



**Taverham  
High School**  
An 11-18 Academy

# **Applicant Information Pack**

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# Welcome from the Headteacher

Welcome to Taverham High School. I am very proud to be the headteacher of this ambitious and caring school. I invite you to explore our website, or visit us personally, to experience the excellent behaviour and attitudes of our students and the broad educational experience that we offer. Underpinning all we do are the excellent relationships between staff, students and parents. Good communication, trust and respect provide the very best basis on which to nurture and develop the unique gifts and talents of our young people. We are fortunate to have exceptional school buildings providing the very best environment for learning; the opportunities for our students are exceptional.

As an excellent, high achieving, 11-18 school with a caring positive ethos, we seek to promote the development of students into resilient, independent young people, who are respectful and make a positive contribution to the wider community and beyond. We have high expectations of ourselves and our students and work exceptionally hard to ensure that we celebrate their achievements and support every student to achieve their potential, regardless of background, ability or barriers to learning. We want every student to feel safe and secure in our school and be able to grow and thrive. We are reflective and constantly strive to improve; we focus relentlessly on developing the teaching and learning that takes place. We provide interesting and exciting lessons that challenge and deepen students' skills, knowledge and understanding. Our curriculum is innovative and flexible, meeting the needs of the individual students. We are also very determined to provide a wide range of extra-curricular opportunities to build students' confidence, team-building skills, and thirst for and love of learning. Good careers advice and guidance underpins our curriculum meaning that, with their high academic results, we are able to support our students to move onto successful pathways at university, on apprenticeships or into the world of work.

Our recent Ofsted report carried out in the first few weeks of the new framework, identified a number of actions that the school had already identified and were developing. We are confident that the actions in place and improved examination results expected, will secure a good Ofsted in the section 5 inspection that we expect next year.

*Ms Carol Dallas*

# Vision and Ethos of the school

**Our Vision for our school is:**

*To create a learning environment within which every individual can realise their full potential, develop self-respect, respect for others and to prepare themselves for life in a changing world.*

**At Taverham High School we aim to provide the highest quality education within a dynamic learning environment, both inside and outside the classroom.**

We offer an exceptional curriculum underpinned by traditional values yet ensure we are forward thinking, embracing new technologies and developments. We believe our success is the relationship between students, staff, parents/carers and the wider school community, based on mutual respect and a strong commitment to high expectations and challenge. The school offers care, guidance and support through its outstanding pastoral team and it is within this environment that students are able to thrive and exceed expectations.

# Curriculum and enrichment

Taverham High School plans and delivers a knowledge- engaged curriculum within which every individual can realise their full potential, develop self-respect, respect for others and to prepare themselves for life in a changing world.

**The four pillars of our curriculum vision and intent are to embed a knowledge – engaged curriculum which:-**

1. Allows students to develop the **knowledge** they need to achieve
2. Embeds the **knowledge** to allow all students to understand their role in society
3. Develops the **skills** needed to thrive and progress through the curriculum and beyond
4. Nurtures the **skills** to allow students to reflect, seize opportunities, make informed choices and display positive learner behaviours throughout their lives.

As a school we run a large number of enrichment opportunities and always welcome more to encourage our students to become fully immersed in school life, helping them to develop them personally as well as academically. Whilst many of our opportunities are curriculum linked, we always ensure there are several available that are not. Please see the enrichment section on our website for details of the current sessions on offer to see how you could contribute.

# Working at Taverham High School

## What we can offer:

- A friendly, supportive, well-established staff body that values everyone
- An encouraging, approachable Senior Leadership Team
- The support of an informed and active Governing Body
- A respectful and open working relationship with unions.
- An extensive 'in house' CPD programme, reflective of current needs
- A school where every student is encouraged to achieve, develop and thrive
- A well-resourced school within a fantastic modern environment with spacious classrooms and large grounds

## Facilities:

The original 1979 school building was significantly redeveloped and added to in the 2000s. In 2007 our new and redeveloped site was officially opened. We have spectacular purpose-built teaching spaces indoors and out, which are still as they were over 10 years ago, thanks to constant reinvestment and maintenance through our PFI contract.

As well as our staff lounge and the sixth form centre, where we gather as a whole staff body, each curriculum/subject area also has a dedicated workroom where the team are able to meet and work together on a daily basis.

## Pay:

We have chosen to continue to follow the pay scales as set out by Norfolk County Council Salary Scale for support staff and an enhanced version of Educator Solutions Optional PayScale's (ESOPS)\* for teachers. Performance management is completed yearly and determines any pay scale increment increases and we follow the Modern Reward Strategy (MRS).

All employees are paid on or close to 19<sup>th</sup> of the month by bank transfer.

\*The enhancement refers to MPS2-MPS5\*

## Pensions:

We pay into both the Local Government Pension Scheme and the Teachers' Pension Scheme. Should you need any further advice on planning for retirement or other financial management aspects we work closely with Wesleyan who are able to support. The Headteachers' PA can provide further details.

**Staff wellbeing:**

We care about the wellbeing of all our employees and invest in two key packages to support staff if they need it:

- The Norfolk Support Line - a 24 hour support line offering help, advice and counselling.
- IPRS Health - They provide the Musculoskeletal Injury Rehabilitation Service (MIRS), which enables staff to be referred for support when recovering from an injury.

Furthermore, each term we host a staff wellbeing and social event to bring everyone together and celebrate the fantastic work undertaken that term.

**Continuing Professional Development (CPD):**

At Taverham High School we are committed to staff professional development and offer a comprehensive internal CPD programme.

Our aim is to offer CPD that is developmental, supportive and collaborative and that is tailored to the staff and school's needs. We offer a full induction programme for all new members of staff which includes our core and enhanced programme to help settle new members of staff into the school.

Our main CPD programme offers Teaching and Learning Pathways led by our 6 Learning Leaders. These are 6 evidence informed pathways spread out across the year on different areas of Teaching and Learning that staff members sign up. This allows staff members to focus on one area across the year to have an impact on their practice.

Alongside this we also provide 6 Subject Planning and Development Sessions across the year to provide time to focus on what we are teaching and how we teach it well within our subject areas.

Each year we commit 3 hours of time to provide a more practical approach to CPD and provide flexibility in reacting to staff needs. Often these sessions will be on a carousel for staff members to sign up for and can include sessions from behaviour management to developing ICT.

We also provide a full NQT/Trainee programme and offer a leadership development programme for aspiring leaders.

**Library and ICT resources:**

Every classroom in the school is equipped with a teacher's computer and a projector and we have a number of bookable computer clusters for class-based work. Our computers are equipped with several specialist packages to support different subject areas and all staff and students have access to Office 365, including Teams, which we utilise as VLE. We also use Show my Homework as our platform for sharing homework with students, parents and carers.

We are fortunate to have a well stocked library for our main school and 6<sup>th</sup> form students, as well as a staff CPD library. Our library also benefits from Chromebooks which can be used for research in lessons, newspaper subscriptions to The I and The EDP as well as a large variety of periodicals/magazines. Staff are invited yearly to suggested new texts to support their subject area or enhance students' choice.

# Living in Norwich/Norfolk

Norwich and the wider county have a lot to offer as places to live and work.

As a county we are fortunate to benefit from an abundance of countryside, coastal sites, woodlands and the Norfolk Broads. Much of which is protected by organisations such as the RSPB, Wildlife Trust, Woodland Trust and National Trust meaning there are lots of walks and opportunities for public access to these beautiful sites.

Norfolk is host to a variety of picture postcard hamlets, bustling market towns, large villages and of course our ancient city centre, giving a wide choice of accommodation and places to live.

Norwich is a beautiful city, full of interesting architecture with a Norman Castle, Tudor Elm Hill and more modern The Forum. Norwich Lanes and market place are full of exciting boutiques, tea shops and food stalls, while Tombland and St Benedict's street are well-known for their variety of unique and interesting restaurants and bars.

Norwich is a busy city and has a lot to entertain people of all ages with the city council constantly putting on events such as firework displays, evening street entertainment, Christmas lights, runs and more.

## Local area and amenities

We are based on the western edge of the village of Taverham. The village and surrounding area have a large number of local amenities which can be useful on the way to and from work, including petrol stations, a small supermarket and various corner shops, doctor's surgery, dental surgery, chemists, a butcher, library, garden centre, several hairdressers and beauticians and a variety of home delivery food outlets and pubs.

For those that maybe considering moving to a new house to join us, Taverham and the surrounding areas offer the best of both worlds, being minutes from the beautiful Norfolk countryside whilst still being in close reach of the bustling city centre. There are a wide variety of housing options available within commuting distance.

## Travelling to Taverham High School

Taverham High School is situated in North West Norwich. We benefit from being 2 minutes from the Western end of the Northern Distributor Road (NDR). We are also less than 10 minutes from the Easton roundabout on the A47 and have a large staff and visitor car park. In addition, we have two bus services, the 28 and 29 that travel to and from the city at regular intervals throughout the day and well into the evening.



## Privacy notice for the school workforce

Under data protection law, individuals have a right to be informed about how the school uses any personal data that 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 we employ, or otherwise engage, to work at our school.

We, Taverham High School, are the 'data controller' for the purposes of data protection law. **Our data protection officer is Judicium Education.**

### The personal data we hold

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of passport or driving licence
- Photographs
- Data about your use of the school's information and communications system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions, and sickness records

## Why we use this data

The purpose of processing this data is to help us run the school, including to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable equalities monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body

## 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:

- Fulfil a contract we have entered into with you
- 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)

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 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 is stored in line with our obligations under GDPR and according to our record retention schedule.

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our record retention schedule.

The records retention schedule that we use is the [Information and Records Management Society's toolkit for schools](#).

## 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:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns. To enable you to be paid
- The Department for Education We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.  
  
We are required to share information about our school employees with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.
- Our auditors. We share personal data with our auditors to comply with the requirements of all academies set out in our funding agreements with the Secretary of State

## Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:  
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the department: <https://www.gov.uk/contact-dfe>

## Your rights How to access 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 the 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.

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact **Caroline Ross**

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing

- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## 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

## Data Protection Officer

The Data Protection Officer is responsible for overseeing data protection within the School so if you do have any questions in this regard, please do contact them on the information below: -

Judicium Education

[dataservices@judicium.com](mailto:dataservices@judicium.com)

0203 326 9174

*This notice is based on the [Department for Education's model privacy notice](#) for the school workforce, amended to reflect the way we use data in this school.*