



Hawley Hall High School

Recruitment Pack



HAWKLEY HALL HIGH SCHOOL

CARR LANE

WIGAN

WN3 5NY

Tel 01942 204640

May 2018

Dear Colleague,

Post: Science Learning Partnership events officer

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 12 noon Wednesday 30th May 2018. Interviews will take place on Friday 8th June.

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

Number on roll	:	1022 (rising to 1150 by 2021)
Age Range	:	11 – 16
Teaching Staff	:	70
Support Staff	:	87

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 1st May 2012 with the potential to sponsor under performing schools. Hawley Hall is therefore the lead school of our multi-academy trust called The Rowan Learning Trust. In June 2017, Hawley Hall High School was awarded Teaching School status and in April 2018 became the lead school of the Greater Manchester Science Learning Partnership, part of the DfE funded national network, STEM Learning.

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 which 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, co-ordinate 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.





Project Officer (Science Learning Partnership) – General Overview

Required for ASAP

We seek an outstanding administrator to join our support staff for the Science Learning Partnership.

Science Learning Partnerships are the local deliverers of the work of The National Science Learning Network, funded by the Department for Education (DfE) to provide high quality, subject-specific professional development to teachers, technicians and support staff in all schools and colleges across England. We enhance professional knowledge and skills so that educators can better inspire and excite students with intellectually stimulating and relevant STEM (Science, Technology, Engineering and Maths) education.

We offer a diverse programme of research-led, subject specific CPD with proven impact on teacher development and student outcomes.

Our offer includes:

- ✓ bespoke support
- ✓ leadership training
- ✓ technician training
- ✓ needs analysis
- ✓ coaching and mentoring
- ✓ an extensive programme of CPD reflecting school and government priorities
- ✓ specific bespoke triple science support plus free termly networks

Independent evaluation shows that the support we provide has a positive impact on young people's outcomes in STEM, including their engagement and understanding of where STEM subjects can lead, as well as improving teacher effectiveness, motivation and retention.

The successful candidate will be able to demonstrate:

- A high degree of organisation.
- Excellent communication skills through a variety of mediums
- The ability to develop effective working relationships
- Excellent ICT skills
- The ability to work as a supportive team member.
- A willingness to share best practice and learn from others
- Ability to work to deadlines
- Excellent attention to detail
- GCSE Maths & English at grade C or above (or equivalent)
- Minimum level 3 Business qualification





Project Officer

Person Specification

Essential	Evaluation
Level 3 Business qualification	A
GCSE Maths & English grade C or above	A
The ability to develop effective working relationships	A/I/R
The ability to work as a supportive team member	A/I/R
A high degree of organisational ability	A/I/R
A commitment to continued professional development	A/I
A willingness to share best practice and learn from others	I
Attention to detail	I
Excellent ICT skills	A/I/R
Ability to work to deadlines	I/R
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)



HAWKLEY HALL HIGH SCHOOL

JOB DESCRIPTION

1. INTRODUCTION

1.1 NAME OF POSTHOLDER:

1.2 JOB TITLE: Events Officer & Administrator

1.3 JOB PURPOSE: Under the reasonable direction of the Headteacher, carry out the duties set out in the job description.

Undertake a range of administrative duties to support the work of the Greater Manchester Science Learning Partnership (SLP)

Manage SLP CPD events

Ensure the smooth financial operation of the SLP

Maintain accurate records

To promote the SLP

Demonstrate a commitment to own CPD and training

Undertake other reasonable duties as directed by the Headteacher

1.4 Line Management: Reporting to - Head of Science/Business Manager

Responsible for - No line manager responsibility

1.5 Liaising With: SLP colleagues, school and academies, Finance Officer

1.6 Salary Scale: NJC pay scale – G5

1.7 Working Time: 15 hours per week, term time only

1.8 CRB Disclosure Level: Enhanced

Job Description: SLP Administrator

1	Undertake a range of administrative duties to support the work of the Greater Manchester Science Learning Partnership (SLP) including general filing, word-processing, database inputting and management, the production and amendment of information documents and preparation and distribution of letters etc.
2	Manage SLP CPD events from setting up the course on the SLP system, liaising with delivery tutors about resources for the delegate packs, preparing the packs, sending joining instructions, booking rooms and refreshments, liaising with delegates and, where required, meeting and greeting on the day.
3	To liaise with tutors, venues and delegates post CPD to provide feedback on the CPD session.
4	To maintain accurate attendance and evaluation information on the SLP systems.
5	To ensure that tutors are well supported through the creation of tutor agreements, timely raising of purchase orders, liaison regarding resources and provision of evaluation summaries.
6	To ensure the smooth financial operation of the SLP by the timely raising of purchase orders for all SLP suppliers.
7	To support the infrastructure of the SLP through the regular creation of sales invoices to STEM Learning (monthly/termly etc).
8	To maintain an up to date programme of CPD, ensuring that the SLP Programme Plan and scheduling system is up to date, completing ARF forms where appropriate.
9	To promote the SLP through the updating of communications lists, creation of marketing materials including newsletters, flyers and weekly Mail Chimp newsletters and maintaining stock of STEM Learning promotional materials.
10	To ensure that all SLP hubs are supported in their operations through the provision of up to date marketing materials, monitoring of KPIs and maintaining up to date attendance information.
11	To assist in the monthly reporting of the SLP through the creation of monthly quantitative KPI report
12	To attend any relevant training and meetings, as requested/appropriate, to ensure the smooth operation of the SLP.
13	To work flexibly, as required, by supporting SLP events outside of normal working hours and completing any other task deemed appropriate by the SLP Lead.

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)