DROITWICH SPA HIGH SCHOOL AND SIXTH FORM CENTRE



PROSPECTIVE COLLEAGUE PACK

2026


SUCCESS
BE RESPECTFUL
BE KIND
BE READY

WELCOME FROM THE CO-HEADTEACHERS





Dear Prospective Colleague,

Thank you for your interest in joining Droitwich Spa High School. We are delighted you are considering becoming part of our team – and you would be most welcome to visit us to see for yourself what makes our school such a special place to work.

At DSHS, we are proud of our talented and dedicated staff team. Whether in the classroom or behind the scenes, our colleagues share a deep commitment to each other and to the community we serve. Our teaching staff are subject specialists who bring ambition and expertise to every lesson – from inspiring Key Stage 3 learners to stretching our brightest Sixth Formers (whose exceptional results make us one of Worcestershire's highest attaining Sixth Forms). Across the school, we have a healthy mix of experienced colleagues and fresh perspectives. Many of our leaders began their journey here, including members of our Senior Leadership Team, while others have joined us from different settings, enriching our culture. We have retained every Early Career Teacher from the last three years – a testament to the strength of our mentoring, the quality of our professional development, and the clear pathways we offer for career progression.
Our professional services team is equally exceptional – highly skilled, experienced, and deeply valued for the vital role they play in supporting great education.

This strength does not happen by chance. It comes from a culture of mutual respect, high expectations, and shared values. Our whole community – students and staff alike – live by the principles of being **Ready, Kind, and Respectful**. For our students, that means being punctual, prepared, and open to challenge. For our Staff, it means being ready to teach brilliantly, ready to develop through high-quality CPD, and ready to support one another.

Our House system underpins much of this. Each House is its own community, creating belonging, ambition, and healthy competition. It is one of our school's hallmarks — our Heads of House work tirelessly to ensure every student feels supported, valued, and celebrated.

We have made deliberate choices to create a positive, professional environment for staff too. We have:

- **Replaced performance targets based on exam results** with ones focused on professional growth and meaningful CPD.
- **Built a CPD programme** that staff regularly describe as high-quality, practical, and genuinely developmental.
- **Rebalanced workload**, recognising that quality teaching the first-time round matters more than piling on extra interventions.
- **Given staff dedicated weekly time** to contact parents — to share good news and maintain strong relationships.
- **Protected teaching time** (43 hours per fortnight for a full-time colleague without a TLR) and reduced departmental leadership loads.
- **Collaborated with staff and unions** to shape a manageable school calendar and act on constructive feedback.
- **Centralised detentions** for higher-level issues to ease pastoral workload.
- **Committed to evidence-based marking and assessment**, focused on impact, not box-ticking.
- **Expanded our attendance team**, so absence does not derail teaching and learning.
- **Continued our generous approach to family commitments**, recognising that life outside school matters too.

We are proud that our community places such faith in us — our Year 8 intakes for 2024 and 2025 have been oversubscribed. Our students are truly comprehensive: they come from a rich mix of backgrounds across Droitwich, from areas of deprivation to more rural and affluent communities. Our recent **Challenge Partners** review praised students as *"polite, well-mannered and keen to engage,"* while **Ofsted (Good in all areas, February 2024)** noted our *"calm and orderly*

environment" and the warmth of relationships across school. They also commended our strong SEND support and inclusive approach.

We are equally proud of the breadth of success our students achieve — from Oxbridge and Russell Group destinations to helping those who find school life more challenging to thrive and find meaningful pathways.

Looking ahead, we are excited to continue levelling up outcomes between disadvantaged and non-disadvantaged students — and we would love to work with colleagues who share that passion. We are also focused on further embedding our **Be Ready, Be Kind, Be Respectful** culture, improving attendance, and ensuring our curriculum continues to shine across every department.

Working in schools is never without its challenges, but here you will be respected, supported, and trusted. You will receive high-quality CPD and have space to grow your career — with a leadership team that listens and a community that values what you do.

If you would like to visit, or just have a chat about what we offer, please contact **Jeanette Lowe**, our HR Manager and PA, at **jobs@droitwichspahigh.worcs.sch.uk** or call **01905 774421**.
We would love to meet you.



Warm regards,
Claire Moss & Gemma Lloyd Davies
Co-Headteachers, Droitwich Spa High School















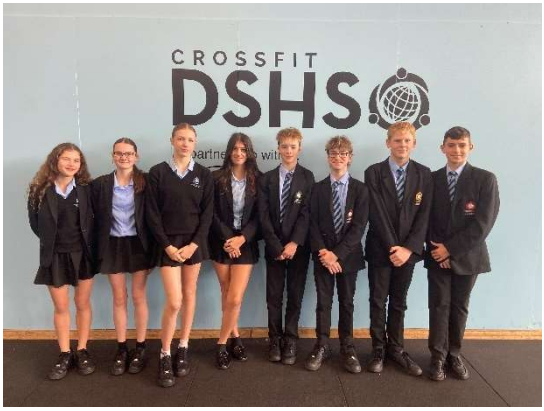

@dshsinsta
We also have some department Instagram accounts too. Check out @dshs_design, @dshs.art, @dshs_pe, dshs6thforminsta and @dshsdance for more photos specific to their departments.

About Droitwich Spa

Droitwich Spa is a historic Worcestershire market town that perfectly blends heritage with a vibrant modern life. Once famous for its natural salt springs and spa facilities, the town still celebrates that history through its beautiful old quarter and welcoming local character.

Today, Droitwich offers an excellent quality of life. It is a friendly, community-minded place with a vast range of shops, cafés, restaurants, and leisure facilities — including a popular lido, sports clubs, and scenic parks. The town also benefits from a strong local economy with a mix of light industry, independent businesses, and easy access to larger employment centres across the West Midlands. Transport links are superb. The M5 is just minutes away, putting cities such as Birmingham, Coventry, Oxford, and Cheltenham/Gloucester all within an hour's drive. Rail links to Worcester and Birmingham are frequent and reliable, making commuting straightforward.

For those who enjoy the outdoors, Droitwich is surrounded by some of the most picturesque landscapes in the Midlands. The Malvern Hills, the Teme Valley, and the Vale of Evesham are all within easy reach — perfect for walking, cycling, or simply taking in the countryside.

With its keen sense of community, affordable housing, and excellent connections, Droitwich Spa is a wonderful place to live, work, and build a fulfilling life both inside and outside of school.

About Droitwich Spa High School

Droitwich Spa High School is a single academy trust and the only secondary school serving the town. We currently educate just over 1,050 students in Years 8–11 and around 200 in our thriving Sixth Form. Each year, approximately 270 students join us from two local middle schools, which in turn draw from ten first schools across Droitwich and its surrounding villages.

Our lower school is proudly comprehensive — nearly every young person aged 12–16 in the local community is part of our school. Around a quarter of our students are eligible for Pupil Premium, in line with national averages, and the proportion of students with SEND (both EHCP and K status) also reflects national figures. While our student population has historically had few pupils from minority ethnic backgrounds, this diversity is gradually increasing. Currently, 3.3% of our students have English as an Additional Language (compared with the national average of 17.5%). The school was originally built in the 1970s and has been steadily modernised over time. Our spacious site features extensive playing fields, mature trees, and well-kept outdoor areas that give the campus a calm, open feel. In recent years, more than £5 million has been invested in upgrading facilities, including a full window replacement programme. Inside, our learning spaces are well presented, comfortable, and well equipped to support high-quality teaching and learning.

Our Staff

At Droitwich Spa High School, our people are our greatest strength. We are proud to employ around two hundred exceptional colleagues across our teaching and professional services teams — individuals who bring talent, care, and commitment to everything they do. Together, we create a school where collaboration, trust, and shared purpose drive success.

Every member of staff belongs to one of our Houses, alongside the students. This is more than a structure — it is the heartbeat of our community. Our House system builds belonging, encourages friendly competition, and gives everyone the chance to contribute, celebrate achievements, and support one another.

Pastoral care is a real hallmark of our school. Our Heads of House, all part of the Senior Leadership Team, have lighter teaching timetables so they can focus fully on student wellbeing. They are supported by a highly skilled pastoral team, including SEMH mentors, pastoral support workers, and attendance officers. Together, they ensure that every young person feels safe, valued, and supported to reach their potential.

We also recognise that great schools depend on happy, balanced staff. Many of our colleagues work part-time, and we are genuinely committed to flexible working wherever possible. We want our staff to thrive — both professionally and personally.

Almost all teachers take on a tutor group, supported by a well-resourced tutor and personal development programme. Tutor groups are organised by year, but every tutor and student belong to the same House, helping to build strong, consistent relationships across the school. Heads of House lead on the culture, wellbeing, and success of their communities — supported by teams who care deeply about making a difference every day.

At DSHS, you will find a staff culture built on respect, teamwork, and kindness — a place where you can grow your career, feel valued, and help shape the future of a thriving school community.

Our Structures, Working Routines and Curriculum

Our school operates on a clear and well-balanced timetable of 25 one-hour lessons each week, structured into a 50-period fortnight — with minimal variation between Week A and Week B. This consistency helps staff plan effectively and maintain a healthy rhythm of teaching, preparation, and reflection.

A full-time teacher without a TLR teaches forty-three periods per fortnight — a generous allocation that sits below national expectations and reflects our commitment to staff

wellbeing and work–life balance. Part-time colleagues have their hours carefully pro-rated, and staff with additional responsibilities receive enhanced PPA time to match their leadership roles. Most teachers also serve as tutors, supporting students in Years 8–11 or in the Sixth Form, strengthening relationships and continuity of care.

Each department is led by a Head of Department, with some areas supported by additional TLR holders. Departments are line-managed directly by the Senior Leadership Team, ensuring clear communication, accessible leadership, and a supportive professional network.

We are proud of the breadth, balance, and integrity of our curriculum. It is deliberately designed to meet the needs and ambitions of our students — not to chase performance table measures. Our curriculum offers choice, challenge, and opportunity for every learner. Students first make creative choices between Year 8 and Year 9 in areas such as technology, art, and music, before selecting four option subjects for GCSE study as they move into Year 10.

Our Sixth Form is a particular strength, offering around 30 Level 3 courses (predominantly A Levels) that give students a rich and varied academic experience. For those who find traditional academic routes more challenging, we offer alternative, purposeful pathways that lead to positive destinations — supported by strong SEND provision woven throughout the curriculum.

Technology plays a key role in supporting staff and students alike. We were early adopters of Arbor and are proud to hold Arbor Ambassador status. We also make extensive use of Microsoft 365 for collaboration and resource sharing. Our in-house developed student app brings everything together — timetables, homework, praise points, and House system updates — all in one place. At DSHS, our structures are designed to make great teaching sustainable. We prioritise staff wellbeing, encourage innovation, and ensure that professional growth is part of everyday life. With thoughtful timetabling, clear systems, and strong leadership, our colleagues can focus on what really matters: delivering excellent learning and supporting every student to thrive.

RECRUITMENT AND SELECTION POLICY

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, 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 based on 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 qualifications

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 several 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 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 (e.g. 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/does 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 applicant'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") with respect to 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 involve "regulated activity". 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 consider complying with this duty.

STATEMENT ON EQUAL OPPORTUNITIES

Droitwich Spa High School and Sixth Form Centre is committed to the fair treatment of its staff and potential staff regardless of race, gender, religion, sexual orientation, responsibilities for dependents, 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 based on 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 about any offences or other matters 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 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 to about 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 in your application including references, education 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 and 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:

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

- to protect your interests

All 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 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 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 regarding safeguarding

We do not need your consent if we use special categories of personal data 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 appropriately), 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 regarding 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 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 based on 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 to 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 to 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 can 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 to about 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 on 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.


Enzymes