

Lowton

Church of England High School


Recruitment Booklet

Role: Head of Design and Food Technology

Contract: Full-time permanent

Salary Range: MPS\UPS - plus TLR 2c = £7,368

Start Date: 4th September 2023



Caring, Learning and Succeeding



Introduction:

Thank you for your interest in this position at Lowton Church of England High School.

We are a school on a mission – to provide an exceptional education for every young person that we serve in our school community so that their life chances are transformed.

I started as the new Headteacher at the school in September 2020 with extensive headship and school improvement experience.

In this time, we have made considerable progress, externally validated through our best set of GCSE results ever and a strong set of Ofsted inspections.

The conditions are ripe to make this an exceptional school and we are now looking for a committed and aligned individual with drive and passion for the school's ambition to raise and support the aspirations of all students.

Our school is underpinned by its Christian values of *Caring, Learning* and *Succeeding*. These palpably define the culture of the school. We test all we do through the lens of what is right for each child. You will hear us use the phrase 'ruthlessly compassionate' which means each and every day we have the resolve, commitment and highest of expectations to do the right thing for every child, because every child has the right to an exceptional education.

In our most recent successful inspection, our strong vision for the curriculum, determined leadership and increased trajectory of improvement are all recognised and there is a strong recognition that the school is on course to be judged 'good or better' at its next graded inspection. In applying for this role, you could be part of our exciting journey towards excellence.

You can find out more about our ethos and values on our website and Facebook page, and by watching this video:

https://us02web.zoom.us/rec/share/iQutOO9vS0V3kq0MafYB9rTWzfUz8wrvJ8YS12wOnn3DbnRZfljdtXsgpmM36ByN.CcngtFmlouv0oZ_i?startTime=1646071956000

If you are interested in the role and committed to our Christian mission and values I look forward to receiving your application.

Kieran Larkin

Headteacher



About us:

We are a vibrant and inclusive 11-16 comprehensive school of around 780 students, with an established reputation as a welcoming and forward-thinking learning community. Being located on the Warrington/Wigan border gives us a Warrington postcode but we are part of Wigan LA. We serve the community with most students living locally in the towns of Leigh and the village of Lowton. Our student intake is broadly average in terms of prior attainment and student deprivation. The vast majority of students speak English as a first language but you will work in a school that has exceptional students from all walks of life and staff who truly care about the impact of their work.

As a Church of England School, the Christian faith shapes everything we do. We strive to demonstrate to students that each one of them is of infinite worth as a child of God and they are the 'lights of the world', who can make a positive difference to the school and the community in which we live and serve. Our admissions policy does not require students to attend Church, rather we pride ourselves on being a mission-led school in the community for our community.

In a recent parent survey, our parents told us...

- **97%** would consider recommending Lowton to another interested parent.
- **94%** agree that their child is getting the appropriate amount of work.
- **93%** agree that communication from the school is informative and helpful
- **92%** agree that their child is well supported in their learning.



About the role:

This position represents an excellent opportunity for an inspirational Head of Design and Food Technology.

This is an exciting opportunity to make your mark and be well-supported in leading Design and Food Technology to becoming a high performing subject.

You may already be in a subject leadership role or looking to take on your first subject leadership - either is fine. We are looking for a skilled and confident teacher with creative flair and passion to help foster a love of Design and Food Technology in our students. You will have a proven track record in delivering outcomes with a secure understanding of your subject and the ability and desire to lead Design and Food Technology.

We are a school that places the quality of learning at the heart of everything through our Learning Standards Framework. We have a school-wide focus as outlined in our curriculum strategy, that through rigorous academic subject teaching, knowledge acquisition is taught and learnt through application. Strong subject knowledge is essential for this role.

You will lead and teach Design and Food Technology in both Key Stages 3 and 4. We offer a broad curriculum that enables students to experience a variety of different principles and work with different materials including wood, plastics, electronics, and technical machinery which mimic the processes in industry.

At Key Stage 4 (years 10 and 11) we are currently delivering the AQA GCSE in Design Technology and WJEC Food and Nutrition specification and you must be able to confidently teach these specifications but we are open to other courses and exam boards being introduced.

Our most recent set of Design and Food Technology GCSE results were strong. Most students achieved their FFT 20 target grade and results were above average in terms of attainment and progress. 75% of Design Technology students achieved grades 9-5, and 90% 4+. Results in Food Technology were lower at 50% and 63% respectively.



About you

We are seeking to appoint an inspirational and experienced teacher and leader who will strive to make a positive difference to the lives of our students.

You will have the ambition and skills to achieve excellence in Design and Food Technology at both key stage 3 and key stage 4 and deliver challenging and inspiring lessons through excellent classroom management and an inspiring curriculum.

You will need to pursue excellence from our students and support them in accessing their full potential across the subject area, regardless of background.

You will have the necessary communication and management skills to lead a team effectively, drawing the best out of others as well as holding people to account for the quality of their planning, teaching, assessment and classroom culture.

You will by nature be both a servant and instructional leader – leading by example and being prepared to model and share your own highly effective practice before expecting others to do the same.

Positive relationships and a culture of high expectations of our students and ourselves are key aspects of our school culture and we are looking for people strongly aligned to our Christian values.

- Are you passionate about leading Design and Food Technology and improving the life chances of our students?
- Are you looking for the opportunity to lead your own Department and make your mark?
- Do you have experience of teaching the 9-1 GCSE AQA and WJEC specifications or are you willing to adapt to it?
- Do you have experience of delivering significant success at grades 9-7 at GCSE?
- Do you have exceptional classroom management skills?
- Can you motivate, inspire and enthuse students?
- Are you able to embrace our strong Christian ethos?

We are committed to delivering the highest standards and our staff are proud to belong to the school; we believe that Lowton Church of England High School is a great place to be. This post offers you the opportunity to work in and with:

- A caring school where you can make a real difference to the lives of young people.
- A school with a strong will and determination to be excellent.
- A school that has high expectations of all who work here.
- A school that places the quality of learning at the heart everything.
- Supportive and cooperative staff who are committed to their roles.



Interested?

- Find out more about the school on our website and Facebook page.
- Speak to a member of staff about the school. We encourage people to visit or phone school with any questions that they may have about the role.
- If you would like to have a conversation or arrange a visit please email: harrisonr@lowtonhs.wigan.sch.uk with your details and a member of staff will get in touch.
- Complete the application form *via TES online*
- **By 9:00 am on 27th February 2023**
- **First interview via Zoom by 3rd March 2023**
- **Formal interview in school on 8th March 2023**

*The closing date for all applications is **9:00 am 27th February 2023***

Early applications are encouraged and we reserve the right to close the vacancy early if a suitable candidate is found. We reserve the right to interview suitable candidates before the application deadline.

Lowton Church of England High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Suitability checks will be undertaken in accordance with KCSIE, including identity, Right to Work, qualifications, Prohibition check, two references and enhanced DBS check including Children's Barred List.



Job Title:	Head of Department
Reports To:	Member of the Senior Leadership Team
Salary Scale:	MPS and UPS as relevant with TLR 2c - £7,368
Term:	Permanent
DBS:	Enhanced

JOB PURPOSE SUMMARY

- To provide highly effective leadership of the subject aligned to the school and subject priorities and targets.
- To help establish a culture of excellence allowing students to flourish, thrive and succeed.
- To ensure the curriculum principles of academic rigour, nurture and development and social action are embedded within the subject.

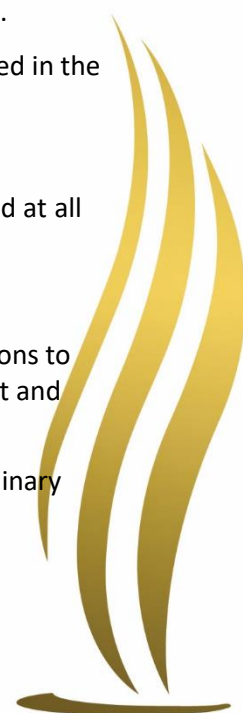
KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Overall strategic responsibilities

- Actively model the school's Christian values and designation through highly effective servant and instructional leadership in the subject and around the school.
- Actively lead, model and support the school's mission aims and values as outlined in the school curriculum strategy.
- Provide strategic leadership of the subject curriculum to generate and embed the school's ethos and values in the subject and around the school.
- Secure subject outcomes for students within the department in line with the school's target setting methodology through highly effective specialist subject teaching.
- Provide highly effective strategic and operational leadership of all areas of subject responsibility.
- Develop and implement an effective action plan to address areas of lead responsibility as outlined in the subject improvement plan.
- Ensure the school's safeguarding duties are met in all areas of work.
- Ensure the wellbeing and ambition for students in the school's mission, aims and values is upheld at all times.

Specific responsibilities relevant to the role.

- Ensure an ambitious curriculum is in place and reviewed effectively in line with school expectations to reflect all elements of the school's curriculum intent (academic rigour, nurture and development and social action).
- Ensure the planning and teaching of knowledge acquisition through both substantive and disciplinary domains is implemented, reviewed and of a consistently high standard across the subject team.



- Ensure own teaching is of a consistently high standard to ensure students' progress is in line with the school's targets for individual students.
- Implement and embed a highly effective instructional leadership approach to improve the culture, ethos, and quality of teaching and learning across the subject.
- Plan, implement and monitor effective assessment practice ensuring it is fit for purpose, accurate and closely linked to the taught curriculum and that of examination specification.
- Implement an effective subject monitoring process and act on its evidence, outcomes and data to ensure a high standard of subject provision in line with school policies, improvement priorities and targets.
- Ensure effective attainment tracking processes are in place in all year groups within the subject and any underachievement is swiftly identified and addressed.
- Ensure the subject's e-learning provision is of a high standard, is easily accessible and supports remote preparation, learning and revision linked to the subject curriculum.
- Ensure reports to parents are quality assured for accuracy.
- Ensure there is an accurate, up-to-date and well evidenced self-evaluation in place.

Accountability

- Be accountable for the outcomes achieved by students in the subjects, including GCSE examinations.
- Ensure student academic achievement is closely tracked in relation to the school level published targets for individual students.
- Maintain a high standard of student behaviour across the subject team.
- Ensure safeguarding duties and requirements are met at all times.

Professional development

- Engage with and embed school and subject specific training.
- Keep up to date with relevant national policies related to subject teaching, the curriculum and examination specification, including cascading information to the subject team.

Evaluation

- Rigorously monitor, evaluate and refine the implementation of the subject improvement plan.
- Use evidence to evaluate the quality of subject provision and use it to further shape improvement planning to secure and maintain excellent provision.
- Provide high quality reporting to the leadership team, governors and external evaluation teams as required.

Communication

- Ensure the school website for relevant lead areas is up to date and of high quality.
- Ensure any subject content for school publication is of high quality and accurate.

Records management

- All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. The post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the school policies and procedures on records management.



Pastoral System:

- Act as a Form Tutor to an assigned group of students
- Promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- Liaise with a Head of Year to ensure the implementation of the school's pastoral policies.
- Register students accurately, accompany them to assemblies and encourage their full attendance at all lessons and participation in other aspects of school life.
- Evaluate and monitor the progress of students and keep up-to-date student records as may be required including Form Reviews.
- Follow school policy regarding attendance and ensure that there is a regular dialogue with students about their attendance record.
- Alert the appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.
- Promote the LEARN policy by ensuring that students are Ready to Learn in form time (through checks of equipment, uniform and the Student Planner).
- Communicate as appropriate with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- Contribute to Form Tutor periods and registration time in line with school policies and support the Big Question and other activities in order to promote the school ethos.
- Apply the behaviour management systems in a consistent manner so that effective learning can take place.

School Ethos

- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- Support the school in meeting its legal requirements for worship.
- Promote actively the school's corporate policies.
- Adhere to and support the school's Dress Code for staff.
- Adhere to and support the school's Code of Conduct.
- Be prepared to flex responsibilities as school and subject needs requires.
- Take on lead areas as outlined in the subject improvement plan.
- Be willing to contribute to the wider life of the school.
- Carry out any such duties as may be reasonably required by the Headteacher



LOWTON CHURCH OF ENGLAND HIGH SCHOOL
Person Specification – Head of Department

				Assessed by:
No:	Categories:	Essential\ Desirable	App Form	Interview\ Task
Qualifications:				
1.	An honours degree	E	✓	
2.	Degree (2ii or above) in relevant subject	E	✓	
3.	Qualified Teacher Status	E	✓	
4.	Higher Degree	D	✓	
5.	High academic achievement	D	✓	
6.	Evidence of commitment to own professional development	E	✓	✓
Experience: (the expectation is that the experience meets the post holder's current stage in their career)				
7.	Experience of leading a team	D	✓	✓
8.	Experience of teaching, learning and assessment at KS3/4	E	✓	✓
9.	Proven skills when working with a wide range of students	E	✓	✓
10.	Experience of being a good/outstanding teacher	E	✓	✓
11.	Experience of using data to inform teaching and learning	E	✓	✓
12.	Experience of teaching a full GCSE specification	E	✓	✓
13.	Evidence of delivering grades 7-9 at GCSE	D	✓	✓
14.	Experience in contributing to the curriculum outside of the classroom	D	✓	✓
15.	Experience of engaging with wider CPD	D	✓	✓
16.	The ability to create innovative resources and learning opportunities to engage students	E	✓	✓
17.	Ability to assess, record and report student progress and to use prior attainment and assessment data for target setting for students	E	✓	✓
18.	The ability to produce detailed schemes of work and sequential lesson plans	E	✓	✓
19.	Ability to communicate, verbally and written, with a range of people & groups	E	✓	✓
20.	Knowledge of effective intervention strategies to raise attainment	E	✓	✓
21.	Ability to meet deadlines using effective time management skills	E	✓	✓



				Assessed by:
No:	Categories:	Essential \ Desirable	App Form	Interview \ Task
Experience: (the expectation is that the experience meets the post holder's current stage in their career)				
22.	Knowledge of curricula, specifications and assessment criteria of specific subject	E	✓	✓
23.	An understanding of current educational developments and a clear grasp of issues relating to education in general and their subject specialism	E	✓	✓
24.	Ability to use ICT and technology in the classroom to deliver engaging lessons and monitor student progress effectively	E	✓	✓
25.	Up-to-date knowledge and experience of Safeguarding and Child Protection policies and procedures	E	✓	✓
26.	Ability to teach an additional subject from the school's curriculum to GCSE level; candidates must make it explicitly clear which subject they can offer	D	✓	
Personal Qualities:				
27.	Commitment to delivering after-school and pre-exam sessions as required as well as enrichment opportunities for learners	E	✓	✓
28.	A strong belief in the value of education in developing citizens	E	✓	✓
29.	Highly organised, literate and articulate	E	✓	✓
30.	Highest levels of professional and personal integrity	E	✓	✓
31.	A strong commitment to inclusion and overcoming barriers to learning and achievement	E	✓	✓
32.	Personal resilience, persistence and perseverance	E	✓	✓
33.	Commitment to the pursuit of continuous professional development by oneself and others	E	✓	✓
34.	Able to maintain confidential issues within the working environment	E	✓	✓
35.	A willingness to contribute to extra-curricular activities/whole school events	E	✓	✓
36.	Actively demonstrate the vision and values of Lowton Church of England High School	E	✓	✓
37.	Committed to school's underpinning Christian values	E	✓	✓
38.	Commitment to support the school's policies on safeguarding and equality and diversity	E	✓	✓
39.	Letter and application form are fully completed and error-free	E	✓	



Privacy Notice – Job Applicants - Lowton Church of England High School

Lowton Church of England High School is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during and after your work relationship with us, in accordance with the General Data Protection Regulation (GDPR).

Successful candidates should refer to our privacy notice for staff for information about how their personal data is stored and collected.

Who Collects This Information:

Lowton Church of England High School is a “data controller.” This means that we are responsible for deciding how we hold and use personal information about you.

We are required under data protection legislation to notify you of the information contained in this privacy notice. This notice does not form part of any contract of employment or other contract to provide services and we may update this notice at any time.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Data Protection Principles:

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

The Categories of Information that we Collect, Process, Hold and Share:

We may collect, store and use the following categories of personal information about you up to the shortlisting stage of the recruitment process: -

- Personal information and contact details such as name, title, addresses, date of birth, marital status, phone numbers and personal email addresses;
- Emergency contact information such as names, relationship, phone numbers and email addresses;
- Information collected during the recruitment process that we retain during your employment including proof of right to work in the UK, information entered on the application form, CV, qualifications;
- Details of your employment history including job titles, salary and working hours;
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- Information regarding your criminal record as required by law to enable you to work with children;
- Details of your referees and references.



We may also collect information after the shortlisting and interview stage in order to make a final decision on where to recruit, including criminal record information, references, information regarding qualifications. We may also ask about details of any conduct, grievance or performance issues, appraisals, time and attendance from references provided by you.

How We Collect This Information:

- We may collect this information from you, your referees, your education provider, relevant professional bodies the Home Office and from the DBS.

How We Use Your Information:

We will only use your personal information when the law allows us to. Most commonly, we will use your information in the following circumstances: -

- Where we need to take steps to enter into a contract with you;
- Where we need to comply with a legal obligation (such as health and safety legislation, under statutory codes of practice and employment protection legislation);
- Where it is needed in the public interest or for official purposes;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests.

Generally, the purpose of us collecting your data is to enable us to facilitate safe recruitment and determine suitability for the role. We also collect data in order to carry out equal opportunities monitoring and to ensure appropriate access arrangements are put in place if required.

If you fail to provide certain information when requested, we may not be able to take the steps to enter into a contract with you (for example if incorrect references are provided), or we may be prevented from complying with our legal obligations (such as to determine suitability to work with children).

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

How We Use Particularly Sensitive Information:

Sensitive personal information (as defined under the GDPR as “special category data”) require higher levels of protection and further justification for collecting, storing and using this type of personal information. We may process this data in the following circumstances: -

- In limited circumstances, with your explicit written consent;
- Where we need to carry out our legal obligations in line with our data protection policy;
- Where it is needed in the public interest, such as for equal opportunities monitoring;
- Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards. Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is necessary to protect your interests (or someone else’s interests) and you are not capable of giving your consent.

Criminal Convictions:



We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where it is necessary to carry out our legal obligations. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.

Where appropriate we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of working for us.

Sharing Data:

We may need to share your data with third parties, including third party service providers where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

These include the following: -

- Academic or regulatory bodies to validate qualifications/experience (for example the teaching agency);
- Referees;
- our Local Authority in order to meet our legal obligations for sharing data with it ;
- Other schools;
- DBS; and
- Recruitment and supply agencies.

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually information will be anonymised but this may not always be possible. The recipients of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators or as required to comply with the law.

Retention Periods:

Except as otherwise permitted or required by applicable law or regulation, the School only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy.

Security:

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way). In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. Details of these measures are available in our information security policy.

Third parties will only process your personal information on our instructions and where they have agreed to treat information confidentially and to keep it secure.



We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Your Rights of Access, Correction, Erasure and Restriction:

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Under certain circumstances by law you have the right to: -

- Access your personal information (commonly known as a “subject access request”). This allows you to receive a copy of the personal information we hold about you and to check we are lawfully processing it. You will not have to pay a fee to access your personal information. However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.
- Correction of the personal information we hold about you. This enables you to have any inaccurate information we hold about you corrected.
- Erasure of your personal information. You can ask us to delete or remove personal data if there is no good reason for us continuing to process it.
- Restriction of processing your personal information. You can ask us to suspend processing personal information about you in certain circumstances, for example, if you want us to establish its accuracy before processing it.
- To object to processing in certain circumstances (for example for direct marketing purposes).
- To transfer your personal information to another party.

If you want to exercise any of the above rights, please contact the Headteacher in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to Withdraw Consent:

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Headteacher. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.



How to Raise A Concern:

We hope that the Headteacher can resolve any query you raise about our use of your information in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by the Headteacher then you can contact the DPO on the details below: -

Data Protection Officer: Judicium Education

Data Protection Officer Details: 72 Cannon Street, London, EC4N 6AE

Data Protection Officer Email: dataservices@judicium.com

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues.

