Lowton

Church of England High School

Role: Teacher of Religious Studies and Cover

Contract: Full time, fixed term

until 31st August 2027

Salary Range: MPS\UPS

Start Date: Immediate

Lowton Church of England High School

Ofsted Good Provider

Introduction

Thank you for your interest in this position. I started as the new Headteacher at Lowton Church of England High School in January 2025, with extensive headship and school improvement experience, and I am privileged to hold the post here. 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.

Lowton's most recent inspection report talks about the 'transformative improvements' in the school in the last few years, reflected in our culture, ethos, quality of education, outcomes and behaviour. You can read the full 'Good' report here: LCEHS Ofsted Report

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.

You will hear us use the phrase 'ruthlessly compassionate', meaning 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.

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 to become part of our Site Team. The Team is very much part of the school and is seen as being an essential part of Lowton Church of England High School's success and overall mission.

We have a high-quality curriculum, a dedicated and highly skilled staff team and a values-driven leadership team. In applying for this role, you could be part of our exciting journey.

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 over 800 students, with an established reputation as a welcoming and forward-thinking learning community.

We pride ourselves on our high expectations in a culture in which students 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 LA. We serve the community with most students living locally in the town 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 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 full-time, fixed term role represents an excellent opportunity for either an inspirational newly qualified or experienced teacher. The role includes timetabled Religious Studies classes (approximately 0.4 – 0.6 FTE) with the remainder allocated as being available to cover an array of lessons across the school.

You will be a Religious Studies specialist and someone with a desire to inspire our students to achieve excellent outcomes. You will have the teaching skills to achieve excellence and deliver challenging and inspiring lessons.

You will need to pursue excellence from our students and support them in being their personal best at all times, regardless of context or background.

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

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 and study here.
- A school that places the quality of learning at the heart 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

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?

- Apply via Greater Jobs.
- 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: recruitment@lowtonhs.wigan.sch.uk with your details and a member of staff will get in touch.
- **Closing date: 15th November 2026 at midnight**
- **In-school interviews will take place: TBC**

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.

You are not required to complete the Faith Supporting Information section of the application form

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

Lowton Church of England High School - Job Description - Teacher

Job Title:	Teacher
Reports To:	Head of Department
Staff Responsibility for:	N/A
Liaising with:	Teaching staff, Heads of Department, Student Support Services and relevant staff with cross-school responsibilities, relevant support staff and parents
Salary Scale:	MPS/UPS
Term:	Full Time as specified within STPCD
DBS:	Enhanced

Job Purpose:

1. Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support the curriculum area as appropriate.
2. Monitor and support the overall progress and development of pupils as a Teacher and Form Tutor.
3. Facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
4. Contribute to raising standards of pupil attainment.
5. Share and support the school's responsibility to provide and monitor opportunities for Personal, spiritual and academic growth.
6. Actively demonstrate the vision and values of Lowton Church of England High School.

Teaching:

The role of the main professional grade teacher is to deliver consistently high-quality lessons.

1. Teach pupils according to their educational needs, ensuring that work is set and marked in line with school policies.
2. Provide high quality written and verbal feedback to help pupils make good progress and use the results to inform future planning, teaching and curriculum development.
3. Keep appropriate records on the attendance, progress, development and attainment of pupils.
4. Ensure that challenging yet realistic targets are set for all pupils and used to communicate high expectations.
5. Ensure that ICT, Literacy and Numeracy are incorporated in the teaching/learning experience of pupils in line with school policies in these areas.
6. Ensure that good and outstanding lessons are consistently taught in line with standards set out in internal and external quality standards.

7. Ensure that subject knowledge and materials are kept up-to-date and maintained to a high standard.
8. Use a variety of teaching methods which will stimulate learning appropriate to pupil needs, and to the demands of the programme of study/specification.
9. Use positive behaviour management within the context of the school's LEARN policy, in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.
10. Ensure that homework is set and marked regularly and recorded on the 'satchelone' website (and where appropriate, pupil planners).
11. Ensure that school policy with regards to the recording of rewards and sanctions is implemented consistently.
12. Work with SEND staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness in lessons.
13. Contribute towards the implementation of IEPs as detailed in the current Code of Practice, particularly the planning and recording of appropriate actions and outcomes related to set targets.
14. Undertake assessment of pupils as requested by external examination bodies.
15 Organise appropriate work for supply and cover staff when staff are absent (in conjunction with appropriate senior staff).
16. Keep an accurate register of pupils for each lesson and report unexplained absences or patterns of absence in line with school policies.

Curriculum Provision:

1. Assist the Head of Department to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives

Curriculum Development:

1. Assist the Head of Department to develop a curriculum-based assessment model.
2. Keep up to date with national developments, educational data and in teaching practice and methodology.
3. Keep up to date with curriculum development and initiatives at national, regional and local levels.
4. Assist in the process of curriculum development and change to ensure continued relevance to the needs of pupils, examining and awarding bodies and the school's aims and strategic objectives.

Strategic/Operational Planning:

1. Adhere to the school data collection and analysis deadlines.
2. Work with colleagues to contribute to the formulation of aims, objectives and strategic plans for the school which have coherence and relevance to the needs of pupils.
3. Plan and prepare lessons.
4. Monitor and evaluate pupil progress in your classes.
5. Assist in the development of appropriate syllabuses, resources, schemes of work and teaching strategies in the department.
6. Contribute to the whole school's planning activities.

Staffing:

1. Continue own professional development as agreed with the Head of Department.
2. Take part in the school's staff development programme and participate in arrangements for further training and professional development.
3. Engage actively in the Appraisal system.
4. Ensure the effective/efficient deployment of classroom support.

Quality Assurance:

1. Implement and adhere to school quality procedures.
2. Contribute to the process of monitoring and evaluation in the department in line with agreed school procedures, including evaluation against quality standards and performance criteria.

Management Information:

1. Ensure the maintenance of accurate and up-to-date information relating to MIS, SIMS etc.
2. Produce reports on examination performance of classes taught.
3. Complete the relevant documentation to assist in the tracking of pupils.
4. Track pupil progress and use information to inform teaching and learning.

Communication & Liaison:

1. Follow agreed policies for communication within the school.
2. Ensure effective communication/consultation as appropriate with the parents' of pupils.
3. Take part in liaison activities such as parents' evenings.
4. Where appropriate liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.

Management of Resources:

1. Assist the Head of Department to identify resources needed and contribute to the efficient use of physical resources.

Pastoral System:

1. Act as a Form Tutor to an assigned group of pupils
2. Promote the general progress and well-being of individual pupils and of the Form Tutor Group as a whole.
3. Liaise with a Head of Year to ensure the implementation of the school's pastoral policies.
4. Register pupils accurately, accompany them to assemblies and encourage their full attendance at all lessons and participation in other aspects of school life.
5. Evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required including Form Reviews.
6. Follow school policy regarding attendance and ensure that there is a regular dialogue with pupils about their attendance record.
7. Alert the appropriate staff to problems experienced by pupils and make recommendations as to how these may be resolved.
8. Promote the LEARN policy by ensuring that pupils are Ready to Learn in form time (through checks of equipment, uniform and the Pupil Planner).
9. Communicate as appropriate with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff.
10. 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.
11. Apply the behaviour management systems in a consistent manner so that effective learning can take place.

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 pupils 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 – Main Professional Grade Teacher

No:	Categories:	Essential\ Desirable	App Form	Assessed by: Interview\ Task
	Qualifications:			
1.	Degree (2ii or above) in relevant subject	**E**	✓	
2.	Qualified Teacher Status	**E**	✓	
3.	Higher Degree	**D**	✓	
4.	High academic achievement	**D**	✓	
5.	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)***			
6.	Experience of teaching, learning and assessment at KS3/4	**E**	✓	✓
7.	Proven skills when working with a wide range of pupils	**E**	✓	✓
8.	Experience of being a good/outstanding teacher	**E**	✓	✓
9.	Experience of using progress data to inform teaching and learning	**E**	✓	✓
10.	Experience in a range of settings	**D**	✓	✓
11.	Experience of teaching a full GCSE specification	**E**	✓	✓
12.	Evidence of delivering grades 7-9 at GCSE	**D**	✓	✓
13.	Experience in contributing to the curriculum outside of the classroom	**D**	✓	✓
14.	Experience of engaging with wider CPD	**D**	✓	✓
	Abilities, Skills & Knowledge:			
15.	Ability to teach to GCSE standard	**E**	✓	✓
16.	The ability to create innovative resources and learning opportunities to engage pupils	**E**	✓	✓
17.	Ability to assess, record and report pupil progress and to use prior attainment and assessment data for target setting for pupils	**E**	✓	✓

			Assessed by:	
No:	**Categories:**	**Essential\ Desirable**	**App Form**	**Interview \Task**
Abilities, Skills & Knowledge:				
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**	✓	✓
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 pupil 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.	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 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 resolve 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.