registration/membership with the relevant professional body.

References

Applicants are required to provide a minimum of two referees, one of whom must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people.

If you have not previously worked with children and/or young people we may ask for a character reference using an OA reference form from someone who can confirm your suitability to work with children and/or young people. This would normally be someone in authority, e.g. a lecturer, doctor or community leader. Please note that character references are normally only accepted as a supplement to an employer's reference.

In addition, OA will seek references from educational establishments for those applicants with no previous employment history. Under no circumstances will open references or testimonials (i.e. addressed "to whom it may concern") be accepted.

References from previous and current employers will be taken up for shortlisted candidates, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment. Where necessary, employers may be contacted to gather further information.

Eligibility to work in the UK

OA has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

Medical assessment

All offers of appointment will be subject to the satisfactory outcome of medical checks where appropriate.

We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.

Probation

All new staff will be subject to a probation period of three or six months (dependent on post), which may, in certain circumstances, be extended. The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

A commitment to encourage diversity

OA is committed to eliminating discrimination and encouraging diversity amongst our employees. Our aim is that our workforce will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end we are committed to the principles of equality and fairness for all in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.



Olive Academies' candidate privacy statement

Data controller: Olive Academies, 95 Ditchling Road, Brighton, BN1 4ST

Data protection officer: Adam Tedesco, Olive Academies

As part of any recruitment process, we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

What information do we collect?

We collect a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience and employment history
- information about your current level of remuneration, including benefit entitlements
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process
- information about your entitlement to work in the UK
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief

We collect this information in a variety of ways. For example, data might be contained in application forms or CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why do we process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

We are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, we will keep your personal data on file in case there are future employment opportunities for which you may be suited. You are free to withdraw your consent to this at any time.

Who has access to data?

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:

- 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

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the academy staff who carry out HR activities, central staff and interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

In order to meet our duties under Keeping Children Safe in Education, we are required to obtain references from your former employers as part of the interview process. We will not share your data with third parties for this purpose without your consent.

The organisation will share data with third parties with employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks. We will not transfer your data to countries outside the European Economic Area or any company that is not included in the EU-US Privacy Shield.

How do we protect data?

We take security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. For more information, please refer to the OA Data Protection Policy.

Where we engage third parties to process personal data on our behalf, we do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

How long we keep your personal information?

If your application for employment is unsuccessful, we will hold your data on file for up to 6 months after the end of the relevant recruitment process. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a separate Privacy Statement (supplied with your contract).

Your rights

You have the right to:

- ask for access to your personal information; this is called a 'subject access request'
- ask for rectification of the information we hold about you

- ask for the erasure of information about you
- ask for our processing of your personal information to be restricted
- data portability
- object to us processing your information.

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 the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you want to use your rights, please contact: Marina Korsounskaia, Administrative Executive, Olive Academies

If at any time you are not happy with how we are processing your personal information, then you may raise the issue with the Data Protection Officer. If you are not happy with the outcome, you may raise a complaint with the Information Commissioner's Office: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.