

**CARDINAL
NEWMAN
COLLEGE**

RECRUITMENT PACK



MISSION STATEMENT

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust.

Our mission and ethos shows that we celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

Our commitment is the pursuit of academic excellence and to develop a community in which every student reaches their potential. Therefore, we passionately believe that this can only be achieved if students enjoy their time at College. Above all, students will thrive within a happy, safe and supportive environment.

VALUES STATEMENT

Cardinal Newman College is a community, which aims to live out the gospel values of service and love. This means that:

- The individual student is central to all our endeavours.
- The College values each individual as a unique person irrespective of gender, race, belief or ability and regards each person, made in the image and likeness of God, as worthy of the utmost respect.
- The College strives to develop each person intellectually, socially and spiritually through an inclusive programme of study and enrichment.
- The College values the spiritual journey of each individual and will offer opportunities for each to engage appropriately in their spiritual search.
- The College is committed to creating a culture that is open and welcoming, free from fear and from violence of any kind, in which all individuals feel safe, happy and secure.
- The College provides learning environments that are stimulating, enjoyable and challenging to students, fostering their creativity, imagination and search for truth.
- The College encourages individuals to contribute positively to the world in which they live, to challenge injustice and to seek out more co-operative, just and peaceful forms of human existence.
- The College recognises our responsibility for the planet as our common home threatened by climate change, depletion of resources and loss of biodiversity.

POST:



We are delighted that you are considering applying for the post of Achievement Tutor to take up post 19th August 2026.

Cardinal Newman is a wonderful place to work and we welcome applications from those who are keen to gain a broad experience of working in an outstanding institution. We are a happy and thriving Catholic Sixth Form College committed to equality and diversity welcoming colleagues from all backgrounds into our community irrespective of their religion or belief, ethnicity, age, gender, gender identity, disability, sexual orientation, marital or pregnancy status.

At Cardinal Newman, we are committed to the development of the whole person and we value each student as an individual, with a unique mix of skills and talents. Our students achieve outstanding results, which consistently place Cardinal Newman amongst the top Colleges nationally for Value Added. The College has maintained its outstanding rating after our most recent Ofsted inspection in February 2023. However, we are as proud of our students' social, cultural and spiritual achievements as we are of their outstanding exam results. We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful.

If you meet the criteria of the post advertised and feel that you would enjoy working here and are suitably qualified and experienced, then we hope you will make an application to join us.

Application forms can be completed electronically via the College's online career page. The closing date for applications is 10.00am on Monday 18th May 2026 (we reserve the right to close the advert in advance of this date). Please contact the HR team if you require assistance or adjustments when completing the online application form. We do ask that you accept, in the interests of economy, that if you have not heard from us by the beginning of June you have not been selected for interview on this occasion. We will confirm receipt of all applications by email. Please call the HR team if you have not received a confirmation email by the closing date.

Should you have any questions, which are not covered in the enclosed information, please do not hesitate to contact the Human Resources Department.

Yours faithfully

A handwritten signature in black ink, which appears to be 'Nick Burnham'.

Nick Burnham
Principal

JOB DESCRIPTION

Job Title:

Responsible to:

All staff must make a positive contribution to

- The Catholic ethos of the College and its distinctive nature;
- The College Equality and Diversity, Health and Safety and Safeguarding Policies and Procedures;
- The pursuit of excellence and highest standards of quality in all aspects of College life;
- Their own professional development, in accordance with the needs of the College.

Purpose of the post:

At Cardinal Newman College the individual student is central to all our endeavours. All teaching staff at Cardinal Newman College have a pastoral role in their everyday dealings with students. The Achievement Support Tutor has a specific role in pastoral support and will act as coach to provide students with individualised support and challenges which will stretch their potential to the full. Being able to motivate and energise young people, manage 1:1s, track attendance and achievement through data monitoring, deliver the tutorial programme, agree motivational targets and produce student progress reviews. You will also be responsible for initiating, monitoring and overseeing the timely completion of students' university and other progression applications. You will be expected to work flexibly to ensure that the responsibilities of the role are fulfilled effectively. Working within the existing Tutor team and with the support and guidance of a Senior Tutor, you will provide support, guidance and encouragement to students in your care

Main Duties and Responsibilities:

1. Pre-enrolment and enrolment

- Contribute to the interviewing of potential students in year 11 of high school
- Carry out tasks as allocated during the start of each academic year, including the enrolment of new students in August
- Contribute towards the delivery of the college Induction programme

2. Individual student progress reviews and action planning

- Monitor and support the progress of all tutees based on the valued-added tracking system, providing every tutee with supportive and focused 1:1 interviews
- Manage and prioritise 1:1 interviews as required
- Develop an effective and supportive partnership with parents/carers by regular and appropriate contact and meetings with parents/carers
- Monitor the attendance of students in line with college targets, setting improvement targets for students where necessary
- Deal promptly and appropriately with curriculum concerns and referrals in relation to individual student progress
- Document all meetings on the student Pastoral Log
- Monitor the action plans drawn up by students during the review sessions
- Challenge and monitor students where necessary in line with college disciplinary procedures
- Refer students to other agencies where appropriate eg Careers Service, NHS etc
- Deal promptly with complaints raised by students and, where necessary, refer them to the next stage

- Communicate effectively with students and their parents or carers where relevant Support and guide students with references and in particular their UCAS application process
- Liaise regularly with Senior Tutors and report any emerging issues
- Ensure that the student 1:1 entitlement of significant interviews is achieved
- Signpost students to internal support such as the Health and Wellbeing or Counselling
- Work within the Safeguarding policy making prompt referral to the DSL regarding safeguarding issues

3. Tutorial programme

- Deliver the tutorial programme as planned
- Support students in their career and progression planning and to advise on how to access guidance on making informed choices
- Support students in the applications process by mentoring application quality and Personal Statement writing
- Obtain student views of the tutorial programme in line with the quality systems in College e.g. student voice and self-assessment report writing
- Cover for other Tutors if required

4. Record keeping

- Maintain college records including students' pastoral log, 1:1 interviews, progression plans, course changes, referrals, attendance and tracking data

5. Monitoring and evaluation

- Contribute to the quality assurance and self-assessment procedures within the Pastoral team
- To be available for post exam counselling as required
- Closely monitor the performance of students on contract
- To commit to college quality systems and regular reviews of performance
- Be proactive in the use of our tracking tool, Cedar, to monitor attendance
- Respond in a timely way to requests from College for information: eg learner agreements, timetable checks, progression forms
- Produce timely and appropriate responses for monitoring data supplied
- Ensure that college procedures are implemented in the delivery of tutorial activities

6. Additional duties

- To undertake examination invigilation as required, including whenever a particular year group is off college timetable (e.g June exams, CAPs etc)
- To undertake any other duties commensurate with the role.

The job description outlines the main duties and responsibilities under broad headings It is not intended to specify every job activity or responsibility in detail. All College employees are expected to work flexibly to ensure that responsibilities are fulfilled efficiently and effectively according to the needs of the College and its students

PERSON SPECIFICATION

Qualifications/Attainments	Essential	Desirable
Degree or equivalent qualification	✓	
Safeguarding Training (provided when appointed)		✓
Advice & Guidance qualification or willingness to work towards this		✓
Experience	Essential	Desirable
Good IT Skills	✓	
Ability to motivate groups of young people	✓	
Ability to work under pressure and maintain a sense of humour and perspective	✓	
Ability to work cooperatively with a range of people	✓	
Good literacy skills	✓	
Good presentation skills	✓	
Good organisational and administrative skills	✓	
Ability to input data accurately	✓	
Knowledge of Post 16 Education and options at 18		✓
Effective liaison with external agencies		✓
Student guidance experience		✓
Knowledge of progression routes for students: BTEC, GCSE, AS Level		✓
Minimum of 12 months' guidance/young persons related work		✓
Knowledge, Skills, and Personal Qualities	Essential	Desirable
Ability to communicate clearly and effectively	✓	
Good interpersonal skills	✓	
Flexibility to work on a wide range of tasks	✓	
Ability to work as part of a team and to defined deadlines	✓	
Ability to demand high standards of self and others	✓	
Excellent time keeping and attendance record subject to the provisions of the Equality Act 2010	✓	
The ability to meet the requirements of the fluency duty, in line with the Immigration Act 2016, applied in accordance with the Equality Act 2010.	✓	
Display the values, attitudes, and behaviour consistent with the ethos of the College	✓	
The ability to meet the requirements of the Asylum and Immigration Act (to be eligible to work in the UK)	✓	
Enhanced Disclosure clearance (including barred list check) *	✓	
Provision of two references which are deemed as satisfactory to the Principal*	✓	
Medical clearance*	✓	

*Following an initial offer of appointment.

Cardinal Newman College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Disclosure and Barring Service. Please note candidates' suitability to work with children will be explored at interview and confirmed through references for the appointed candidate

MAIN TERMS AND CONDITIONS

SUPPORT STAFF

SALARY	The post will be paid on the Sixth Form Colleges' Support Staff Pay Spine at points 10 to 14 - pro rata to £27,733 to £31,324 per annum. Actual Salary £25,494.47 to £28,795.61 per annum.
PAYMENT OF SALARY	Your salary will be paid by BACs transfer into your bank account on the last banking day of the month (except at Christmas when payment is made before the holiday)
WORKING HOURS	37 hours per week, term time plus 2 weeks. Starting and finishing times as agreed.
PENSION SCHEME	You will automatically become a member of the Local Government Pension Scheme (unless you opt-out). Further details are available at www.lancs-pensions.org.uk
DBS CLEARANCE	This post requires Disclosure and Barring Service clearance as well as a range of other safer recruitment checks.
HOLIDAYS	<p>Holiday entitlement is pro rata to 25 days annual leave plus 8 bank holidays and 4 concessionary days. In addition, staff are contractually entitled to time off at Christmas in line with the college holidays, usually around 2 weeks.</p> <p>Due to the working time being term time plus 2 weeks, your holiday entitlement will be incorporated into your salary which will be paid evenly across 12 months and the entitlement should be taken outside of term time.</p>

DEPARTMENT INFORMATION

The pastoral care at Cardinal Newman is a key strength of the college and ensures we remain the preferred choice of school leavers and the top performing college in the North West. For this reason the Achievement Tutor team is a highly valued team within the college community.

Achievement Tutors are a high performing team of staff dedicated to providing this specialist pastoral support and guidance to 4800 students across the college in both years 12 and 13. The AT team is long standing and currently consists of 20 members of staff with a mix of part and full time working hours. The team are based in 2 main offices, geographically central to the college environment, and work with students both in person and online via Microsoft Teams.

As a team the ATs provide a holistic approach to improving student performance and directly impact on outcomes such as Achievement, Attendance and Retention. As a key part of this role ATs are frequently in communication with parents or guardians and teachers from across the whole college in order to gain a full understanding of the individual circumstances and needs of each student.

Each Achievement Tutor (ATs) is line managed by a Senior Tutor (ST) who meets with them weekly to review the student caseload and agree interventions and provide wider support in the role. Student Data is stored centrally on CEDAR which is the internal student portal at the college and ATs work primarily within this system to review and record information such as interactions, meetings, concerns and commendations as well as to monitor students attendance and academic performance.

The AT team is actively involved in cross college events such as Taster Days, Enrolment, Invigilation, Results Day & HE progression events and are central to the daily life of students at college.

ABOUT NEWMAN



Cardinal Newman College is based in the heart of Preston city centre and is consistently placed amongst the highest performing Sixth Form College's nationally. Our 16-19 provision has over 50 courses for school leavers including A-Levels, BTECs Level 3 and Level 2 and T Levels as well as a provision for young people with specific learning needs with our Foundation Learning course.

Cardinal Newman also offers a one year Foundation Art course for those that have completed a Level 3 qualification, as well as university courses which include Foundation Degrees in Teaching & Learning Support and Early Years, validated by Middlesex University, a BA Hons Working with Children in Early Years and Education, Validated by ULCan, and Teacher Training with QTS with the Catholic Teaching Alliance for graduates looking to get into teaching within a Post 16 setting.

The College recruits a significant proportion of its learners from a wide range of Secondary schools across Lancashire. Due to its distinctive Catholic ethos, outstanding reputation, levels of achievement attained by students, the support they receive and its provision of high quality courses, Cardinal Newman College is the College of choice for school leavers across Lancashire. With a buoyant number of applications year-on-year.



AN OUTSTANDING COLLEGE

Cardinal Newman is the highest performing sixth form college in the North West and frequently place as one of the highest nationally for student achievement and Value Added with our latest Ofsted Inspection in February 2023 grading all areas of the College as 'Outstanding'.

The report confirmed that students have highly positive attitudes to learning. Attendance is very high and students are committed to their studies and are highly motivated to achieve with the College having high expectations where students are at the heart of the curriculum.

Inspectors also commented that leaders are highly considerate of staff well-being, workload and that staff morale is exceptionally high. Staff feel the College is well led and managed and that they are trusted and valued by leaders. They describe a strong ethos and culture to support students to achieve their aspirations, illustrating that the Catholic mission and ethos of the College is lived out at all levels.

Every year students progress onto a wide variety of destinations after their studies at Newman with the vast majority of Newman students, progressing to Higher Education with over 30% of those taking up places at Russell Group Universities.

OUR COMMUNITY

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

Students study in a purposeful and diverse environment with a strong focus on respect in which every learner genuinely does matter. The team of specialist RE teachers live out the college's commitment to 'valuing the spiritual journey of each individual and offering opportunities for each to engage appropriately in their spiritual search'.

The College maintains excellent relationships with both Catholic partner and local schools. Relationships with Diocesan trustees and the Diocese of Lancaster are maintained through the foundation governors

The College has outstanding links with both the local and wider community. Learners and staff fully contribute to this, with regular fundraising and charitable events held. The College community regularly engages in voluntary and charity fundraising work for local, national and international good causes.

COLLEGE FACILITIES

The College is set on a unique and compact campus within a five-minute walk of the bus station and a 15 minute walk from Preston railway station. It contains Lark Hill House, which was built in 1797 as a private residence for Samuel Horrocks, a cotton manufacturer and later Mayor and Member of Parliament for Preston. In 1919 it became Lark Hill Convent Grammar school, which began taking sixth form students in 1967, from other local Catholic secondary schools.

It finally became Cardinal Newman College in 1978, when it merged with Winckley Square Convent School and Preston Catholic College, taking its name from Cardinal John Henry Newman. Over the years, the College has expanded, with approximately £16 million worth of investment in state-of-the-art facilities, which perfectly combine the old with the new.

In 2009 we saw the addition of the St Cecilia Building and St Augustine's Building in 2010, which was renovated and refurbished to house classrooms, drama/dance studios, as well as the original sports facilities.

2015 saw the addition of yet another new building in the form of St Francis, which opened in the September, and is home to new classrooms for Maths, Statistics and Further Maths as well as Open Learning Centres, Seminar rooms, social space, IT Helpdesk and the Student Advice Hub. A further addition to the College's already outstanding facilities, was opened in October 2016 in the form of a brand-new state-of-the-art gym in the St Augustine's building. This was accompanied by a complete refurbishment of the social space and café area of the St Augustine's building. Summer 2019 saw further refurbishments throughout the College, including a new and improved coffee shop area, complete with on-site Starbucks and a Costa Pod in the College grounds. Opened in 2020, the College added a brand-new climbing wall to our already excellent sports facilities.

2021 saw the opening of our brand-new T-Level building, the St John Henry Building. Housing a range of classrooms, conference rooms and IT suites, it is a fantastic addition to the already excellent facilities.

2025 sees new exciting editions with St Raphael building which is home to our Wellbeing Services, near to the Multi Use Games Arena (MUGA) which has polymeric versatile surface for a variety of purposes and sports.

St Catherines which is part of the colleges Art quarter on Lark Hill Road with new facilities for Media, Film, Graphics and Photography opened in the summer of 2025.



OUR STAFF AND STUDENTS



STAFF AT CARDINAL NEWMAN COLLEGE

Cardinal Newman College has achieved all of its success through the hard work, skills and commitment of its 300 plus staff. We seek to work with an inclusive and transparent style of management, which is open, consultative and encourages all staff to participate in the leadership and management of the College. The development of staff skills is a priority for the College and teams are encouraged to innovate and continuously improve Cardinal Newman's curricular and pastoral offer to its students.

WHAT OUR STAFF SAY ABOUT WORKING AT CARDINAL NEWMAN COLLEGE

Our staff are asked to take part in an annual staff survey and the college's wellbeing score, as determined by staff, has consistently remained high year on year. We are pleased that the scores for overall wellbeing places the college at or above the top 10% of employers who take part in the same survey.



WHAT DO YOU ENJOY MOST ABOUT WORKING AT CARDINAL NEWMAN COLLEGE?

I ENJOY WORKING WITH A REALLY SUPPORTIVE TEAM, IT OFTEN FEELS LIKE BEING PART OF AN EXTENDED FAMILY! WITHIN MY ROLE I THOROUGHLY ENJOY SUPPORTING STUDENTS WITH THEIR HEALTH AND WELLBEING, WHICH IS A TRUE PASSION OF MINE AND A ROLE THAT I FIND VERY REWARDING. I ALSO LOVE BEING AROUND LIKEMINDED STAFF WHO GENUINELY CARE ABOUT OUR STUDENTS AND THE FACT THAT EACH DAY IS DIFFERENT IS A REAL BONUS TO ME.

HOW WOULD YOU DESCRIBE CARDINAL NEWMAN COLLEGE TO OTHERS WHO DON'T WORK HERE?

NEWMAN IS A GREAT PLACE TO WORK WHERE STAFF FEEL VALUED, TRUSTED AND WELL LOOKED AFTER. BEING SUPPORTIVE IS AT THE HEART OF EVERYTHING WE DO, WHICH CREATES AN ENVIRONMENT AND ETHOS WHERE EVERYONE FEELS VALUED AND CARED ABOUT. STAFF WELLBEING IS A PRIORITY TOO - DURING A DIFFICULT FAMILY SITUATION I WAS BLOWN AWAY BY THE LEVEL OF SUPPORT OFFERED BY NOT ONLY MY IMMEDIATE TEAM, BUT MANAGEMENT AND THE HR DEPARTMENT TOO. THIS IS SOMETHING I HAVEN'T EXPERIENCED BEFORE.

**NATALIE WARD
ACHIEVEMENT TUTOR**



WHAT DO YOU ENJOY MOST ABOUT WORKING AT CARDINAL NEWMAN COLLEGE?

THE SUPPORTIVE NATURE OF THE INSTITUTION. THE COLLABORATIVE TEAMWORK THAT TAKES PLACE IN THE CRIMINOLOGY DEPARTMENT AND THE TRUST THAT IS PLACED ON TEACHERS. I GET A SENSE OF FEELING VALUED - THIS WAS SOMETHING I HEARD ABOUT BEFORE STARTING HERE.

HOW WOULD YOU DESCRIBE CARDINAL NEWMAN COLLEGE TO OTHERS WHO DON'T WORK HERE?

FRIENDLY, SUPPORTIVE, STAFF AND STUDENT CENTRED. I HAVE RECOMMENDED THIS PLACE TO EX COLLEAGUES/FRIENDS - ONE OF WHICH WHO HAS RECENTLY BEEN APPOINTED.

**ASMA ALI
ASSISTANT HEAD OF CRIMINOLOGY**



WHAT DO YOU ENJOY MOST ABOUT WORKING AT CARDINAL NEWMAN COLLEGE?

THE BEST THING ABOUT CARDINAL NEWMAN COLLEGE IS THE PEOPLE. EVERYONE IS APPROACHABLE, FRIENDLY AND SUPPORTIVE REGARDLESS OF THEIR POSITION. THE STUDENTS ARE GREAT AND THE CATHOLIC ETHOS IS PREVALENT EVERYWHERE.

HOW WOULD YOU DESCRIBE CARDINAL NEWMAN COLLEGE TO OTHERS WHO DON'T WORK HERE?

CARDINAL NEWMAN COLLEGE IS LIKE A FAMILY. THE WORK ENVIRONMENT IS SUPPORTIVE WHILST BEING DEMANDING; THE COLLEGE LIVES AND BREATHES CHRISTIAN VALUES IN EVERYTHING IT DOES AND THIS SHOWS IN ALL ASPECTS OF THE COLLEGE. THE COLLEGE IS ABSOLUTELY A 'PEOPLE FIRST' ORGANISATION WHERE WELFARE OF STUDENTS AND STAFF ARE PARAMOUNT.

IAN BRUCE

TEACHER OF COMPUTER SCIENCE AND IT/ASSISTANT HEAD OF IT/IT TRAINER



WHAT DO YOU ENJOY MOST ABOUT WORKING AT CARDINAL NEWMAN COLLEGE?

I HAVE WORKED AT CARDINAL NEWMAN COLLEGE FOR OVER 10 YEARS. MY ROLE IS VERY VARIED AND EACH DAY IS DIFFERENT. I WORK WITH SUPPORT STAFF AND TEACHERS THROUGHOUT THE DIFFERENT DEPARTMENTS AND LOVE THAT EVERYONE WORKS AS A TEAM.

HOW WOULD YOU DESCRIBE CARDINAL NEWMAN COLLEGE TO OTHERS WHO DON'T WORK HERE?

CARDINAL NEWMAN COLLEGE IS AN AMAZING PLACE, FILLED WITH STAFF WHO CARE ABOUT THEIR WORK AND EACH OTHER.

CLAIRE ECCLES

PA TO THE PRINCIPAL



JEN GREEN – HEAD OF BUSINESS AND ACCOUNTING

JENS SUCCESS STORY:

MY JOURNEY WITH CARDINAL NEWMAN STARTED WHEN I WAS HERE AS A STUDENT BACK IN THE EARLY 2000'S. I HAD A FANTASTIC TIME AS A STUDENT HERE, THEN WENT TO STUDY AT LANCASTER UNIVERSITY. I DECIDED TO TRAIN AS A TEACHER AND COMPLETED MY SECOND PLACEMENT OF MY TRAINING BACK AT NEWMAN. UPON COMPLETION OF THIS I THEN STARTED WORKING AT NEWMAN AS A TEACHER OF BUSINESS, TEACHING BOTH A LEVEL AND BTEC BUSINESS. A FEW YEARS LATER I WAS DELIGHTED TO BECOME HEAD OF BUSINESS AND ACCOUNTING, WHICH IS THE POSITION I CURRENTLY HOLD. NEWMAN IS A GREAT PLACE TO WORK, IS A VERY SUPPORTIVE ENVIRONMENT AND A COMMUNITY THAT CONTINUES TO GROW IN STRENGTH AND SIZE.



CHRIS HOLLAND – MEDIA TECHNICIAN

CHRIS'S SUCCESS STORY:

I HAVE WORKED AT NEWMAN COLLEGE FOR NEARLY 20 YEARS, BEGINNING IN REPROGRAPHICS BEFORE MOVING INTO MY CURRENT ROLE AS A MEDIA TECHNICIAN. I NOW DELIVER PRACTICAL SESSIONS IN FILMING, EDITING AND CREATIVE SOFTWARE, AND MANAGE THE STATE-OF-THE-ART BROADCAST STUDIO IN THE NEW ST. CATHERINE'S BUILDING. NEWMAN IS LIKE A SECOND HOME TO ME. I LOVE THE FRIENDLY VIBE OF STAFF AND STUDENTS ALIKE, AND FOR ME THE BEST THING ABOUT NEWMAN IS BEING A PART OF THE TEAM THAT HELPS THESE BRIGHT, YOUNG STUDENTS REALISE THEIR FULL POTENTIAL.



"MY FAVOURITE THING AT NEWMAN HAS TO BE THE TEACHERS. THEY'RE FRIENDLY, APPROACHABLE AND I FEEL LIKE I CAN GO TO THEM ABOUT ANY CONCERNS, NO MATTER HOW BIG OR SMALL."

STEPHANIE RAMSDEN

"MY FAVOURITE THING ABOUT NEWMAN IS THE OUTDOOR SPACE. I LIKE THE CANOPY SEATING WHERE I CAN SIT AND TALK WITH MY FRIENDS. I ESPECIALLY LIKE HOW THE CAMPUS FEELS LIKE IT'S INTEGRATED WITH NATURE."

CHARLIE LIVESEY-SHORROCK



"MY FAVOURITE THING ABOUT NEWMAN IS THE SUPPORT WE RECEIVE FROM THE CAREERS AND THE HEALTH & WELLBEING TEAMS. THEY ARE ALWAYS THERE WHEN WE NEED THEM."

SADIA AHMED



PRIVACY NOTICE

JOB APPLICATIONS

As part of any recruitment process, Cardinal Newman College collects and processes personal data relating to job applicants. The College is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

The College collects 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 the College needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

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

We may also collect personal data about you from third parties, such as personal and employment references. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application file and on other IT systems including email.

Why does the College process personal data?

We need to process data in order to consider your application and, if appropriate, your appointment.

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

The College has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows 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.

The College may process special categories of data, such as information about ethnic origin, or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is within context of the College's commitment to equality and diversity as well as its public duty under the Equality Act.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes the HR team, interviewers involved in the recruitment process, and managers in the area with a vacancy.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

How does the College protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the College keep data?

If your application for employment is unsuccessful, the College will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be retained during your employment and for a period after the end of that employment, in accordance with our retention policy.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the College to change incorrect or incomplete data;
- require the College to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the College is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact dataprotection@cardinalnewman.ac.uk

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the College 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.

