



Candidate information

Key Stage 3 Department

Lead Vacancy



Welcome

Thank you for expressing an interest in the post of **Department Leader for Key Stage 3. (TLR 2.3, £8,219)**

We are looking to recruit an inspirational, tenacious and highly effective Key Stage department lead to be an integral part of the next phase of our development. You will have a passion for teaching, the skills to inspire our students and staff to succeed and the desire to play a central role in our school vision: to ensure that all our students receive the highest quality of education, achieving the very best that they can in a supportive and vibrant school community. West Lancashire Community High School is a place of high expectations where everyone is challenged and supported to flourish and fulfil their aspirations.

West Lancashire Community High School is a vibrant generic learning difficulties school and has previously been inspected by Ofsted and rated good. Our students all have an Education Health Care Plan. We currently have 175 students on roll, students are aged between 11 and 19 years. Our school is organised into three key stages/departments:

Key Stage 3, Key Stage 4, Key Stage 5.

This is an exciting opportunity for an ambitious, committed and aspirational leader wishing to join an extremely effective and supportive team of leaders; and to contribute to the ongoing growth of West Lancashire Community High School as the school continues to flourish and work towards our aim of becoming a Centre of Excellence.

We invite applications from persons with relevant experience, drive and determination. Essentially individuals who are keen to progress within their teaching career and are eager to uphold and instil the school's values and vision within the Key Stage that they will lead.

Closing date for applications: **Monday 13th October 2025 at 9.00 am**

If you decide to apply for the post, the application form, job outline and person specification are available on request from the School Business and Premises Manager. Please return the application form and letter by email to the School Business and Premises Manager: Business.manager@westlancls.lancs.sch.uk

We look forward to hearing from you in the near future.

Lee Fazackerley,
Headteacher

About us

West Lancashire Community High School is a vibrant generic learning difficulties school and has previously been inspected by Ofsted and rated good. Our students all have an Education Health Care Plan. We currently have 175 students on roll, with further plans for expansion, students are aged between 11 and 19 years. Our school is organised into three key stages/departments Key Stage 3, Key Stage 4, Key Stage 5.

At West Lancashire Community High School, we want our students and young adults to be the best they can be within an environment which challenges and supports. We focus upon academic, social and emotional development and progress but equally important to us is the development of independence skills to enable all to achieve, stand out as valued member of their communities and successfully meet the varying demands of an ever-changing society.

It is our dedication to achieving three core principles that allow us to develop students and young adults that are resourceful, resilient and that approach challenges with a 'can do', 'nothing is impossible' attitude. These are:

- Providing the highest quality of specialist teaching and learning experiences for all students and young adults
- Providing a curriculum that meets the needs and aspirations of all students and young adults
- Providing the highest standard of care, support and guidance to allow every student to achieve 'their' success.

We aim to provide an educational experience focused on improving education experiences and outcomes for all by:

- Developing well rounded individuals, that demonstrate greater resilience, determination and strength of character to succeed
- Equipping students and young adults with the skills to access increased opportunities and enhance their life chances
- Insisting on high expectations and challenge
- Developing an aspirational school community
- Engaging all parents and carers.

If you want to find out more about our school, please visit our website www.westlancs.lancs.sch.uk or contact the School Business and Premises Manager to arrange an informal visit: business.manager@westlancs.lancs.sch.uk

Job Description

JOB TITLE: Key Stage 3 Department Lead

GRADE: MPS/UPS plus SEN allowance (TLR 2.3, £8219)

LOCATION: West Lancashire Community High School

RESPONSIBLE TO: Headteacher/SLT/Governors

STAFF RESPONSIBLE FOR: Departmental staff
(teachers & teaching assistants, curriculum management, class management and subject leadership).

DUTIES: The duties outlined in this description are in addition to those covered by the latest School Teachers' Pay and conditions document. It may be modified by the Headteacher with agreement to reflect or anticipate changes to the post, commensurate with the salary and job title.

In contributing to leadership as a member of the Middle Leadership Team the Department Lead will:

- Demonstrate professional behaviours appropriate to being a Middle Leader. This includes sustained support and promotion of the school's philosophy, culture and ethos.
- Within the context of the overall vision formulate and articulate your innovative vision for the development of the department.
- Provide a sense of purpose and direction for the team; be optimistic and promote a 'can do' attitude with both staff and students.
- Keep abreast of educational research and developments.
- Where necessary contribute to the development of whole school policies, implement policies and ensure that the policies within your department are clearly aligned, implemented and regularly reviewed.
- Provide leadership and direction for your department in the procedures and processes of self-evaluation and improvement planning.
- Ensure that all staff engaged in performance management/appraisal in delivering or supporting areas of learning are fully trained and equipped for the purpose.
- Monitor, analyse, evaluate and report upon the effectiveness and performance of your department.
- As appropriate participate in the appointment and professional development of staff within your department.

In respect of the Learning Environment you will:

- Manage the effective display of student work, artefacts and commercial materials to create a visually stimulating and informative learning environment.
- Manage the use of learning and work spaces, adjacent spaces to ensure that they are safe, attractive, clean, tidy and well maintained.

Accountability

- In the first instance you are accountable to a nominated member of SLT for the above role and for any additional specified responsibilities.
- It is envisaged that over time, there may be an opportunity to gain further experience in a range of whole school leadership and management roles. Clearly, these opportunities will be based upon future plans, intentions and priorities and the external demands placed upon us along with individual capacity and the performance of existing roles and responsibilities.

Strategic Leadership

- To be accountable for strategically leading, managing, improving and developing all areas of the Key Stage 3 Department, including partnerships with a range of stakeholders.
- Create an improvement plan for Key Stage 3 in order:
 - To develop and enhance the teaching practice of others, through developing up to date and innovative practice and pedagogy.
 - To ensure the provision of an appropriately broad, balanced, innovative, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies.
 - To raise standards of student outcomes within the department and to monitor, evaluate and support student progress.
 - To ensure the department is fully resourced, through effective budget management, to achieve its aims and objectives.

Strategic Management

- To effectively manage and deploy teaching/support staff, financial and physical resources within the Key Stage 3 department.
- To ensure that Health & Safety policies and practices, including Risk Assessments, throughout the department are in line with national requirements and are updated where necessary, therefore liaising with the School Business and Premises Manager.

Teaching and Learning

- To undertake an appropriate programme of teaching and to coach and/or model good practice with others in the department.
- Ensure continuity and progression in the area by supporting colleagues in choosing the appropriate sequence of teaching and learning methods and setting clear learning objectives through an agreed long and medium-term planning sequencing.
- Evaluate the teaching in the department by the monitoring of teachers' plans and through work analysis, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching.

Leading and managing staff

- Provide clear feedback, good support and sound advice to others.
- Help others to evaluate the impact of their teaching on achieving student EHCP outcomes.
- Ensure that the staff are well informed about policies, plans, priorities and targets for the department and that these are properly incorporated into the school development plan.

Other areas of responsibility

- Support the aims and ethos of the school.
- Support the school's aim in promoting the positive profile of SEN, within the wider community.
- Set a good example in terms of dress, punctuality and attendance.
- Attend and participate in school activities.
- Positively support and contribute to positive links with other schools and agencies.
- Challenge underperformance and set appropriate targets to address this.
- Take part in further training and development in order to improve own practice.
- Where appropriate, take part in the appraisal and professional development of others.
- Manage own workload and that of others to allow an appropriate work/life balance.
- Personal reading to keep up to date with current issues, developments and new resources.
- Other duties in line with the role, as appropriate.
- Work within the Code of Practice relating to Special Educational Needs.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of students, including sharing concerns where necessary.
- Promote the safeguarding of all students in the school.

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.

Person Specification

Note: Candidates failing to meet any of the essential criteria will automatically be excluded.

[A] TRAINING AND QUALIFICATIONS

	Essential or Desirable	Evidence
Qualified teacher status	E	A
Degree	E	A
Recent participation in a range of in-service training (that has impacted on your practice)	E	A/I
Leadership and Management qualification (or willingness to undertake within 12 months of appointment.	E	A/I
Recent experience of line management duties at middle manager level	D	A/I

[B] EXPERIENCE OF LEADERSHIP, MANAGEMENT AND EDUCATIONAL INSIGHT

	Essential or Desirable	Evidence
TEACHING EXPERIENCE		
In a similar school	E	A/I
Experience across a range of SEN and learning ability	E	A/I/L
Experience of working with secondary aged students	E	A/I/L
Experience of working with young adults (aged 16-19)	D	A/I/L
Experience of working with students on the autistic spectrum	E	A/I/L
Experience of working with students with PMLD	D	A/I/L
LEADERSHIP AND MANAGEMENT EXPERIENCE		
A SEND/T&L area of particular strength supported by additional studies and/or projects	D	A/I/L
Middle management experience	D	A/I/L
SEND/T&L trainer delivery experience internally to colleagues or to mainstream counterparts	D	A/I/L

[C] PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

	Essential or Desirable	Evidence
Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to phase		
Student's early educational development	E	A/I/L/R
Curriculum and assessment, including subjects and cross curricular aspects	E	A/I/L/R
Effective teaching and learning strategies	E	A/I/L/R
School improvement strategies, including use of comparative data to set targets	D	A/I/L/R
Local and national policies, priorities and statutory frameworks	D	A/I/L/R
Application of ICT to teaching, learning and management	E	A/I/L/R

Knowledge of a specialist areas of SEND, for example, autism, medical needs; communication difficulties; sensory; physical	E	A/I/L/R
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[D] PERSONAL SKILLS AND ATTRIBUTES

	Essential or Desirable	Evidence
Applicants should be able to provide evidence that they have the necessary personal skills and attributes required by the post		
Positive approach to working	E	I/R
Established Leadership and Management style	D	I/R
Positive communication	E	I/R
Advanced inter-personal skills	E	I/R
Ability to prepare and deliver SEND/T&L training to colleagues both within our setting and to mainstream partners	E	I/R
Ability to prioritise time effectively	E	I/R
Self-confidence, presence and enthusiasm	E	I/R
Commitment and integrity	E	I/R
Versatile and solution focused	E	I/R

[E] APPLICATION FORM AND LETTER

The application form should be fully completed and free from error(s). The letter should be clear and concise and related to the specific post. This should be Arial size 10 and a maximum of two sides of A4.

[F] CONFIDENTIAL REFERENCES AND REPORTS

	Essential or Desirable
References should provide a strong level of support for relevant professional and personal knowledge, skill and abilities referred to above	E
Positive recommendation for the post	E