

LATHOM
HIGH SCHOOL

February 2025



DEPUTY HEADTEACHER RECRUITMENT



*Work hard,
be kind*

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WELCOME FROM OUR CHAIR OF GOVERNORS

Thank you for your interest in the position of Deputy Headteacher at Lathom High School. I am extremely PROUD and privileged to be Chair of the Governing Body, particularly at this exciting time of change and significant development under our recently appointed Headteacher, Mr Paul Livesley.

Our school has been on a journey that has seen us grow and develop, achieving 'Good' in all areas of the framework at our Ofsted inspection in June 2022 for the first time in our school's history. We know that working closely with our students and fully understanding them is vitally important to support them during their time at Lathom and to prepare them for their 'Life after Lathom'. This role provides an opportunity to have discernible impact across all aspects of school life as a key figure within the school and the local community.

We have worked to provide an overview of this exciting opportunity to have a real impact on the lives of the young people of Skelmersdale and hope that we have given an indication of the scope and range of opportunities and possibilities that the post offers. At Lathom you will work alongside an enthusiastic, knowledgeable, caring and committed leadership team, excellent teachers, dedicated support staff and engaging students with a thirst for learning and a keen eye on their futures. There is more we can do to capitalise on these excellent conditions to provide a truly superb Quality of Education for our young people and we are determined to deliver this.

I hope that you will feel encouraged and inspired to apply to join us on our journey.

Diane Murray
Chair of Governors

HEADTEACHER LETTER

Dear Colleague

I am thrilled to write to you as Headteacher at Lathom and am delighted that you are considering joining us on our journey. Prior to my appointment to post in April 2024, I was Deputy Headteacher at our school for nine years and I cannot recommend this opportunity highly enough as your next step in school leadership. Lathom is an extremely special place to work and deserves leaders who are totally committed to ensuring that we provide the very best Quality of Education so that our students are fully prepared for their life after Lathom and that they are able to stand ahead of their peers when applying for Further and Higher Education and when entering the world of work. Almost all of our students live in the town of Skelmersdale and we seek leaders and staff who will value our relationship with the community highly and who recognise the importance of partnership, determination and ambition. I am unwavering in my belief that our staff are our biggest and best asset and am committed to ensuring that this is always recognised by our leaders so that everyone is able to find their place at Lathom. As a key leader within this accredited trauma responsive employer and educational provider, our new Deputy Headteacher must value all members of the staff team highly and be determined to support well-being so that colleagues can thrive and know that they are important and integral to our success.

Our governors, staff and students are PROUD of everything that we have achieved together. Lathom was recognised by Ofsted as 'Good' in all areas in the June 2022 inspection and, crucially, parents and the local community share a positive view of the school and the quality of education we provide, leading it to being significantly oversubscribed in both 2023 and 2024. We love working extremely closely with our wonderful primary colleagues in Skelmersdale and constantly seek new opportunities to develop this work further. We are determined to continue the journey of development, always focused on serving our community and preparing our students for future successes.

We seek applicants who are highly skilled professionals, who are both inspirational and passionate about providing the best learning opportunities and personal development for all within a school environment committed to achievement and belonging through a trauma informed lens. You will see in the advertisement that this appointment allows us to explore our leadership structure and strategy to build on the school's many strengths even further and, therefore, the governing body is open to exploring a model with two Deputy Headteacher posts through this recruitment. Specific roles and responsibilities will be agreed upon appointment, but it is important that you are aware that the key area of responsibility will be for the Quality of Education we provide at Lathom. If you feel that you can lead our school in its journey of continuing excellence, we would be delighted to meet you. As you read about Lathom, I trust that you will be encouraged to discover more through a visit to gain a real understanding of how we operate and how the school's values underpin our daily practice and that this, in turn, will be the motivation for your application.

Yours faithfully
Paul W Livesley
Headteacher

DEPUTY HEADTEACHER VACANCY

Salary: L20 - L25
Required: ASAP
Closing date: Tuesday 25 March - 9am
Shortlisting: Tuesday 25 March

Interview dates:
Monday 31 March
Tuesday 1 April

We are PROUD that, for the first time in its history, Lathom High School was rated "Good" in all areas by Ofsted in June 2022. We are looking for a dynamic, effective and enthusiastic Deputy Headteacher who will facilitate Lathom's progress to national recognition as an outstanding school. We are currently able to explore capacity across the leadership team and, therefore, the governing body is open to exploring a model with two DHT posts through this recruitment.

Lathom High School is a mixed ability 11-16 Foundation with Minority Trust Secondary School serving the diverse community of Skelmersdale in West Lancashire. We are PROUD that Lathom is oversubscribed due to our consistently high aspirations for our students and our community.

Our values are long standing and embedded carefully. Our philosophy permeates every aspect of Life at Lathom and is visible in the way we work, what we do and the way the school feels. We are PROUD of the relationships which we build with our students, parents, visitors and stakeholders.

Our reputation within our local community for academic success, high standards of behaviour, inclusivity and partnership working is strong and continuously improving.

Our Governing Board welcomes applications from serving Deputy Headteachers and experienced, visionary and outstanding Senior Leaders who are keen, competent and able to step up to Deputy Headship for the first time.

If you are PROUD of your achievements, committed to excellence and have the vision to help lead a school from "Good" to "Outstanding", the Governing Board at Lathom High School looks forward to meeting you.

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful, you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you, or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.

Pre-booked visits to school are warmly welcomed and strongly recommended.

The dates are:

Tuesday 4 March - 9.30am, Thursday 6 March - 9.30am, Wednesday 12 March - 9.30am

Please contact Collette Brooke, Finance & HR Manager, on **01695 725653 ext 205**
or email c.brooke@lathom.lancs.sch.uk to book a visit.

DEPUTY HEADTEACHER

JOB DESCRIPTION

This job description should be read in conjunction with the DFE Headteacher Standards & Nolan Principles.

In a trauma informed school, the Deputy Headteacher helps to lead a community dedicated to having a trauma informed and trauma responsive culture and environment.

Ethos, Values & Strategic Leadership

Our Deputy Headteacher will:

- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards all students and stakeholders
- Lead by example, with integrity, creativity, resilience, and clarity
- Hold and articulate our PROUD values and moral purpose whilst being focused on providing an outstanding education to all students
- Foster an omnipresent culture of safeguarding
- Sustain the school's ethos and strategic direction with the Governing Body and through consultation with stakeholders
- Quality assure systems, processes and policies to ensure the efficient and effective operation of the school
- Monitor the workload and well-being of self and staff
- Communicate the school's vision compellingly
- Drive strategic leadership to empower all students and staff to have high expectations of themselves and others, ensuring a culture of openness and reflection

The Core Purpose of the Deputy Headteacher

The core purpose of the Deputy Headteacher is to work closely with the Headteacher to provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work.

To gain this success the Deputy Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all students. The Deputy Headteacher should establish a culture that promotes excellence, equality and high expectations of all students.

The Deputy Headteacher is a key professional in the school and accountable to both the Headteacher and Governing Board. Working alongside the Headteacher the Deputy Headteacher will provide vision, leadership and direction for the school and ensure it is managed and organised to meet its aims and targets. Working with others, the Deputy Headteacher will evaluate the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

...establish a culture that promotes excellence, equality and high expectations of all students.

JOB DESCRIPTION (CONTINUED)

The Deputy Headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, other schools, services and agencies for children, the Local Authority, higher education institutions and employers. Through such partnerships and other activities, Deputy Headteachers play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

Drawing on the support provided by members of the school community, the Deputy Headteacher has responsibility for creating a productive learning environment which is engaging and fulfilling for all students.

Teaching

- Establish and sustain high-quality, expert teaching across all subjects and years, built on an evidence-informed understanding of effective teaching and how students learn
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- Ensure effective use is made of formative and summative assessment

Curriculum and Assessment

- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- Ensure that all students have reading abilities which allow them to access the full breadth of the curriculum. Where this is not the case, ensure that those students are supported to develop their reading skills through the provision of evidence-informed approaches to reading
- Ensure valid, reliable and proportionate approaches are used when assessing students' knowledge and understanding of the curriculum

Behaviour

- Establish and sustain high expectations of behaviour for all students, built upon relationships, rules and routines, which are understood clearly by all staff and students
- Ensure high standards of student behaviour and respectful and courteous conduct in accordance with the school's behaviour policy
- Implement consistent, fair and respectful approaches to managing behaviour
- Ensure that adults within the school model and teach the behaviour of a good citizen

JOB DESCRIPTION (CONTINUED)

Additional and special educational needs and disabilities

- Ensure the school holds ambitious expectations for all students with additional and special educational needs and disabilities
- Establish and sustain culture and practices that enable all students to access the curriculum and learn effectively
- Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of students, providing support and adaptation where appropriate
- Ensure the school fulfils its statutory duties with regard to the SEND Code of Practice

Professional development

- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

Organisational management

- Ensure the protection and safety of students and staff through effective approaches to safeguarding as part of the duty of care
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- Ensure staff are deployed and managed well with due attention paid to well-being and workload
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- Ensure rigorous approaches to identifying, managing and mitigating risk

Continuous school improvement

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- Develop appropriate evidence-informed strategies for improvement as part of well targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

JOB DESCRIPTION (CONTINUED)

...effective approaches to safeguarding as part of the duty of care.

The applicant will be required to safeguard and promote the welfare of children and young people. The Deputy Headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and is expected to hold all staff and volunteers accountable for their contribution to the safeguarding regulations.

Working in partnership

- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community
- Commit to school working successfully with other schools and organisations in a climate of mutual challenge and support
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all students

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Deputy Headteachers including but not limited to DBS check, attendance check, right to work in the UK check.

Governance and accountability

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- Establish and sustain professional working relationships with those responsible for governance
- Ensure that staff know and understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

PERSON SPECIFICATION

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
A Education, Qualification and Professional Development		
1. Qualified Teacher Status	E	
2. Degree or equivalent qualification	E	
3. Further professional qualification or willingness to undertake (NPQH or equivalent)		D
4. Evidence of recent and relevant continuing professional development relevant to the role of Deputy Headteacher.	E	
5. Ambition to be a Headteacher in the future.	E	
B Experience		
6. Successful strategic leadership experience as a Deputy Headteacher, Assistant Headteacher or equivalent, for a minimum of three years	E	
7. A proven track record of successful, effective, strategic school leadership and management	E	
8. Leadership and teaching experience in challenging circumstances, with an understanding of the issues in leading a diverse school community		D
9. Proven experience of delivering a broad, balanced and flexible curriculum to students with a diverse range of social, emotional, cultural, intellectual and physical needs	E	
10. Successful experience of leading outstanding teaching and learning with an understanding of the needs of the broadest range of students	E	
11. Experience of inspiring, leading and monitoring staff including effective delegation	E	
12. Experience of successfully leading school improvement, including quality assurance and risk management	E	
13. Experience of teaching in more than one school		D
C Skills and Knowledge		
14. Practical knowledge of the National Curriculum and experience of curriculum design at secondary level including analysis and impact	E	
15. Knowledge and understanding of schools' strategic financial management		D
16. Highly skilled in the use of data sources to inform planning and identify areas of risk to drive forward school development	E	
17. Proven track record of thinking creatively to anticipate and solve complex problems, taking difficult decisions whilst exercising sound judgement and integrity	E	
18. Resilience and self-awareness with the ability to remain calm under pressure and prioritise effectively	E	
19. A reflective practitioner who encourages openness and leads with humility and care	E	
20. Strong organisational skills with the ability to plan strategically and evaluate accurately	E	
21. Knowledge and understanding of statutory requirements and experience of Child Protection, Safer Recruitment, Safeguarding procedures and Prevent with a deep understanding of effective safeguarding practice for the school community	E	

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
22. Knowledge and understanding of legal issues and statutory duties relating to health and safety, discrimination law and employment legislation	E	
23. Understanding of the strategic role of Governors and experience of enabling them to carry out their responsibility as part of the leadership of the school	E	
24. A high level of understanding of current issues and developments in education on a local, national and global level and their impact upon the school	E	
25. Knowledge and understanding of strategies for ensuring inclusion, diversity and equality to help strengthen our community and promote a positive culture of fairness and respect	E	
26. Ability to manage change with rigour, challenge and integrity	E	
D Leadership, Vision and Values		
27. A positive role model with high integrity and outstanding leadership skills	E	
28. A proven track record of leading others to success, sustaining and developing a culture of collaboration, knowledge sharing and celebration of success	E	
29. Ability to demonstrate a capacity for sustained hard work with energy and rigour	E	
30. Have a strong commitment to sustaining regular attendance at work	E	
31. Experience and understanding of the principles of human resource management to ensure the school is well resourced and staff performance is rigorously recorded and monitored	E	
E Shaping the future of Lathom High School		
32. Clear vision for school growth and the journey to Outstanding in all areas	E	
33. Able to promote and nurture a trauma informed collaborative ethos which underpins all aspects of Life at Lathom	E	
34. Focused on the continuing development of a health and wellbeing culture that is championed at all levels, prevention focused and improves our standards and practices.	E	

The successful applicant will be required to safeguard and promote the welfare of children and young people. The Deputy Headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and is expected to hold all staff and volunteers accountable for their contribution to the safeguarding regulations.

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HOW TO APPLY

If you wish to apply for the position of Deputy Headteacher at Lathom High School, please complete the application form and return it with a letter of application of no more than 1000 words to **c.brooke@lathom.lancs.sch.uk**

Application forms can be found by clicking the link below or download from our school website:

<https://t.ly/lbfLh>

KEY DATES

Pre-booked visits to school:

Tuesday 4 March - 9.30am

Thursday 6 March - 9.30am

Wednesday 12 March - 9.30am

Closing date:

Tuesday 25 March - 9am

Shortlisting:

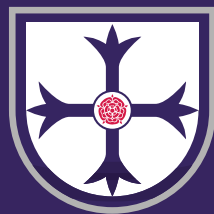
Tuesday 25 March

Interview dates:

Monday 31 March

Tuesday 1 April

If you have any questions or wish to book a visit to school please contact Collette Brooke, on **01695 725653 ext. 205** or email **c.brooke@lathom.lancs.sch.uk**





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