



**DROITWICH SPA
HIGH SCHOOL**
AND SIXTH FORM CENTRE

PROSPECTIVE COLLEAGUE PACK

2023





**DROITWICH SPA
HIGH SCHOOL
AND SIXTH FORM CENTRE**

Have a
Mind
to be
Kind

Life. Changing. Learning.

WELCOME FROM THE HEADTEACHER



Dear Prospective Colleague,

I am writing this document in my final week as Deputy Headteacher at DSHS. After Easter I will be Headteacher, following Natalie Waters, who has led this school successfully for fifteen years.

Natalie leaves our community with something that, particularly in the current climate, is priceless: we have a team of teaching and support staff who are talented, committed and determined to support one another. We have subject specialists in every role, many of whom are capable of delivering stretching curricula to capable, bright Sixth Formers. We have a great blend of experience and new blood across all levels of the school. We have leaders very early in their career on SLT and we also have colleagues with vast experience in a whole host of roles, sometimes accrued elsewhere and sometimes developed here over a longer period. We have a brilliant cohort of ECT1s and ECT2s and others early in their careers, who have been supported exceptionally well by our Professional Mentor and their department mentors too. This is all, of course, not a coincidence or an accident; it is a product of Natalie's kind, supportive and inspiring leadership. I have been lucky enough to see nearly all of her fifteen years and I am, therefore, under no illusion as to the value of what I inherit and how I must treasure and protect it with my own kindness, empathy and compassion.

However, the governors and my colleagues and I know that there is work to be done. Like many schools, our attendance is lower than it was pre-pandemic and is not recovering quickly enough. We are finding that some students' (particularly those from disadvantaged backgrounds) attitudes towards education are preventing them from accessing the curriculum and making good progress and we need to find new ways of engaging them.

Lots of schools are in challenging positions, whether that be with deprivation, funding or staff recruitment and retention but I hope that you find the candour above refreshing. I hope that you begin to anticipate that if you are successful in your application to work with us, there is a significant opportunity to make a tangible difference to the lives of young people in this town. We are really well poised to do this for several reasons:

- As above, we have a talented and committed teaching and support staff. Our curriculum intent is robust and well considered and we are making good progress with the pedagogy behind the delivery of it.
- We have a thriving House system that we use effectively to create a sense of belonging, ambition, identity, competitiveness and a culture of celebrating progress and excellence. It has become a hallmark of our school and our Heads of House work tirelessly with their families to ensure students continue

to feel happy and safe in school, are challenged when things haven't gone well and praised when they have. Students' personal development, in particular the willingness to be kind, compassionate and altruistic something we place great value in and our tutor time, PSHE and pastoral programmes reflect this. We have exciting and challenging leadership opportunities for students (with more planned too) as well as an abundance of extra-curricular opportunities, including several abroad. These all contribute to a grateful and engaged student body.

- Our intake is genuinely comprehensive and we play up to that. We take just as much pride in our Oxbridge and Russell Group acceptances as we do in enabling students who find the social side of school and/or academic work challenging to find meaningful destinations post 16.
- We have an excellent SEND team, who are relentless in their pursuit of ensuring that everyone receives a quality education that is matched to their needs.
- We have subtly adapted our leadership team from Easter so that we now have two Deputy Headteachers, one focussed on Students' Attitudes, Behaviour and Wellbeing and one on Curriculum, Teaching and Learning and Staff Development. My colleagues and I are really excited by this and expect that we will make significant progress in the coming terms, with a laser focus on improving all aspects of the school's work. High quality, research based, collegiate CPD is going to be essential and I have every confidence that we are ready to deliver it whilst retaining an appropriate workload for all.
- We have a strong Sixth Form where students make positive contributions to the ethos and culture of lower school and serve as wonderful role models to younger year groups.
- We enjoy the support of lots of local institutions who provide us with alternative curriculum opportunities, careers advice and guidance mentoring and work experience opportunities too. We are also a PIXL school, which regularly provides us with high quality CPD opportunities as well as ways to reduce workload.
- We like that we are a single academy trust; we focus on the needs of the children and families in this town as our single priority and we encourage our staff to do this in creative, individual ways and approaches.

I hope the above gives you a sense of the culture and ethos we currently have and want to continue to grow. Working with young people will always be challenging but here you will be respected, well supported and valued. I am acutely aware of the workload challenges facing teachers in all schools and we will continue to be sensitive and proactive with our response. You will receive high quality CPD (including the offer of a suite of leadership qualifications) and may, if you wish, seek internal promotion with us as so many of my colleagues have done.

On the following pages there is some more detail about the local area, how the curriculum is organised, what our demographic is like, our exam results etc. However, if you still have any questions about a role please don't hesitate to get in touch. We can, if you like, organise a tour of the school too. We understand that

this isn't always possible for candidates though so please don't feel that you will be judged negatively if you don't ask for one.

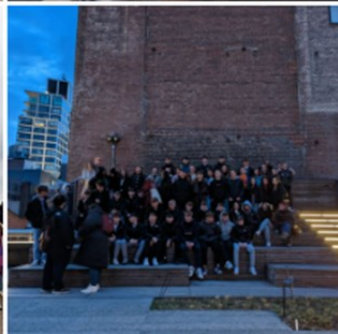
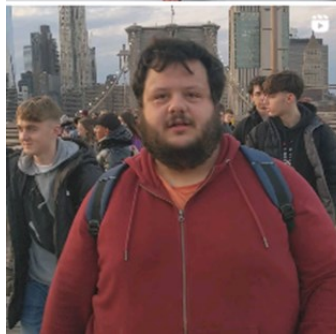
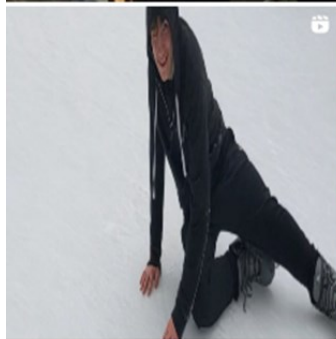
Yours sincerely,

JM Brook

Jonathan Brook
Headteacher

PS... we have included photos on the following pages that, at the time of writing, are the very latest ones on the school Instagram (@dshsinsta) by way of evidencing some of the things I have written above.





THE PHOTOS

On page 5 (left to right in rows):

- Y10 History Trip to Conwy Castle.
- Y10 Silver Duke of Edinburgh expedition.
- Forest School students planting new trees around the school site.
- Y9 Bronze Duke of Edinburgh expedition (seventy students on this programme!)
- An example of a lunchtime house competition—Connect 4.
- Liam in Year 9 attending a wellbeing project (alongside others) at a local care farm.
- History department trip to RAF Cosford,
- Mr Brown presenting a Finnley with the Historian of the Week award.
- Our dance groups went to the 'Move It' Dance Convention in London.

On the adjacent page (left to right in rows)

- Y8 and Y9 attending the Mock Trial Competition (on a Saturday!)
- Ollie Moss in Year 12 is that week's Historian of the Week.
- A football fixture against Bromsgrove School.
- Our Year 12s at the 'What University' and 'What Career' exhibition at the NEC.
- World Book Day! In this picture we have Mr Millicheap and Miss Hunt from DT (and it is becoming quite a tradition for staff to dress up!)
- The remainder are from our Sixth Form visit to New York. Bottom left is Mr Pope, our super talented KS5 Maths leader, leading the group across Brooklyn Bridge.

ABOUT THE TOWN AND THE SCHOOL

THE TOWN OF DROITWICH SPA

The town of Droitwich Spa has an historic past and a vigorous present. It still has signs of the former spa facilities and has an old quarter of considerable character. There is a range of employment in modern light industries as well as commuting to other parts of the West Midlands. The town has very good links to the motorway network: cities such as Birmingham, Coventry, Oxford or Cheltenham/Gloucester are within an hour's drive.

Also close by are some of the most beautiful parts of the English Midlands. The Malvern Hills, the Teme Valley and the Vale of Evesham are all highly accessible from Droitwich.

THE SCHOOL

Droitwich Spa High School is an single academy trust and the only secondary school in the town. We currently have just over 1,050 students in Years 8–11 and a further 200 in the Sixth Form. Each year we take about approximately 270 children from two middle schools; these in turn draw from ten first schools within the town and its surrounding villages.

The school takes pride in being truly comprehensive; there are very few young people in this community who are not on roll with us. Slightly more 25% of students (very close to national averages) have Pupil Premium status. Our number of children with SEN is broadly in line with national averages (for EHCP and also for K status). Our student body has few students from BAME backgrounds but numbers are slowly rising. At present only 3.3% students are EAL (national average is 17.5%).

The school opened in the 1970s with several further buildings having been added in recent years. The grounds include extensive playing fields and many mature trees. Over £5m has been invested in our site in the last few years, the latest being an entire window replacement programme. Our internal decoration is smart and the facilities are comfortable across the whole site.

OUR STAFF

We employ approximately 200 teaching and support staff. Each student and every member of staff belongs to a House. We place great store in the fact that everyone is involved in the house system, working within competing communities to uncover and reward the best in each of us.

Our pastoral team is large. On top of Heads of House (with relatively few timetabled lessons), we have lots of talented and dedicated support staff who are on hand ready to support our young people. We have specialist SEMH mentors, restorative practitioners and family liaison officers.

We have a lot of part time staff in both the teaching and support staff; we are committed to offering flexible working when and where we can.

Nearly every member of the teaching staff has a tutor group. We have a well resourced Tutor and PSHE programme. Tutor groups are organised according to year groups but within each tutor group every member is in the same house. Responsibility for the ethos of each house, along with its members' behaviour and their achievements, lies initially with the Head of House.

OUR STRUCTURES, WORKING ROUTINES AND CURRICULUM

We have 25 one hour lessons a week, organised into a 50 period fortnight. There is, however, very little variation between week A and week B.

A full time teacher with no TLR would be expected to teach 43 periods a fortnight, which is generous and below the minimum requirement. Everything is then pro-rata'd for part timers. Those who hold TLRs have an additional allowance of PPA time appropriate to their responsibilities. Most staff are tutors, either in Year 8, 9, 10, 11 or the Sixth Form.

Each department is led by a Head of Department. In some departments there are additional TLR holders. Nearly all departments are line managed by the Headteacher or the Deputy Headteacher (Curriculum, Teaching and Learning and Staff Development).

We are proud of the breadth and purpose of our curriculum. We have not shaped it to exploit loopholes in performance table calculations but are guided strongly by the principle of providing a range of appropriate courses for every student. Students may adjust their curriculum between Year 8 and 9 according to their preferences in technology, art and music. Then, on moving from Year 9 to 10, they make their GCSE choices, selecting four optional subjects. The Sixth Form has an especially impressive range of choice at Level 3, with around 30 subjects (most A Levels) currently offered.

Those who find traditional academic work challenging are offered opportunities which are positive and purposeful; there is also good quality SEND input into the curriculum.

We use Arbor as our MIS and use Microsoft 365 extensively. We were an early-adopter and hold Arbor Ambassador status. We have our own, in house-developed student app which pulls the power of Arbor and our House system together; students can see their timetable, praise points, homework etc. alongside all the extra curricular opportunities that the House system provides.

RECRUITMENT AND SELECTION POLICY

INTRODUCTION

The School is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. We are also committed to providing a supportive and flexible working environment for our staff. We recognise that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre.

The aims of the School's recruitment policy are as follows:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- To ensure that all job applicants are considered equitably and consistently;
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious or philosophical belief, sex or sexual orientation, pregnancy or maternity, gender re-assignment, marital or civil partnership status, disability or age;
- To ensure compliance with all relevant recommendations and guidance;
- To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

RECRUITMENT AND SELECTION PROCEDURE

All applicants for employment will be required to complete an Application Form containing questions about their academic and employment history and their suitability for the role. Incomplete Application Forms will be returned to the applicant where the deadline for completed Application Forms has not passed.

Curriculum Vitae will not be accepted in place of the completed Application Form.

Applicants will receive a Job Description and Person Specification for the role applied for.

The applicant may then be invited to attend a selection process which will include a formal interview at which his/her relevant skills and experience will be discussed in more detail.

If it is decided to make an Offer of Employment following the formal interview, any such offer will be conditional on the following:

- The agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment;
- The receipt of a minimum of two references (one of which must be from the applicant's most recent employer) which we consider satisfactory;
- The receipt of a Disclosure from the Disclosure and Barring Service with which we are satisfied;

- The receipt of a satisfactory medical questionnaire; and
- The receipt of satisfactory evidence of the right to work in the UK.
- Proof of relevant required qualification

If the offer is accepted and the above conditions are satisfied, the applicant will be issued with a Contract of Employment as confirmation of employment.

PRE EMPLOYMENT CHECKS

In accordance with the recommendations of the Department for Education the School carries out a number of pre-employment checks in respect of all prospective employees.

VERIFICATION OF IDENTITY AND ADDRESS

All applicants who are invited to an interview will be required to bring the following the evidence of identity, address and qualifications:

- Current driving licence (including photograph) or passport or full birth certificate; and
- Two utility bills or statements (from different sources) showing their name and home address; and
- Documentation confirming their National Insurance number (P45, P60 or National Insurance card); and
- Documents confirming any education and professional qualifications referred to in their Application Form.

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (eg marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

REFERENCES

References will be taken up on shortlisted candidates prior to interview.

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the Job Description and Person Specification for the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

- The application's dates of employment; salary, job title/duties, reason for leaving, performance, sickness and disciplinary record;
- Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in

which the disciplinary sanction has expired);

- Whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.

We will only accept references obtained directly from the referee and we will not rely on references or testimonials provided by the applicant or on open references or testimonials.

We will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

CRIMINAL RECORDS CHECK

Due to the nature of the work, we apply for a Disclosure from the Disclosure and Barring Service (“DBS”) in respect of all prospective staff members, governors and volunteers.

There are two types of Disclosure that the School may apply for depending on the nature of the position:

- a) Enhanced Disclosure – for positions in the School which do not involve “regulated activity”.
- b) Enhanced Disclosure with list check – for positions in the School which involves “regulated activity”. Most positions in the School will fall within this category. This will also involve a check of the Children’s Barred List (formerly List 99).

Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a Disclosure, if one is available in the relevant jurisdiction(s).

We expect supply/temporary worker agencies/contractors to carry out checks with the DBS on their personnel and will require evidence of satisfactory checks.

ENGLISH LANGUAGE REQUIREMENT FOR PUBLIC SECTOR WORKERS

The school will ensure that, in accordance with Part 7 of the Immigration Act 2016, all staff working in customer-facing roles speak fluent English to an appropriate standard. The government code of practice sets out what Authorities need to take into account in order to comply with this duty.

STATEMENT ON EQUAL OPPORTUNITIES

Droitwich Spa High School and Sixth Form Centre School is committed to the fair treatment of its staff and potential staff regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability.

We actively promote equality of opportunity for all and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications and experience.

DISCLOSURE AND BARRING SERVICE CHECKS

The school uses the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust. In doing this we comply with the DBS Code of Practice and undertake to treat all applicants fairly. We undertake not to discriminate unfairly against an applicant on the basis of a conviction or other information revealed in DBS check.

We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Further information on the DBS can be found on: www.homeoffice.gov.uk/dbs.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar an applicant from working with us. This will depend on the nature of the position and the circumstances and background of the offences. This written policy on the recruitment of ex-offenders, is made available to all applicants at the outset of the recruitment process.

JOB APPLICANT PRIVACY NOTICE

The School is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. This privacy notice sets out, in line with GDPR, the types of data that we collect and hold on you as a job applicant. It also sets out how we use that information, how long we keep it for and other relevant information about your data.

DATA CONTROLLER DETAILS

The School is a data controller, meaning that it determines the processes to be used when using your personal data. Our contact details are as follows:

Droitwich Spa High School and Sixth Form Centre, Briar Mill, Droitwich, WR9 0AA

DATA PROTECTION PRINCIPLES

In relation to your personal data, we will:

- process it fairly, lawfully and in a clear, transparent way
- collect your data only for reasons that we find proper for the course of your potential employment in ways that have been explained to you
- only use it in the way that we have told you about
- keep your data for only as long as we need it
- process it in a way that ensures it will not be used for anything that you are not aware of or have consented to (as appropriate), lost or destroyed

TYPES OF DATA WE PROCESS

We hold many types of data about you, including:

- your personal details including your name, address, date of birth, email address, phone numbers
- gender
- marital status
- whether or not you have a disability
- information included on your application including references, education history and employment history
- DBS information

HOW WE COLLECT YOUR DATA

We collect data about you in a variety of ways including the information you would normally include in your job application cover letter, or notes made by our staff during your interview. Further information will be collected directly from you when you complete forms at the start of your employment.

In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references. Such data is kept securely within the School's HR recruitment files and IT systems.

WHY WE PROCESS YOUR DATA

The law on data protection allows us to process your data for certain reasons only:

- in order to perform the employment contract that we are party to
- in order to carry out legally required duties
- where something is done in the public interest.
- in order for us to carry out our legitimate interests

- to protect your interests

All of the processing carried out by us falls into one of the permitted reasons.

Generally, we will rely on the first three reasons set out above to process your data. We need to collect your data to ensure we are complying with legal requirements such as:

- Safeguarding requirements
- making decisions about who to offer employment to
- making decisions about salary and other benefits
- assessing training needs
- dealing with legal claims made against us

If you are unsuccessful in obtaining employment, your data will not be used for any reason other than in the ways explained in relation to the specific application you have made.

SPECIAL CATEGORIES OF DATA

As part of our recruitment process we also ask for some Special categories of data are data relating to you and these may include:

- health
- sexual orientation
- ethnic origin

We must process special categories of data in accordance with more stringent guidelines. Most commonly, we will process special categories of data when the following applies:

- you have given explicit consent to the processing
- we must process the data in order to carry out our legal obligations
- we must process data for reasons of substantial public interest
- you have already made the data public.

We will use your special category data:

- for the purposes of equal opportunities monitoring
- to meet our duties with regard to safeguarding

We do not need your consent if we use special categories of personal data in order to carry out our legal obligations or exercise specific rights under employment law. However, we may ask for your consent to allow us to process certain particularly sensitive data. If this occurs, you will be made fully aware of the reasons for the processing. As with all cases of seeking consent from you, you will have full control over your decision to give or withhold consent and there will be no consequences where consent is withheld. Consent, once given, may be withdrawn at any time. There will be no consequences where consent is withdrawn.

CRIMINAL CONVICTION DATA

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. We use criminal conviction data in the following ways:

- Safeguarding and safer recruitment procedures

We process this data because of our legal obligation to meet our safeguarding requirements as defined by the Department of Education.

IF YOU DO NOT PROVIDE YOUR DATA TO US

One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst you are under no obligation to provide us with your data, we may not be able to process, or continue with (as appropriate), your application.

SHARING YOUR DATA

Your data will be shared with colleagues within the School where it is necessary for them to undertake their duties with regard to recruitment. This includes, for example, the HR department, those in the department where the vacancy is who are responsible for screening your application and interviewing you, the IT department where you require access to our systems to undertake any assessments requiring IT equipment. In some cases, we will collect data about you from third parties, such as employment agencies. We do not share your data with bodies outside of the European Economic Area.

PROTECTING YOUR DATA

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. Please refer to our Data Protection, Data Breach and Retention Policies for more details, these can be found on our Website at www.droitwichspahigh.worcs.sch.uk

HOW LONG WE KEEP YOUR DATA FOR

In line with data protection principles, we only keep your data for as long as we need it. This will depend on whether or not you are successful in obtaining employment with us.

If your application is not successful and we have not sought consent or you have not provided consent upon our request to keep your data for the purpose of future suitable job vacancies, we will keep your data for 6 months once the recruitment exercise ends.

If we have sought your consent to keep your data on file for future job vacancies, and you have provided consent, we will keep your data for 12 months once the recruitment exercise ends. At the end of this period, we will delete or destroy your data, unless you have already withdrawn your consent to our processing of your data in which case it will be deleted or destroyed upon your withdrawal of consent.

If your application is successful, your data will be kept and transferred to the systems we administer for employees. We have a separate privacy notice for employees, which will be provided to you.

AUTOMATED DECISION MAKING

No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement).

YOUR RIGHTS IN RELATION TO YOUR DATA

The law on data protection gives you certain rights in relation to the data we hold on you. These are:

- the right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice
- the right of access. You have the right to access the data that we hold on you. To do so, you should make a subject access request
- the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it
- the right to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it
- the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct
- the right to portability. You may transfer the data that we hold on you for your own purposes
- the right to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests
- the right to regulate any automated decision-making and profiling of personal data. You have a right not to be subject to automated decision making in way that adversely affects your legal rights.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact The HR and Administration Manager who is the School's appointed chief privacy officer in respect of its data protection activities and can be contacted at Droitwich Spa High School and Sixth Form Centre, Briar Mill, Droitwich, WR9 0AA or by email at privacy@droitwichspahigh.worcs.sch.uk

MAKING A COMPLAINT

The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO.

DATA PROTECTION OFFICER

The School's Data Protection Officer is the Governance Manager who can be contacted at Droitwich Spa High School and Sixth Form Centre, Briar Mill, Droitwich, WR9 0AA or by email at privacy@droitwichspahigh.worcs.sch.uk .

