

Lowton

Church of England High School



Role: School Chaplain

Contract: Permanent. Term Time only

Hours: *The hours and work pattern can be negotiated and can be flexible for the right person; please contact us for more information*

Full time 37 hrs\week

OR

Part time – working no less than 22 hours\week

Salary Range: NJC G6 - points 14-20

This equates to:

£25,308 pa for 37 hrs\week – term time only

£15,048 pa for 22hrs\week – term time only



Introduction

Thank you for your interest in the unique position of Chaplain in our school. Our Chaplain is an established role in the school since the school became a Church of England school in 2012.

The Chaplain has a unique role in our school in being part of school life but also deliberately not seen as a 'teacher'. The school Chaplain is an important adult role model for both students and staff. They play the lead role in preparing and leading worship for students and staff, running clubs for students and leading spiritual reflection in school.

Our Christian mission sits at the heart of our curriculum. We are looking for our next Chaplain to work with us to further develop our Christian ethos, support our young people and help us deliver our social action agenda.

Our school is deeply rooted in its Christian values, which 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.

We do not select by any faith designation as part of our admissions criteria. We are very clear that we are a mission-led school serving Jesus Christ through our school community.

You will be employed by the school and the bulk of your work would be in our school, but the reach of your role extends beyond the school gates to build close relationships in local schools and churches, and national organisations reflecting our social action agenda.

We are committed to Chaplaincy playing a key and central part of our school life. We have experienced that with previous Chaplains and remain committed to that going forward by offering this as a permanent role.

Through this applicant pack, I am proud to welcome you to our school and hope it provides a very clear insight into 'Life at Lowton' and into what makes it such a special place to work and learn.

Lowton Church of England High School is a 'Good' school in all areas (Ofsted, March 2023) and we are 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.

Our school values are at the heart of everything we do and of everything we ask of ourselves, of our pupils and parents and of our wider community. Everyone is valued in our school and we focus daily on creating a sense of belonging, of high aspiration and of personal excellence and achievement for every pupil, every member of staff and for every family we serve. We believe that our collective ambition, care and commitment are demonstrated through the challenge we offer to everyone to work hard to be the very best they can be and be truly proud of their identity, their school and their community.

Our school is underpinned by its Christian values of *Caring, Learning* and *Succeeding*. They define the culture of the school. We test all we do through the lens of what is right for each child. We are committed to ensuring that each young person we work with can '*let their light shine*' and understands their potential and the positive impact they can have on themselves and others.



Lowton is not just a secondary school, it is a family; where all of our pupils are nurtured and cared for while being challenged and supported to be resilient, confident and successful learners and human beings who are ready to make a valuable and positive contribution to society.

The future at Lowton is exciting! The conditions are perfect for us to continue our journey towards being exceptional in all we do. 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 pupils.

Before applying, please take a minute to watch my video message:

[Headteacher Welcome Message](#)

If you are interested in applying for this role and committed to our mission and values, I look forward to receiving your application.

Jane Galbraith

Headteacher



About us

We are an 11-16 comprehensive school of around 800 pupils, with an established reputation as a welcoming and forward-thinking learning community.

We pride ourselves on our high expectations in a culture in which pupils can flourish, thrive and succeed. Our staff surveys and inspection surveys outline that staff are proud to work here.

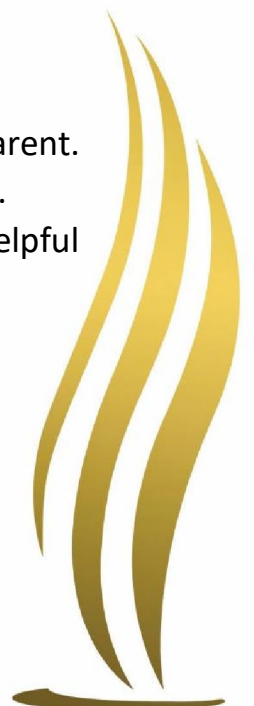
Being located on the Warrington/Wigan border gives us a Warrington postcode but we are part of Wigan Local Authority. We serve our community with most pupils living locally in the town of Leigh and the village of Lowton. Our pupil intake is broadly average in terms of prior attainment and pupil deprivation. The vast majority of pupils speak English as a first language but you will work in a school that has exceptional pupils 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 pupils 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 pupils to attend Church, rather we pride ourselves on being a mission-led school in the community for our community.

In considering this role, *you* do not need to be Christian to work here, but we expect staff to be fully supportive of the values that underpin all we do as they are central to our approach in all things.

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 and about you

This position represents an excellent opportunity for an inspiring person to be our School Chaplain.

You will need to be a committed Christian who will act as a role model for both adults and students.

You will work with our Head of Christian Distinctiveness to plan, write and deliver our collective worship programme in creative and varied ways.

To do this you will have strong organisational skills to make Christian worship relevant and engaging for our 11-16 year olds. In addition, you will help ensure all adults in our school are included in our worship.

You will need to present clearly, write precisely, and produce resources that engage and inspire others.

In practical terms, you will play a lead role in writing and providing resources where you or others lead collective worship in small groups, form groups, year group and school assemblies.

Your passion for young people and the Gospel will enable you to work creatively with students during lunchtime and after-school as part of our current extra-curricular programme.

You will work with the Head of Christian Distinctiveness to organise key events of reflection for the whole school community and promote a Christian understanding of key events in the Church year, such as Harvest, Advent, Easter and Christmas.

You will be both a leader and facilitator in explaining, nurturing, introducing and developing spirituality and the Christian faith in our school, and as part of that playing a key role in profiling the importance of social action – a key part of our wider curriculum

You will have a warm and professional approach to enable you to build strong relationships with the local churches, schools and community groups.

You will live out the Gospel in word and actions as a Christian role model to students and staff.



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.



Guidelines on AI usage:

We appreciate your participation in our selection process and as part of our commitment to fairness, integrity and authentic evaluation, we ask that you refrain from using artificial intelligence (AI) tools or other automated writing assistants in your application or assessments.

Our selection process is designed to assess your individual skills, creativity and qualifications. The use of AI-generated content may compromise the authenticity of your application. Any detected use of AI in responses, may result in disqualification from consideration.

We encourage you to rely on your own experience, knowledge and personal expression throughout the process. If you have any questions or concerns please contact Mrs Ruth Harrison harrisonr@lowtonhs.wigan.sch.uk



Interested?

- The hours and work pattern can be negotiated for the right candidate
- 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.
- **Closing date: Sunday 22nd February 2026**
- **1st Interview by Zoom: Wednesday 25th February 2026**
- **Formal Interview Date: Tuesday 3rd March 2026**

The closing date for all applications is Midnight Sunday 22nd February 2026

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

Job Title:	School Chaplain
Reports To:	Head of Christian Distinctiveness
Salary Scale:	G6
Term:	Permanent
DBS:	Enhanced
Occupational Requirement	There is an Occupational Requirement for the post holder to be a practising Christian in accordance with Schedule 9 of the Equality Act 2010. The post holder is not required to be a member of the Clergy.

Job Purpose:

1. To promote and enhance the Christian ethos of the school.
2. To be a positive Christian presence in the school.
3. To provide opportunities for the Christian faith to be discussed and experienced.
4. To live out the Gospel in word and actions as a Christian role model to students and staff.
5. To share the Christian faith with students and staff in appropriate and relevant ways.
6. To support the school's drive to promote social action as part of its curriculum.

Pastoral Role:

1. To be available to students and staff in a pastoral capacity during the school day
2. To develop Christian-based extra-curricular activities during lunchtime and after-school

Operational Role:

1. To write and lead collective worship as part of the school's assembly and tutor programme.
2. To promote a Christian understanding of key events in the church year (e.g. Harvest, Advent, Christmas, Lent, Easter).
3. To organise and lead key events of reflection for the school community.
4. To organise fundraising for Christian charities and local projects for the school.
5. To build strong relationships with the local churches, schools and community groups.
6. To work closely with the staff team in the school to ensure the chaplaincy is integrated into the school's mission, aims and values.
7. The Chaplain will regularly meet with relevant members of the senior leadership team (SLT) to shape the school's strategy and plan ahead



School Ethos:

1. 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.
2. Support the school in meeting its legal requirements for worship.
3. Promote actively the school's corporate policies.
4. Adhere to and support the school's Dress Code for staff.
5. Adhere to and support the school's Code of Conduct.



Lowton Church of England High School Person Specification –School Chaplain

				Assessed by:
No:	Categories:	Essential\ Desirable	App Form	Interview\ Task
Qualifications:				
1.	To be able to demonstrate a working knowledge of basic Health and Safety procedures in relation to work with children and young people and to understand and put in place safeguarding procedures.	E	✓	✓
2.	Possess well-developed IT skills.	E	✓	✓
3.	A professional qualification in youth work or equivalent.	D	✓	
4.	Experience and skills with social media, livestreaming, video editing and graphic design.	D	✓	
Experience: (the expectation is that the experience meets the post holder's current stage in their career)				
5.	To have a passion for young people and the Gospel and developing a strong understanding of the Christian faith in young people.	E	✓	✓
6.	To have experience of working with and discipling school age children.	E	✓	✓
7.	To be able to demonstrate an understanding of contemporary cultures, especially in their application to young people.	E	✓	✓
8.	To have effective experience of working with young people in a Christian context.	E	✓	✓
9.	To have experience of building and developing relationships with both students and staff in high schools.	E	✓	✓
10.	To be able to demonstrate as a team player as well as being self-motivated and able to work independently.	E	✓	✓
11.	To have excellent interpersonal skills with the ability to communicate appropriately to a variety of different people.	E	✓	✓
12.	Ability to meet deadlines using effective time management skills.	E	✓	✓
13.	There is an Occupational Requirement for the post holder to be a practising Christian in accordance with Schedule 9 of the Equality Act 2010.	E	✓	✓
Personal Qualities:				
14.	Commitment to delivering after-school enrichment sessions as required.	E	✓	✓
15.	A strong belief in the value of education in developing citizens.	E	✓	✓
16.	Highly organised, literate and articulate.	E	✓	✓
17.	Highest levels of professional and personal integrity.	E	✓	✓
18.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	E	✓	✓



				Assessed by:
No	Categories:	Essential\ Desirable	App Form	Interview \Task
19.	Personal resilience, persistence and perseverance.	E	✓	✓
20.	Commitment to the pursuit of continuous professional development by oneself and others.	E	✓	✓
21.	Able to maintain confidential issues within the working environment.	E	✓	✓
22.	A willingness to contribute to extra-curricular activities/whole school events.	E	✓	✓
23.	Actively demonstrate the vision and values of Lowton Church of England High School.	E	✓	✓
24.	Committed to school's underpinning Christian values.	E	✓	✓
25.	Commitment to support the school's policies on safeguarding and equality and diversity.	E	✓	✓
26.	Letter and application form are fully completed and error-free.	E	✓	
27.	A full driving licence and access to a vehicle.	D	✓	



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

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) . 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
 Web: 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.

