

# Lowton

Church of England High School

**Role:** Head of Year – non-teaching

**Contract:** Full time 37 hours\week, term time plus 3 weeks

Term time working means you will only work when the school is open but you will work an additional 3 weeks in total over the course of the school year during school holidays, or at the end of the day. This will be agreed with your line manager. Please contact us for an informal discussion and more information.

**Salary Range:** NJC: Grade 7: Range 20-25

**FTE Salary:** £28,371 - £32,020\* pay award pending

**Actual Salary:** £25,541 - £28,826

**Start Date:** November 2023



## 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, through a strong set of GCSE results and a 'Good in all areas' grade in our recent Ofsted inspection.

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 very successful inspection our strong vision for the curriculum, determined leadership and increased trajectory of improvement are all recognised. 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 listening to my Welcome Message here:

### [Headteacher Welcome Message](#)

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 is a key role for a non-teaching Head of Year to support our commitment to the highest standards of pastoral care for the students we serve.

You will work under the direction of the Senior Pastoral Lead, to provide excellent pastoral support for students and lead and co-ordinate the work of the Year 8 and Year 9 teams in this academic year. You will manage the needs of pupils with specific needs to help them access their learning and monitor pupil's punctuality, attendance and behaviour - intervening where necessary.

There is a strong commitment to pastoral care at our school and you will work alongside four Student Support Managers and work closely with three teaching Heads of Year.

We are looking for a skilled and confident person with the commitment, experience and character required to uphold our high standards and fully support teachers in ensuring that students are ready to learn.



## About you:

You may already be in a pastoral support role or you may be a teacher looking to specialise in pastoral work. Either way, we are looking for a skilled and confident person with the commitment, experience and character required to uphold our high standards and fully support teachers in ensuring that students are ready to learn.

We are looking for someone who will be ruthlessly compassionate, upholding our high standards with a clear focus on students' safety, wellbeing and engagement in their learning. You will be able to engage confidently and credibly with students, teachers, parents and a range of external agencies. You will have knowledge and understanding of the range of potential barriers to learning and how these barriers can be overcome or mitigated to reduce their impact on children and young people.

At the heart of the job, you will be a committed and caring person with a strong desire to make a difference to the lives of young people. Your high quality people skills give you the ability to address sensitive matters with a caring approach and appropriate confidentiality. You will thrive in a busy working environment with the ability to react to the needs of students. You will be equally comfortable writing reports, extracting and analysing data and presenting to the Senior Leadership Team.

You will fully embrace our strong Christian Ethos and pursue excellence from our students to support them in accessing their full potential, regardless of their background.

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 of everything.
- A school that is driven by strong values, invests in its staff and students and has a high regard for their welfare.
- Supportive and cooperative staff who are committed to their roles.



## Safeguarding at Lowton Church of England High School:

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.

In addition, as part of the shortlisting process Lowton Church of England High School will carry out an online search as part of their due diligence on *shortlisted* candidates.

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on [GOV.UK](https://www.gov.uk)

This role involves engaging in regulated activity relevant to children and applicants are reminded that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.



## 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 you may have about the role.
  - If you would like to have a conversation or arrange a visit please email: [harrisonr@lowtonhs.wigan.sch.uk](mailto:harrisonr@lowtonhs.wigan.sch.uk) with your details and a member of staff will get in touch.
  - Complete the application form **via TES online** or at <https://www.greater.jobs/>
- 
- **Closing date:** 8<sup>th</sup> October 2023
  - **1<sup>st</sup> Interview by Zoom:** 11<sup>th</sup> October 2023
  - **Formal Interview Date:** 13<sup>th</sup> October 2023

***The closing date for all applications is Midnight on 8<sup>th</sup> October 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.

Unfortunately, we are unable to offer feedback on individual applications that are not shortlisted for interview.



## LOWTON CHURCH OF ENGLAND HIGH SCHOOL

### JOB DESCRIPTION

#### Lowton Church of England High School - Job Description

<b>Job title:</b>	<b>Head of Year</b>
<b>Job purpose:</b>	<ul style="list-style-type: none"> <li>• To work under the direction of the Senior Pastoral Lead to provide excellent pastoral support for pupils.</li> <li>• To be the Head of Year for two-year groups (initially Years 8 and 9)</li> <li>• To give outstanding pastoral support to pupils so they can participate in their learning.</li> <li>• To manage the needs of pupils with specific needs to help them access their learning,</li> <li>• To monitor pupil's punctuality, attendance and behaviour and intervening where necessary.</li> <li>• To work as part of the pastoral team by supervising the site and completing patrol.</li> </ul>
<b>Reporting to:</b>	Deputy Head
<b>Liaising with:</b>	Deputy Headteacher, SENDCO Senior Leadership Team, School Governors, other members of staff – teaching and non-teaching LA, parents/carers
<b>Grade of post:</b>	NJC Grade 7 points
<b>Working time:</b>	37 hours per week term time plus up to 100 hours additional working
<b>Disclosure level:</b>	Enhanced

#### Job Outline

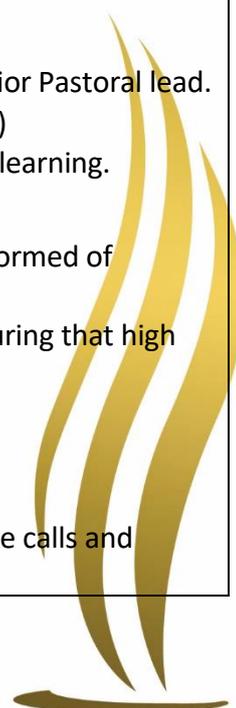
- To be a member of the school pastoral care function in order to achieve the aims and objectives which are relevant to the needs of the school and pupils.

##### **Student Support Manager Role**

- To provide pastoral support for pupils throughout the school day
- To supervise pupils at the start of the day, at break and lunch and the end of the day
- To supervise the Student Support Suite and complete Patrol Duties as directed by the Senior Pastoral lead.
- To be responsible for maintaining and updating records (including using SIMS and CPOMS)
- To establish constructive relationships with parents and carers, to support a pupil in their learning.

##### **Specialist Responsibility for Year groups**

- To lead and co-ordinate the work of the Year Team and keep the Senior Pastoral Lead informed of important information regarding pupil welfare.
- To establish productive working relationships with pupils, acting as a role model and ensuring that high standards of conduct are maintained at all times.
- To ensure that pupils are fairly recognised for their achievements.
- To support pupils who are experiencing trauma.
- To address poor behaviour by implementing the behaviour policy.
- To communicate with parents regarding pupils in the year group through email, telephone calls and parent meetings



- To manage pupils on report, keeping accurate logs of reports and parent communication.
- To develop individual behaviour plans for those needing additional support and lead on Early Help Support where directed by the pastoral manager.
- To keep accurate records of pupil behaviour on SIMS and CPOMS
- To attend school events that are relevant to your year group.

### School Ethos

- To carry out the duties in the most effective, efficient and economic manner available.
- Communicate effectively (as and when required) both internally and externally. This may typically include other team members, staff, parents, LA, partner schools, higher education, industry, relevant external organisations and agencies.
- Help foster a positive culture by upholding the vision and aims of the school.
- Work co-operatively with, and in support of everyone at the school.
- Work with pupils and staff in courteous, caring and responsible manner.
- Play a full part in the life of the school community, support its distinctive mission and ethos, promote the school's image and encourage staff and pupils to follow this example.

### General

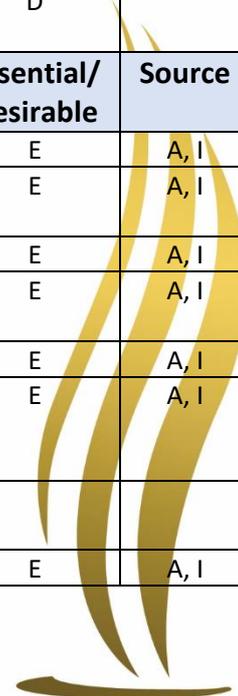
- Attend training as and when required including health and safety training on areas within your remit.
- To supervise pupils as required.
- Continue personal development on areas within your remit.
- Protect the School environment by making sure working areas (including classrooms, shared areas, stockrooms and workstations) are tidy, clutter free and safe to use.
- As a user of the school's network, comply with the school's IT Code of Practice and understand that the school may monitor your emails and internet activity.
- Comply with the school's policy on Data Protection being particularly careful with sensitive personal information about children and the school.
- Adhere to and support the school policies.

Undertake any other reasonable duties commensurate with the grade and job title as directed by the Headteacher.



## LOWTON CHURCH OF ENGLAND HIGH SCHOOL - PERSON SPECIFICATION

<b>Training and Qualifications</b>	<b>Essential/ Desirable</b>	<b>Source</b>
Degree or equivalent relevant qualification	D	A
GCSE Maths and English at Grade C (or equivalent – grade 5) or above	E	A
Level 3 qualification (NVQ level 3 or A Level)	E	A
Evidence of participation in regular professional development and further professional study	D	A
<b>Experience</b>	<b>Essential/ Desirable</b>	<b>Source</b>
Experience in working in a secondary school setting	E	A I
Experience in dealing with challenging behaviour	E	A I
Experience in working in pupil welfare services in a school setting	D	A I
Ability to lead Assemblies and speak in front of large groups of pupils and small groups of staff.		
<b>Knowledge and Understanding</b>	<b>Essential/ Desirable</b>	<b>Source</b>
A good understanding of the challenges faced by 11-16 year olds	E	A I T
Good understanding of inclusion issues	E	A I T
Clear understanding of teaching and learning strategies and how these impact on pastoral issues	E	A I T
Effective behaviour management skills	E	A I
Understanding of the main challenges for pupils in the secondary sector	E	A I T
Knowledge of monitoring, evaluation and review processes to positively raise standards	E	A I T
Knowledge and understanding of the range of potential barriers to learning and knowledge of how these barriers can be overcome or mitigated to reduce their impact on children and young people	E	A I T
Knowledge of successful behaviour support and mentoring to facilitate effective learning	E	A I T
A good understanding of the secondary curriculum	D	A I T
Knowledge of strategies to support pupils with SEND eg: SEMH, physical disabilities, visual and/or hearing impairments, dyslexia	D	
<b>Personal Skills, Abilities and Competencies</b>	<b>Essential/ Desirable</b>	<b>Source</b>
Ability to work sensitively with others to build effective relationships	E	A, I
Ability to prioritise, work quickly and accurately, particularly under pressure and to meet deadlines	E	A, I
Ability to work unsupervised, use own initiative and make appropriate decisions	E	A, I
High quality people skills with the ability to address sensitive matters with a caring approach and appropriate confidentiality	E	A, I
Commitment to and ability to promote a positive ethos within the school	E	A, I
Ability to use initiative to respond to and resolve problems in the medium to long-term with the creative skills to develop a range of different options and alternatives that will support children and young people to engage in the learning process	E	A, I
Organisational skills to manage time effectively, meet potentially conflicting deadlines and work without close supervision		
Ability to use ICT confidently to communicate, review data and present information to others.	E	A, I



<b>Personal Skills, Abilities and Competencies</b>	<b>Essential/ Desirable</b>	<b>Source</b>
Ability to use education specific data bases such as SIMS and CPOMS	E	A,I
Tact and a sense of humour	D	I
Ability to work independently and as part of a team in a busy and demanding environment	E	I R
High level of communication skills to deal with children and adults to influence, persuade, motivate and engage with a wide range of children, young people and their families	E	A, I
High levels of commitment, enthusiasm, inspiration and motivation	E	A, I, R
Trained in First Aid or willingness to train in First Aid	D	A,I
Accurate completion of school application form	E	A
Application which addresses person specification	E	A
High standards in spelling and writing	E	A
<b>Legal Issues</b>	<b>Essential/ Desirable</b>	<b>Source</b>
Ability to work in the UK	E	A



## Privacy Notice – Job Applicants

### Lowton Church of England High School

Lowton Church of England High School *is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with School's policy review schedule.*

*A current version of this document is available to all members of staff and job applicants on the job opportunities section of our website.*

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 UK General Data Protection Regulation (UK GDPR).

Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relate to general personal data processing, powers of the Information Commissioner, and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU 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.

Under data protection legislation we are required 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 policies mentioned within this privacy notice. This will assist you with understanding how we process your information and the procedures we take to protect your personal data.

#### 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.

#### 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;
- Information regarding your criminal record as required by law to enable you to work with children;
- Details of your referees and references;
- Details collected through any pre-employment checks including online searches for data;
- [Your racial or ethnic origin, sex, and sexual orientation, religious or similar beliefs.](#)

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, by searching online resources, from 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 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.
- Where you have provided your consent for us to process your personal data.

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 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 a contract with you, or we may be prevented from complying with our legal obligations



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.

### How We Use Particularly Sensitive Information

Sensitive personal information (as defined under the UK 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 (or in relation to our pension scheme);
- 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.

Once we have finished recruitment for the role you applied for, we will then store your information in accordance with our Retention Policy. A copy can be requested by emailing [dpo@lowtonhs.wigan.sch.uk](mailto:dpo@lowtonhs.wigan.sch.uk)

### **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.

You can find further details of our security procedures within our Data Breach policy and our Information Security policy, available on request.

### **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. 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).

### **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 Network Manager ([dpo@lowtonhs.wigan.sch.uk](mailto:dpo@lowtonhs.wigan.sch.uk)) . 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 Network Manager 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 Network Manager then you can contact the DPO on the details below: -

Data Protection Officer: Judicium Consulting Ltd

Address: 72 Cannon Street, London, EC4N 6AE

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

Web: [www.judiciumeducation.co.uk](http://www.judiciumeducation.co.uk)

Lead Contact: Craig Stilwell

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.

