



# Hawley Hall High School

# Recruitment Pack



**HAWKLEY HALL HIGH SCHOOL**

**CARR LANE**

**WIGAN**

**WN3 5NY**

Tel 01942 204640

September 2018

Dear Colleague,

**Post: Lead Practitioner – Maths with whole school responsibility for Pupil Premium**

Thank you for your interest in this post. To help you decide if the job would suit you please read through the recruitment pack, which we hope will give you a flavour of what the school is about and of what we expect from the successful candidate.

Hawley Hall is a school with a very positive outlook and a 'can-do' approach amongst staff and students. A strong learning culture is evident because there is an acknowledgement that we are all learners and we can all improve.

The school buildings are very modern and attractive and the site as a whole forms a very pleasant working environment. The school is a happy community with a calm and caring atmosphere. Our discipline policy is based on mutual respect between all members of the community, and the fundamental principle that teachers have the right to teach and students have the right to learn.

If, after having read the enclosed information, you decide that you wish to apply to become a member of our thriving and successful community, please complete an application form, attach a cv and submit an accompanying letter of no more than two sides of A4, then return them to school by **Sunday 7<sup>th</sup> October 2018**. Interview will take place on **Monday 15<sup>th</sup> October 2018**.

If you wish to have an informal discussion about the post before applying, please feel free to contact our Business Manager, Judith Perry, at school.

I look forward to receiving your application.

Yours sincerely,

Mr Philip Rimmer  
Headteacher

Encs



**HAWKLEY HALL HIGH SCHOOL  
CARR LANE  
WIGAN WN3 5NY**

**“An outstanding school providing an excellent quality of education and care for its students”. (Ofsted)**

### **GENERAL INFORMATION**

<b>Number on roll</b>	<b>:</b>	<b>1048 (rising to 1150 by 2021)</b>
<b>Age Range</b>	<b>:</b>	<b>11 – 16</b>
<b>Teaching Staff</b>	<b>:</b>	<b>70</b>
<b>Support Staff</b>	<b>:</b>	<b>87</b>

Hawley Hall is a high performing, heavily oversubscribed, mixed comprehensive school. Our school has a strong reputation in the region and its success has been recognised in a number of ways in recent years.

In recognition of its outstanding practice, Hawley Hall was made a National Support School in spring 2010. In order to widen our influence, Hawley chose to convert to Academy status on 1<sup>st</sup> May 2012 with the potential to sponsor under performing schools. Hawley Hall is therefore the lead school of our multi-academy trust, The Rowan Learning Trust. In June 2017, Hawley Hall High School was further recognised and awarded Teaching School status.

We see successful education as a partnership between parents, students and ourselves. Links with parents are of paramount importance, with regular and frequent contact via parents' evenings, reports, newsletters and the school planner contributing to a continuing dialogue about the education we provide for our children.

The school is situated in the south western part of Wigan, close to the M6 motorway, in an area of substantial private development. A wild fowl nature reserve borders the school grounds providing an open attractive outlook to the site.

### **ACCOMMODATION**

The original buildings of the school were built in 1980 for what was then the Hawley Hall Middle School. Since 1986 there has been extensive building, re-modelling and refurbishment programmes on the site to complete the modern and attractive accommodation that is now Hawley Hall High School. Investment is made annually on refurbishment to keep the fabric at an excellent standard. In September 2017 we opened our newly built Maths block (including ten additional classrooms), three brand new dedicated ICT suites, two additional science labs and two state of the art Food Technology rooms.

### **ICT**

The ratio of students to computers is better than 2:1 including an extensive wireless and mobile solution. Every classroom is equipped with an interactive whiteboard and a Virtual Learning Environment allows access at home.

### **CURRICULUM**

Students in KS3 are taught in either mixed ability forms or sets depending upon subject.

In Years 10 and 11 students follow a core of subjects: English (16%), Mathematics (16%), Science (20%), Physical Education (4%), Religious Education (8%) and choose 3 option subjects. The time allocation is based on 25 one-hour lessons per week.

Special Educational Needs provision is delivered through a combination of in-class support systems and withdrawal. We have 13 resourced places for children on the autistic spectrum.

In 2016 the schools progress 8 measure was +0.22 with a basics measure of 72%. In 2017, students achieved a basics measure of 72% and an attainment 8 of 49.4 with progress 8 of 5.39.

## **PASTORAL CARE**

Pastoral Care is the responsibility of every teacher in school but is formalised on a year basis. Each student comes under the direct care of a form teacher who registers the form daily and looks after the day-to-day routines. Heads of Year (Y6/7, Y8, Y9, Y10, and Y11) with an assistant and attached staff, coordinate the pastoral care within the year groups. The form teachers stay with the same year groups as they move through the school.

Our code of conduct and behaviour follows what we refer to as the 'Hawkey Way' – an expected way of doing things based upon mutual respect.

## **STAFF**

There are 70 teachers on the staff, teaching across the full range of age and ability. The teaching staff are supported by 87 professional and very competent support staff. We work as a unified team to support and enhance the learning experiences of our students. At the time of writing this document 98% of teaching is rated as good or better under Ofsted criteria, and 65% outstanding.

## **TRAINING**

We invest heavily in our own staff training and development, but we are also a major training provider for staff from other educational establishments. We even have our own, purpose built, high quality training suite.

## **INSPECTION**

There is a link to our outstanding Ofsted report on our website [www.hhhs.net](http://www.hhhs.net).





## **Teacher of Maths (MPS) – General Overview**

We seek an outstanding practitioner to join our Maths Faculty.

The Maths Faculty is housed in a newly opened, purpose built block, occupying a suite of ten classrooms and incorporating study and resource areas. All of the classrooms have interactive C-Touch screens and there is easy access to a range of ICT for teacher and student use, including iPads and visualizers.

In year 9 students study Maths for 3 hours a week, whilst students in all other year groups receive 4 hours a week. Lower ability students have an allocated numeracy hour as part of their study.





## Teacher of Maths

### Person Specification

<b>Essential</b>	<b>Evaluation</b>
Qualified Teacher Status	A
The ability to teach Maths up to KS4	A/O/R
A thorough knowledge of the National Curriculum for Maths	A/O/I
An excellent record of results in Maths	A/I
An enthusiasm and passion for the teaching of Maths and excellent subject knowledge	O/I/R
The ability to develop effective working relationship with students	O/I
The ability to command the respect of staff and students alike	O/I/R
The ability to work as a supportive team member	I/R
Excellent classroom teaching & management skills	O/R
A high degree of organisational ability	O/I
A commitment to continued professional development	A/I
A willingness to develop and share best practice	A/I
Experience of driving the use of ICT in Maths	A/I
Experience of leading a whole school initiative	A/I
A willingness to lead on extra-curricular activities	A/I
An excellent record of attendance and punctuality	A/R

This post is subject to enhanced disclosure procedures and safer recruitment procedures.

(A=application, O=observation, I=interview, R=reference)



## **THE ROWAN LEARNING TRUST** **JOB DESCRIPTION**

### **1. INTRODUCTION**

**1.1 Name of Postholder:**

**1.2 Post Title:** Lead Practitioner

**1.3 Location:** Hawkley Hall High School

**1.4 Purpose of Post:** Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

To be a model of outstanding practice, maintaining a clear focus on outstanding teaching to learners and serving as a focus of best practice and excellence.

Contribute to, and lead on aspects of, improving student progress within faculties.

Contribute to, and lead on aspects of, the improvement of whole school Teaching and Learning.

Work with the Senior Leadership Team to devise strategies for the identification and dissemination of best practice with regard to Teaching and Learning.

Take a lead role in implementing the Teaching and Learning Programme throughout school.

To develop an expert knowledge of teaching and research in relation teaching standards and outstanding classroom practice

To contribute and adhere to the school procedures for lesson observations and learning walks.

Lead evaluation strategies to contribute to overall faculty and school self-evaluation.

Plan and implement strategies where improvement needs are identified.

Work in collaboration with other staff responsible for Teaching and Learning initiatives to further develop whole school Teaching and Learning policy and practice.

To participate in the induction of new and newly qualified members of staff.

To support underperforming members of staff to enable them to improve their practice.

Support members of staff identified for development in achieving relevant attainment / achievement targets that have been agreed and discussed through performance management.

Participate in school to school support within out Trust schools and others.

Support the aims and objectives of the Trust.

<b>1.5 Line Management:</b>	Reporting to HOF and the designated member of SLT.
<b>1.6 Liaising With:</b>	Headteacher, Senior Leadership Team, Heads of Faculty and relevant teaching and support staff, external agencies and parents.
<b>1.7 Salary Scale:</b>	LP range 4-8
<b>1.8 Working Time:</b>	Full time as specified within the STPCD
<b>1.9 DBS Disclosure Level</b>	Enhanced
<b>Date:</b>	January 2018
<b>Additional responsibilities</b>	As outlined in Main Scale Teacher Job Description

## **2. TEACHING**

- 2.1 Teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- 2.2 Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- 2.3 Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- 2.4 Ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- 2.5 Undertake a designated programme of teaching.
- 2.6 Ensure a high quality learning experience for students which meets internal and external quality standards.
- 2.7 Prepare and update subject materials.
- 2.8 Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- 2.9 Maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- 2.10 Undertake assessment of students as requested by external examination bodies, faculty and school procedures.
- 2.11 Mark, grade and give written/verbal and diagnostic feedback as required.

## **3. STRATEGIC/ OPERATIONAL PLANNING**

- 3.1 Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.
- 3.2 Contribute to the curriculum area and department's development plan and its implementation.
- 3.3 Plan and prepare courses and lessons.
- 3.4 Contribute to the whole school's planning activities.

## **4. CURRICULUM PROVISION**

- 4.1 Assist the Head of Department, the Deputy Head Teaching & Learning, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.

## **5. CURRICULUM DEVELOPMENT**

- 5.1 Assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's mission and strategic objectives.

## **6. STAFFING**

- 6.1 Take part in the school's staff development programme by participating in arrangements for further training and professional development.
- 6.2 Continue own professional development in the relevant areas including subject knowledge and teaching methods.
- 6.3 Engage actively in the performance management review process.
- 6.4 Ensure the effective/efficient deployment of classroom support
- 6.5 Work as a member of a designated team and to contribute positively to effective working relations within the school.

## **7. QUALITY ASSURANCE**

- 7.1 Help to implement school quality procedures and to adhere to those.
- 7.2 Contribute to the process of monitoring and evaluation of the curriculum area/department/faculty in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- 7.3 Review from time to time methods of teaching and programs of work.
- 7.4 Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

## **8. MANAGEMENT INFORMATION**

- 8.1 Maintain appropriate records and to provide relevant accurate and up-to-date information for management information systems, registers, etc.
- 8.2 Complete the relevant documentation to assist in the tracking of students.
- 8.3 Track student progress and use information to inform teaching and learning.

## **9. COMMUNICATIONS AND LIAISON**

- 9.1 Communicate effectively with the parents of students as appropriate.
- 9.2 Where appropriate, communicate and co-operate with persons or bodies outside the school.
- 9.3 Follow agreed policies for communications in the school.
- 9.4 Take part in liaison activities such as parent's evenings, review days and liaison events with partner schools.
- 9.5 Contribute to the development of effective subject links with external agencies.

## **10. MANAGEMENT OF RESOURCES**

- 10.1 Contribute to the process of the ordering and allocation of equipment and materials.
- 10.2 Assist the Head of Faculty/Department/KS to identify resource needs and to contribute to the efficient/effective use of physical resources.
- 10.3 Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, faculty/department and the students.

## **11. PASTORAL SYSTEM**

- 11.1 Be a Form Tutor to an assigned group of students.
- 11.2 Promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- 11.3 Liaise with a Pastoral Leader to ensure the implementation of the school's pastoral system.
- 11.4 Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- 11.5 Evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- 11.6 Contribute to the preparation of action plans and progress files and other reports.
- 11.7 Alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- 11.8 Communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- 11.9 Contribute to PSHCE and citizenship and enterprise according to school policy
- 11.10 Apply the behaviour management systems so that effective learning can take place.

**12. SCHOOL ETHOS**

- 12.1 Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- 12.2 Support the school in meeting its legal requirements for worship.
- 12.3 Promote actively the school's corporate policies.
- 12.4 Comply with the school's health and safety policy and undertake risk assessments as appropriate.

**13. SIGNATURES**

The school will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed .....  
(Teacher)

Signed .....  
(Headteacher)

Dated .....  
(Teacher)

Dated .....  
(Headteacher)