

Lowton

Church of England High School

Role: Head of Drama

Contract: Full time permanent

Salary Range: MPS\UPS plus TLR 2b – Current value £5,871 p.a.

Start Date: September 2026



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 with drive and passion for the school's ambition to raise and support the aspirations of all pupils and bring about a love for and success in Drama.

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 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

This is a full-time permanent role and represents an excellent opportunity for an inspirational Drama teacher to lead our Drama department. Drama is one of our high achieving subjects and we are looking for someone who has the desire and experience to inspire a love of Drama and performance and continue to secure excellent outcomes for pupils. 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 Drama teacher with a 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.

We are a school that places the quality of learning at the heart of everything we do, and have a school-wide focus, that through rigorous academic subject teaching, knowledge acquisition is taught and learnt through application. A love of your subject coupled with strong subject knowledge is essential for this role. We have written our curriculum with a strong focus on substantive and disciplinary knowledge for all year groups. Assessment is cumulative in its design and closely linked to what has been taught.

Extra-curricular and enrichment opportunities will be at the forefront of your pedagogical thinking, developing our pupils into confident and skilful practitioners, who are socially mobile, culturally aware and well equipped to succeed in life.

You will need to pursue excellence from our pupils and support them in being their personal best at all times, regardless of context or background. You will be committed to your own professional development.

The department works closely alongside others to share good practice and works collaboratively with Music to plan and run school productions. A commitment to this is essential for this role. The Department is well-resourced and well-established with great facilities which include our dedicated Drama Theatre.

The school is a welcoming community where working together for the common good is at our core.



About you

We are seeking to appoint an inspirational subject leader who will strive to make a positive difference to the lives of our pupils.

Positive relationships and a culture of high expectations of our pupils and ourselves are key aspects to the culture of our school and we are looking for people aligned to our values in all we do.

- Are you committed to improving the life chances of our pupils?
- Are you passionate about teaching Drama?
- Do you aspire for all pupils to achieve the highest possible grades?
- Are you committed to and enthusiastic about running school productions?
- Do you have exceptional classroom management skills?
- Can you motivate, inspire and enthuse pupils?
- Are you able to embrace our strong Christian ethos?
- Do you believe in the value and power of a strong extended curriculum offer?

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 pupils and has a high regard for their welfare.
- Supportive and cooperative staff who are committed to their role



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 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:** **Midnight on 11th January 2026**
- **Interviews by zoom:** **Thursday 15th January 2026**
- **In-school interviews:** **Tuesday 20th January 2026**

The closing date for all applications is Midnight on 11th January 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 – Head of Department

Job Title:	Head of Department
Reports To:	Member of Senior Leadership Team
Salary Scale:	MPS\UPS TLR 2b
Term:	Full Time as specified within STPCD
DBS:	Enhanced

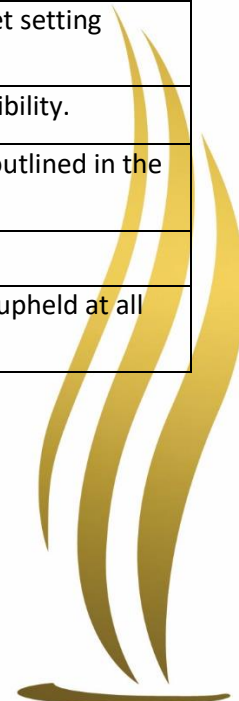
Job Purpose Summary

1. To provide highly effective leadership of the subject 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 ensure the curriculum principles of academic rigour, nurture and development and social action are embedded within the subject.

Key Responsibilities and Accountabilities

Overall strategic responsibilities

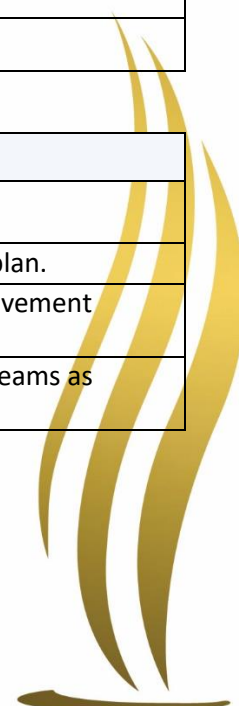
1.	Actively model the school's Christian values and designation through highly effective servant and instructional leadership in the subject and around the school.
2.	Actively lead, model and support the school's mission aims and values as outlined in the school curriculum strategy.
3.	Provide strategic leadership of the subject 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.	Ensure the school's safeguarding duties are met in all areas of work.
8.	Ensure the wellbeing and ambition for students in the school's mission, aims and values is upheld at all times.



Key Responsibilities and Accountabilities	
Specific responsibilities relevant to the role.	
1.	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).
2.	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.
3.	Ensure own teaching is of a consistently high standard to ensure students' progress is in line with the school's targets for individual students.
4.	Implement and embed a highly effective instructional leadership approach to improve the culture, ethos, and quality of teaching and learning across the subject.
5.	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.
6.	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.
7.	Ensure effective attainment tracking processes are in place in all year groups within the subject and any underachievement is swiftly identified and addressed.
8.	Ensure reports to parents are quality assured for accuracy
9.	Ensure there is an accurate, up-to-date and well evidenced self-evaluation in place.

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

Key Responsibilities and Accountabilities	
Evaluation	
1.	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.



Key Responsibilities and Accountabilities

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. |

Key Responsibilities and Accountabilities

Professional development

- | | |
|----|---|
| 1. | Engage with and embed school and subject specific training. |
| 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. |

Key Responsibilities and Accountabilities

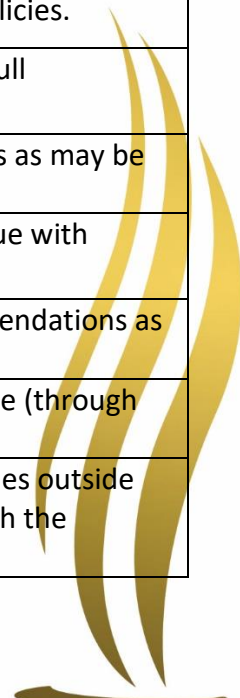
Records management

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|----|--|
| 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. |
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Key Responsibilities and Accountabilities

Pastoral System:

- | | |
|----|---|
| 1. | Act as a Form Tutor to an assigned group of students |
| 2. | Promote the general progress and well-being of individual students 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 students 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 students and keep up-to-date student records as may be required including Form Reviews. |
| 6. | Follow school policy regarding attendance and ensure that there is a regular dialogue with students about their attendance record. |
| 7. | Alert the appropriate staff to problems experienced by students and make recommendations as to how these may be resolved. |
| 8. | Promote the LEARN policy by ensuring that students are Ready to Learn in form time (through checks of equipment, uniform and the Student Planner). |
| 9. | Communicate as appropriate with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff. |



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 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.
6.	Be prepared to flex responsibilities as school and subject needs requires.
7.	Take on lead areas as outlined in the subject improvement plan.
8.	Be willing to contribute to the wider life of the school.
9.	Carry out any such duties as may be reasonably required by the Headteacher



LOWTON CHURCH OF ENGLAND HIGH SCHOOL

Person Specification – Head of Department

				Assessed by:
No:	Categories	Essential/ Desirable	App Form	Interview/ Task
Qualifications				
1.	An honours degree	E	✓	
2.	Degree (2ii or above) in relevant subject	E	✓	
3.	Qualified Teacher Status	E	✓	
4.	Higher Degree	D	✓	
5.	High academic achievement	D	✓	
6.	Evidence of commitment to own professional development	E	✓	✓
Experience <i>(the expectation is that the experience meets the post holder's current stage in their career)</i>				
7.	Experience of leading a team			
8.	Experience of teaching, learning and assessment at KS3/4			
9.	Proven skills when working with a wide range of students			
10.	Experience of being a good/outstanding teacher			
11.	Experience of using data to inform teaching and learning			
12.	Experience of teaching a full GCSE specification			
13.	Evidence of delivering grades 7-9 at GCSE			
14.	Experience in contributing to the curriculum outside of the classroom			
15.	Experience of engaging with wider CPD			
16.	Ability to teach to GCSE standard	E	✓	✓
17.	The ability to create innovative resources and learning opportunities to engage pupils	E	✓	✓
18.	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				
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.	Ability to use ICT and technology in the classroom to deliver engaging lessons and monitor pupil progress effectively	E	✓	✓
24.	Up-to-date knowledge and experience of Safeguarding and Child Protection policies and procedures	E	✓	✓
Personal Qualities				
25.	Commitment to delivering after-school and pre-exam sessions as required as well as enrichment opportunities for learners	E	✓	✓
26.	A strong belief in the value of education in developing citizens	E	✓	✓
27.	Highly organised, literate and articulate	E	✓	✓
28.	Highest levels of professional and personal integrity	E	✓	✓
29.	A strong commitment to inclusion and overcoming barriers to learning and achievement	E	✓	✓
30.	Personal resilience, persistence and perseverance	E	✓	✓
31.	Commitment to the pursuit of continuous professional development by oneself and others	E	✓	✓
32.	Able to maintain confidentiality within the working environment	E	✓	✓
33.	A willingness to contribute to extra-curricular activities/whole school events	E	✓	✓
34.	Actively demonstrate the vision and values of Lowton Church of England High School	E	✓	✓
35.	Commitment to support the school's policies on safeguarding and equality and diversity	E	✓	✓
36.	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.

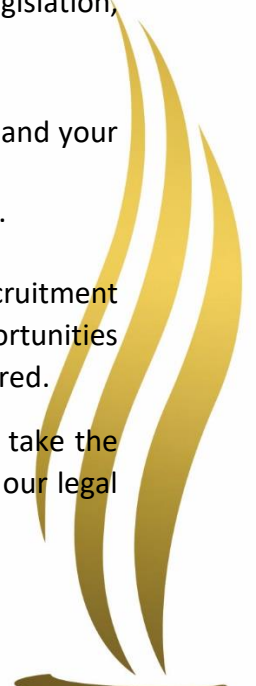
How We Use Your Information

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 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.

