LATHOM
HIGH SCHOOL



CURRICULUM LEADER FOR ENGLISH RECRUITMENT

Work hard,
be kind

LATHOM HIGH SCHOOL

Glenburn Road, Skelmersdale,
Lancashire WN8 6JN

Tel: 01695 725653

Headteacher: Mr P. W. Livesley (BA Hons, NPQH)

Ofsted Good Provider

Dear Colleague

Curriculum Leader for English

I am thrilled to write to you as Headteacher at Lathom with an exciting opportunity as we seek a conscientious, resilient and ambitious Curriculum Leader for English. This is a crucial role in our school; we recognise that English: reading, writing and oracy, has the power to transform lives. Whether you are currently an experienced Curriculum Leader or a dedicated and ambitious individual about to take your first step into subject leadership, you will be supported through collaborative line management, high-quality professional learning and opportunities to develop your leadership expertise. At Lathom, we are committed to a culture of professional trust, reflection and continuous improvement, where colleagues feel valued, supported and empowered to thrive.
The important factor is that the leader joining us drives our students from a journey of betterment to a journey of achievement.

Lathom is an extremely special place to work and the successful candidate will be joining a staff body consisting of professionals who are totally committed to ensuring that we provide the very best Quality of Education at all times. Working together we are able to ensure that our students are fully prepared for their life after Lathom and that they are able to stand ahead of their peers when applying for Further and Higher Education and when entering the world of work. Almost all of our students live in the town of Skelmersdale and we seek leaders and staff who will value our relationship with the community highly and who recognise the importance of partnership, determination and ambition. As an accredited trauma responsive employer and educational provider, we value every member of the staff team and are determined to support wellbeing so that colleagues can thrive and know that they are important and integral to our success.

Our governors, staff and students are PROUD of everything that we have achieved together. Lathom has been recognised by parents and the local community as a place that students thrive leading it to being significantly oversubscribed in for over three years. We are determined to continue the journey of excellence and be an exemplary school, always focused on serving our community and preparing our students for future successes.

Ultimately, we are looking to appoint a dynamic, proactive Curriculum Leader for English with the commitment and drive to further the progress of our students. You will join a committed team of professionals in the department who have a strong focus on developing students' sense of belonging and success, who are determined to provide the very best Quality of Education for all students, and who collaborate, support and inspire others. We are looking for a highly skilled professional who is both inspirational and passionate about providing excellent learning opportunities for all within a school environment committed to achievement and belonging through a trauma informed lens. As you read about Lathom, I trust that you will be encouraged to discover more to gain a real understanding of how we operate and how the school's PROUD values underpin our daily practice and that this, in turn, will be the motivation for your application.

Yours faithfully

Paul W Livesley
Headteacher

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Job title: Curriculum Leader for English

Salary: Leadership Scale L8 – L12

Contract: Permanent, full time

Start: April 2027 (or sooner by mutual agreement)

Why Lathom? Why now?

This is an exciting opportunity to inspire students, work alongside great staff, lead a strong motivated team, and contribute to the wider opportunities we offer our young people.

We are dedicated to impactful CPDL and not only value and support opportunities through our disciplined inquiry approach to professional development, but also support a refreshing approach to whole school, departmental and individual bespoke CPDL opportunities.

Our staff wellbeing is a pillar for our inclusive culture and therefore we are constantly reviewing how best to support all members of the Lathom team, ways in which our organisation can be flexible with the demands of the modern world and ensuring a CALM measured approach to a rapidly changing, fast paced world of education. In this, we currently have several systems in place to support flexible working for all members of staff.

The post holder will lead by example and ensure quality first teaching across the English department and ensure that the curriculum is evaluated and developed continually to meet the needs of all students, regardless of their starting points. The Curriculum Leader for English is responsible for raising standards across the department, making strategic decisions to accelerate student progress and ensuring that appropriate, timely interventions are in place. In creating a strong, collaborative and effective team, the post holder will lead on making sure that school policies are upheld by all members of the English team and that all students enjoy an exceptional learning experience in English.

We seek a leader with strong communication skills, both oral and written, good organisational skills and the ability to meet and set deadlines as appropriate. You will be an innovative and ambitious individual who must employ a wide range of strategies, be enthusiastic, resourceful and keen to ensure the highest possible standards of student achievement.

At Lathom we continually drive forward standards and are passionate about maximising the potential in all our staff and young people. Our caring and nurturing approach to education within and beyond the classroom contributes to what makes our school a special place both to work and to learn. We place great value on the fulfilment and well-being of our colleagues; our successes to date are in no small part down to their hard work, commitment and determination, and our growing student roll enables us to provide opportunities for both personal and career development. The word PROUD is at the heart of everything we do at Lathom.

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To apply for this position please complete an application form and submit a letter of application describing in some detail your experiences and achievements relevant to this position. Please include any other information you feel would be helpful including all those related to the list of essential experiences, skills etc for the post set out in the Person Specification. Your letter of application should be no more than 2 sides of A4 and no smaller than font size 11.

Return your completed application form and letter of application to:
c.brooke@lathom.lancs.sch.uk

Closing Date: 12 noon Tuesday 10 November
Proposed Interview date: w/c 19 November

For an informal conversation regarding this role or to arrange to visit school prior to the closing date, please contact Jenny Hongkins: Deputy Headteacher.

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.

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JOB DESCRIPTION

Job Title: Curriculum Leader for English

Reports to: Headteacher, Deputy Headteacher, SLT Line Manager

Disclosure Level: Enhanced

Pay range: Leadership L8 – L12

Duties and expectations

- Lead staff teaching in the department to foster a sense of 'achievement and belonging' for all through our school PROUD values
- Collaborate with members of staff using expertise and exploiting opportunities to create marked and marginal gains
- Lead and participate in quality assurance practices at departmental and whole school level
- Lead curriculum development within English to ensure positive impact on all students
- Hold all members of staff teaching within the department to account for the sequencing, planning and delivery of English
- Lead assessment within English and ensure that assessments are appropriate and provide the information required to inform interventions
- Explore the potential impact of different educational research, curriculum decisions in English and different approaches to delivery to ensure Lathom students have the best opportunities of success
- Analyse progress data within English to identify trends, strengths and areas for intervention and report these to the department's line manager, Deputy Headteacher and Headteacher

General Responsibilities

- Provide leadership that creates a supportive, innovative and high challenge culture
- Implement strategies for continued improvement, celebrate success and challenge underperformance
- Contribute to the effective operation of the school, including attendance at meetings, events and activities as required
- Produce departmental self-evaluation and development plans
- Propose strategies which will contribute to whole school improvement
- Lead the Appraisal process in English
- Engage in continuous professional development

- Be fully aware of national, LA and whole school initiatives, their aims in delivering school improvement in English and the educational philosophy underpinning them
- Maintain effective relationships with external agencies and associated schools and represent the school at external meetings as appropriate
- Lead and chair designated meetings and CPDL sessions ensuring effective communication, consultation and delegation
- Manage resources creatively, effectively and efficiently to meet the priorities of the school
- Work to ensure the health, safety and welfare of staff and students using a trauma informed approach
- Promote excellent levels of behaviour and high standards of work
- Investigate and deal with incidents of inappropriate behaviour
- Support colleagues involved in disciplinary matters and ensure that staff and students are treated equitably and fairly
- Be responsible for maintaining a CALM purposeful environment in the department and during transitions and social times
- Be responsible for school detentions on a rota basis
- Uphold the values and ethos of the school and all stakeholders
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents, colleagues and Governors at all times

School Ethos and vision
All staff are expected to contribute and promote the **PROUD** values at every opportunity.

Appraisal
We are committed to providing a relevant Appraisal process for all staff. We expect all employees to contribute to the process.

Equal opportunities
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment
This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Absence Management
It is expected all staff adhere to the school's Absence Management Programme.

Contribute to the induction and training of new staff
It is expected all staff assist in the induction of new staff, following where relevant direction by their line manager.

To assist in the evacuation of the buildings in the event of emergencies
It is expected all staff adhere to and keep up to date knowledge of the evacuation procedures.

Other commitment requirements
All staff are expected to use clear and effective tools to aid communication with students and staff. In addition, it is expected all staff contribute to the school and team self-evaluation process.

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Person Specification		
Post Title: Curriculum Leader for English		
Requirements (on the basis of the Job Description)	**Essential (E) Or Desirable (D)**	**To be identified by: Application Form (AF), Interview (I), References (R)**
Qualifications		
Degree in relevant subject area	E	AF, I
Qualified Teacher Status	E	AF, I
Relevant Post-Graduate Qualification(s)	D	AF, I
Skills/Knowledge		
Successful teaching/teaching experience across the full secondary age and ability range, including provision for SEND	E	AF, I, R
Experience of teaching in more than one school	D	AF
Ability to work effectively within a team environment, understanding teaching roles and responsibilities	E	AF, I, R
Ability to lead other staff, including Early Career Teachers where appropriate	E	AF, I R
Good time management and personal organisational skills	E	AF, I, R
Ability to improve their own practice through observations, evaluations and peer review	E	AF, I, R
Ability to create engaging schemes of work for both KS3 and KS4	E	AF, I, R
Excellent subject knowledge and effective classroom presence	E	AF, I
Knowledge and understanding of current educational issues, including national policies, priorities and legislation relating to your subject area	E	AF, I
Ability to use ICT to enhance student learning and to administer professional duties	E	AF, I
Ability to relate well to students, parents and staff	E	AF, I

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Effective communication and exceptional interpersonal skills	E	AF, I
High levels of commitment, enthusiasm and motivation	E	AF, I
Willingness to make a substantial contribution to the school's vision and future development	D	AF, I
Ability to promote and nurture a trauma informed collaborative ethos which underpins all aspects of Life at Lathom	E	AF
Other (include special requirements)		
Commitment to school policies	E	I
Commitment to Equality & Diversity	E	AF, I
Commitment to Health & Safety	E	AF, I
Willingness to engage in extra-curricular activities relating to English or Personal Development including trips	E	AF, I

Note: We will always consider references before confirming an offer in writing.
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