

Lowton

Church of England High School

Role:	Deputy Head of Department - Mathematics
Contract:	Full time
Salary Range:	Main Scale plus TLR 2B
Start Date:	September 2021



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.

The conditions are ripe to make this an exceptional school and we are now looking for a committed and aligned individual with the drive and passion for their subject and high academic and behavioural expectations of their students, to join us.

Our school is underpinned by its Christian values of Caring, Learning and Succeeding and 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, and deserves, an exceptional education.

In our recent successful inspection, our strong vision for the curriculum, determined leadership and increased trajectory of improvement are all recognised.

If appointed, you will be expected to be able to deliver attainment and progress well above the national average and model a clear and unequivocal commitment to our expectations.

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 750 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.

As a Church School our 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. 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. You can find out more about our ethos and values on our website and by watching this video made by our Headteacher:

<https://us02web.zoom.us/rec/share/zDpqjIXGm4uuur01Ymjy6VsKHqCs7hUbr1zkmSzn5deQ18cry-VhGCrPvq7UYRc9.1N7olvODaa-PvjoT>

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.

* February 2021

Education breeds confidence. Confidence breeds hope. Hope breeds peace. - Confucius



About the role:

This is a permanent role from September 2021. This position represents an excellent opportunity for an inspirational teacher of Mathematics to join a dynamic, high achieving department. We are looking for someone who has the desire and experience to inspire a love of Mathematics and achieve excellent outcomes for students. You will either be an existing leader aligned to our ambitions and thinking with a desire to make selfless impact in our setting. Or you may be an experienced mathematics teacher with proven track record in delivering outcomes and have a secure understanding of your subject with the ability and desire to make the first step into subject leadership.

The department has a strong emphasis on joint planning strategies to deliver our curriculum. 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.

We teach the Edexcel specification and it is vital that you are able to confidently teach this style of specification. You will need to pursue excellence from our students and support them in accessing their full potential across the subject area, regardless of background.

We are also a very welcoming and supportive department where teamwork is at our core.



About you

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

- Are you passionate about teaching Mathematics and improving the life chances of our students?
- Do you have experience of teaching the 9-1 GCSE Edexcel specification?
- Do you have experience of delivering grades 9-7 at GCSE?
- Do you have exceptional classroom management skills?
- Can you motivate, inspire and enthuse students and staff?
- Are you able to embrace our strong Christian ethos?

Our offer to you:

- High quality CPD opportunities
- Joining an established and successful department on a journey of continuous improvement
- Become a part of a values-driven, high expectations school

This is an excellent opportunity to join the Lowton Family and our successful department, develop your own teaching practice and make a significant contribution to the school's continued success.



Interested?

- Find out more about the school on our website (soon to be replaced) and Facebook page.
- Speak to a member of staff about the school. We encourage people to visit or encourage you to phone school with any questions that you may have about the role.
- If you would like to have a conversation 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.
- On-line discussions will be held Friday 14th May with formal interviews taking place Monday 17th May

The process will be:

- Your application
- Our shortlisting
- Initial discussion via Zoom on Friday 14th May
- In-school selection process: tour, student panel, tasks, teaching, interview. These will take place on Monday 17th May



The mediocre teacher tells. The good teacher explains. The superior teacher demonstrates. The great teacher inspires. - William A. Ward

LOWTON CHURCH OF ENGLAND HIGH SCHOOL
JOB DESCRIPTION

Job Title:	Deputy Head of Core Subject
Reports To:	Head of Department
Salary Scale:	MPS and UPS as relevant with TLR2B
Term:	Full Time and permanent
DBS:	Enhanced

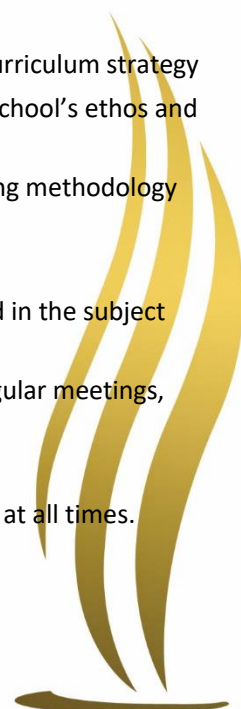
Job Purpose Summary:

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

Key responsibilities and Accountabilities:

Overall strategic responsibilities (as a member of leadership team in the subject)

1. Actively model the school's Christian values and designation through highly effective servant and instructional leadership in the subject and around the school.
2. Actively lead, model and support the school's mission aims and values as outlined in the school curriculum strategy
3. Support the strategic leadership of the subject team and curriculum to generate and embed the school's ethos and values in the subject and around the school.
4. Secure subject outcomes for students within the department in line with the school's target setting methodology through highly effective specialist subject teaching.
5. Provide highly effective strategic and operational leadership of all areas of subject responsibility.
6. Develop and implement an effective action plan to address areas of lead responsibility as outlined in the subject improvement plan.
7. Performance manage staff within the subject as agreed with the Head of Department through regular meetings, setting of appropriate targets for performance and providing effective support and challenge.
8. Ensure the school's safeguarding duties are met in all areas of work.
9. 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

The precise detail of where it is a lead role or supporting role with the Head of Department will be agreed separately to ensure specific responsibilities utilise an individual's strengths as well as allow for their professional development.

10. 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).
11. 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
12. Ensure own teaching is of a consistently high standard to ensure students' progress is in line with the school's targets for individual students.
13. Implement and embed a highly effective instructional leadership approach to improve the culture, ethos, and quality of teaching and learning across the subject.
14. 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.
15. 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
16. Ensure effective attainment tracking processes are in place in all year groups within the subject and any underachievement is swiftly identified and addressed.
17. 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.
18. Ensure reports to parents are quality assured for accuracy.
19. With the Head of Department ensure there is an accurate, up-to-date and well evidenced self-evaluation in place.

Accountability:

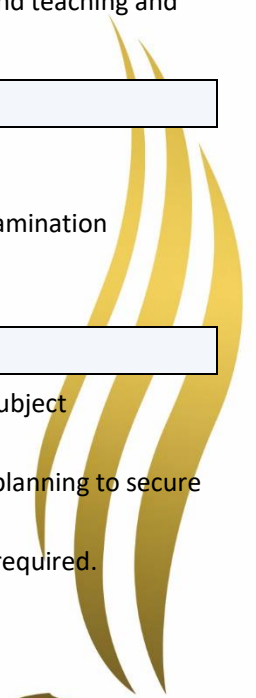
1. Provide highly effective line management for a specified number subject teachers, supporting and challenging them to achieve agreed performance management targets.
2. With the Head of Department, maintain a high standard of student behaviour across the subject team.
3. Identify particular development needs in individual staff and provide coaching to address and improve them.
4. Support the induction of new staff to ensure that there is consistency in the delivery of learning and teaching and classroom management strategies.

Professional Development:

1. Lead the organisation and delivery of relevant subject training for staff.
2. 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:

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



Communication:

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

Records Management:

1. 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.

Other responsibilities and Expectations:

1. Be prepared to flex responsibilities as school and subject needs requires.
2. Take on lead areas as outlined in the subject improvement plan.
3. Be willing to contribute to the wider life of the school.
4. Carry out any such duties as may be reasonably required by the Headteacher and the Head of Department.



LOWTON CHURCH OF ENGLAND HIGH SCHOOL
Person Specification – Deputy Head of Core Subject

				Assessed by:
No:	Categories:	Essential\ Desirable	App Form	Interview\ Task
Qualifications:				
1.	A degree qualification (2i or above).	E	✓	
2.	Qualified Teacher Status.	E	✓	
3.	Evidence of Continuous Professional Development.	E	✓	✓
4.	Middle or Senior Management qualification.	D	✓	
5.	Evidence of high academic achievement	D	✓	
Experience: (the expectation is that the experience meets the post holder's current stage in their career)				
6.	Experience of teaching, learning and assessment at KS3/4	E	✓	✓
7.	Proven skills when working with a wide range of students	E	✓	✓
8.	Experience of being a good/outstanding teacher	E	✓	✓
9.	Experience of using data to inform teaching and learning	E	✓	✓
10.	Experience of teaching a full GCSE specification	E	✓	✓
11.	Evidence of delivering grades 7-9 at GCSE	D	✓	✓
12.	Experience in contributing to the curriculum outside of the classroom	D	✓	✓
13.	Experience of engaging with wider CPD	D	✓	✓
14.	The ability to create innovative resources and learning opportunities to engage students	E	✓	✓
15.	Ability to assess, record and report student progress and to use prior attainment and assessment data for target setting for students	E	✓	✓
16.	The ability to produce detailed schemes of work and sequential lesson plans	E	✓	✓
17.	Ability to communicate, verbally and written, with a range of people & groups	E	✓	✓
18.	Knowledge of effective intervention strategies to raise attainment	E	✓	✓
19.	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)				
20.	Knowledge of curricula, specifications and assessment criteria of specific subject	E	✓	✓
21.	An understanding of current educational developments and a clear grasp of issues relating to education in general and their subject specialism	E	✓	✓
22.	Ability to use ICT and technology in the classroom to deliver engaging lessons and monitor student progress effectively	E	✓	✓
23.	Up-to-date knowledge and experience of Safeguarding and Child Protection policies and procedures	E	✓	✓
24.	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:				
25.	Ability to coach and motivate professionals, individually and within groups, to achieve individual and collective targets.	E	✓	✓
26.	Ability to develop and implement strategies to enhance and sustain subject initiatives.	E	✓	✓
27.	Ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes.	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.	Personal resilience, persistence and perseverance	E	✓	✓
32.	Commitment to the pursuit of continuous professional development by oneself and others	E	✓	✓
33.	Able to maintain confidential issues within the working environment	E	✓	✓
34.	Commitment to delivering after-school and pre-exam sessions as required as well as enrichment opportunities for learners	E	✓	✓
35.	Actively demonstrate the vision and values of Lowton Church of England High School	E	✓	✓
36.	Committed to school's underpinning Christian values	E	✓	✓
37.	Commitment to support the school's policies on safeguarding and equality and diversity	E	✓	✓
38.	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.

