



**Teacher of Drama 0.6 FTE/
Cover Supervisor 0.4 FTE
(Maternity cover)
Recruitment Pack**

Hawkley Hall High School



MAXIMISING POTENTIAL



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Welcome

Dear Applicant,

Thank you for your interest in the Teacher of Drama/Cover Supervisor position at Hawley Hall High School.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team from September 2021 until the maternity of another teacher has finished.

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.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Hawley Hall High School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

Visits to our school are welcome and can be arranged by contacting my PA, Rebecca Lister on 01942 204640 or email r.lister@hhhs.net

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mr M Klinck
Headteacher
Hawley Hall High School



Hawley Hall High School

Hawley Hall is a high performing, heavily oversubscribed, mixed comprehensive school of around 1115 students.

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.



The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools and to support them in their journey to become outstanding.

Currently the RLT family comprises six schools: three high schools, an all-through alternative provision academy and two primary schools. Together we share a set of common values:

- Mutual respect
- Fairness
- Equality of opportunity
- Individual growth
- Kindness

We believe in an inclusive workplace – one that is built on fairness, merit and respect to help our employees perform to their greatest potential.

- ❖ Development
- ❖ Career opportunity
- ❖ Personal growth
- ❖ Thrive



- ❖ Nationally negotiated salaries
- ❖ Childcare vouchers
- ❖ Cycle to work scheme
- ❖ Generous pension
(Teachers Pension or Local Government)

- ❖ Organisational support
- ❖ Collaboration
- ❖ Quality of co-workers
- ❖ Work-life balance

- ❖ Variety
- ❖ Challenge
- ❖ Autonomy
- ❖ Feedback



Job Description

Teacher of Drama

Reports to:	Head of Faculty/Department/KS
Location:	Hawley Hall High School, Carr Lane, Wigan, WN3 5NY
Salary:	Classroom Teachers' Pay Scale
Hours:	3 days per week (0.6 FTE)

Overall purpose of post

- Carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and support a designated curriculum area as appropriate.
- Monitor and support the overall progress and development of students as a teacher/ Form Tutor.
- Facilitate and encourage a learning experience, which provides students with the opportunity to achieve their individual potential.
- Contribute to raising standards of student attainment.
- Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- Support the aims and objectives of the school.

Teaching

- 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.
- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- Ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- Undertake a designated programme of teaching.
- Ensure a high quality learning experience for students, which meets internal and external quality standards.

- Prepare and update subject materials.
- Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- Maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- Mark, grade and give written/verbal and diagnostic feedback as required.

Strategic / Operational Planning

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

Curriculum Provision

- 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.

Curriculum Development

- 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.

Staffing

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



Quality Assurance

- Help to implement school quality procedures and to adhere to those.
- 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.
- Review from time to time methods of teaching and programmes of work.
- 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.

Management Information

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

Communications and Liaison

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

Management of Resources

- Contribute to the process of the ordering and allocation of equipment and materials.
- Assist the Head of Faculty/Department/KS to identify resource needs and to contribute to the efficient/effective use of physical resources.
- 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.

Pastoral System

- Be a Form Tutor to an assigned group of students.
- Promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.

- Liaise with a Pastoral Leader to ensure the implementation of the school's pastoral system.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- Evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- Contribute to the preparation of action plans and progress files and other reports.
- Alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- 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.
- Contribute to PSHCE
- and citizenship and enterprise according to school policy.
- Apply the behaviour management systems so that effective learning can take place.

School Ethos

- 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.
- Support the school in meeting its legal requirements for worship.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.



Person Specification

Essential

- Qualified Teacher Status
- The ability to teach Drama up to KS4
- A thorough knowledge of the National Curriculum changes for Drama
- An enthusiasm and passion for the teaching of Drama
- Excellent subject knowledge
- The ability to develop effective working relationship with students
- The ability to command the respect of staff and students alike
- The ability to work as a supportive team member
- Excellent classroom teaching & management skills
- A high degree of organisational ability
- A commitment to continued professional development
- A willingness to share best practice and learn from others
- Experience of using ICT & technical equipment in Drama
- A willingness to take part in extra-curricular activities

How to Apply

Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to jobs@hhhs.net

Alternatively, send a hard copy to:

Mr M Klinck
Headteacher
Hawkley Hall High School
Carr Lane
Wigan
WN3 5NY

Closing Date: Friday 18th June 2021 at 12.00 noon
Interview Date: w/c 21st June 2021





HAWKLEY HALL HIGH SCHOOL

GENERAL INFORMATION

Post Title	Cover Supervisor
Job Purpose	To provide classroom supervision of students in the short-term absence of a teacher
Hours	Term time only 2 days per week
Responsible to	Assistant Headteacher

Principal Duties

- To provide classroom supervision in the absence of a teacher
- To communicate the work set by the teacher to the students
- To communicate feedback from the covered lesson to the teacher
- To collect any completed work after the lesson and return it to the appropriate teacher
- To manage the behaviour of students whilst they are undertaking the set work to ensure a constructive learning environment.
- To ensure observation of Health and Safety regulations
- To uphold the school ethos, rules and regulations
- To invigilate examinations as required and maintain the rules set by the external examination boards and in-house regulators.
- To provide clerical /administrative support e.g. photocopying, word processing, filing, collecting money etc.
- To assist with the display of students work

Additional Tasks

- To participate in continuing professional development.
- To be aware of and comply with all school policies and procedures.
- To appreciate and support the role of other professionals.
- To assist with the supervision of students out of lessons including before and after school.
- To accompany teaching staff and students on visits, trips and out of school activities as required
- To be a designated 'First Aider'



HAWKLEY HALL HIGH SCHOOL

JOB DESCRIPTION

1. INTRODUCTION

1.1 NAME OF POSTHOLDER:

1.2 **JOB TITLE:** Cover Supervisor

1.3 **JOB PURPOSE:** Under the reasonable direction of the Headteacher, carry out the professional duties of the post.

Supervise whole classes during the short term absence of teachers, maintaining good order and keeping students on task.

Respond to questions and generally assist students to undertake set activities.

Work under the guidance of teaching/senior staff and within an agreed system of supervision, in or out of the classroom.

Implement agreed work programs, assisting the teacher in the whole planning cycle and the management/preparation of resources. This could include those requiring detailed and specialist knowledge in particular areas.

Enable the access to learning for students.

Support the aims and objectives of the school

1.4 **Line Management:** Reporting to – Assistant Headteacher

1.5 **Liaising With:** Headteacher, senior leadership team, relevant teaching and support staff, relevant external agencies and parents.

1.6 **Salary Scale:** Grade 3 (scale point 3-5) £18,562 - £19,312 pro rata

1.7 **Working Time:** 2 days per week term time only

DBS Disclosure level Enhanced

Dated May 2021



COVER SUPERVISOR GRADE 3

SUPPORT FOR STUDENTS

Use specialist (curricular/learning) skills/training/experience to support students
Assist with the development and implementation of IEPs
Establish productive working relationships with students, acting as a role model and setting high expectations
Promote the inclusion and acceptance of all students within the classroom
Support students consistently whilst recognising and responding to their individual needs
Encourage students to interact and work co-operatively with others and engage all students in activities
Promote independence and employ strategies to recognise and reward achievement of self-reliance
Provide feedback to students in relation to progress and achievement

SUPPORT FOR THE TEACHER

Work with the teacher to establish an appropriate learning environment
Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
Provide objective and accurate feedback and reports, as required, to the teacher on student achievement, progress and other matters ensuring the availability of appropriate evidence
Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
Undertake marking of students' work and accurately record achievement/progress
Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, as directed
Administer and assess routine tests and invigilate exams/tests
Provide general clerical/admin support, for example, photocopying, basic typing, filing, money, administer coursework, produce worksheets for agreed activities

SUPPORT FOR THE CURRICULUM

Implement agreed learning activities/teaching programs, adjusting activities according to student responses/needs
Implement local and national learning strategies, for example, literacy, numeracy, KS3 and early years, and make effective use of opportunities provided by other learning activities to support the development of relevant skills
Support the use of ICT in learning activities and develop students' competence and independence in its use
Help students to access learning activities through specialist support
Determine the need for, prepare and maintain general and specialist equipment and resources



SUPPORT FOR THE SCHOOL

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop

Contribute to the overall ethos/work/aims of the school

Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students

Attend and participate in regular meetings as may be reasonably directed

Participate in training and other learning activities as may be reasonably directed

Recognise own strengths and areas of expertise and use these to advise and support others

Provide appropriate guidance and supervision and assist in the training and development of staff as may be reasonably directed

Undertake planned supervision of students out of school hours, for example, learning activities & Homework Club

Supervise students on visits, trips and out of school activities as may be reasonably directed

Play a full part in the life of the school community, to support its distinctive mission and ethos.

SIGNATURES

The school will endeavour to 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
(Support Staff)

Signed
(Headteacher)

Dated
(Support Staff)

Dated
(Headteacher)





The Trust 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.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.



The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464



HAWKLEY HALL HIGH SCHOOL

JOB APPLICATION FORM FOR TEACHING STAFF IN SCHOOLS

The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.

CARR LANE,

WIGAN, WN3 5NY

TELEPHONE: 01942 204640

FACSIMILE: 01942 403570

EMAIL: jobs@hhhs.net

1. POST APPLIED FOR

Post Applied For:			
School:	Hawley Hall High School		
As advertised in:		On date:	

2. PERSONAL DETAILS

SURNAME:		FORENAME:	
TITLE: (Optional)		Date of Birth: (Optional)	
Address:			
POSTCODE:		Email:	
Telephone No:		Mobile No:	
Email:		DfE No:	



3. CURRENT POST

SCHOOL/SERVICE:			
LOCAL EDUCATION AUTHORITY:			
JOB TITLE:			
DATE OF APPOINTMENT:		SALARY:	
TLR/ Recruitment and Retention Allowance (please specify as applicable)			
MAIN DUTIES AND RESPONSIBILITIES			
Reason for this application			

4. PREVIOUS TEACHING EXPERIENCE

Name of school, type of school and number on roll	Dates of employment		Post(s) held indicating salary points / allowances	Reasons for leaving
	From	To		



5. OTHER RELEVANT WORK EXPERIENCE

Post	Dates		Employer	Grade/Salary	Reason for Leaving
	From	To			

6. GENERAL EDUCATION

School	From	To	Qualifications – Grades, awarding bodies and dates



7. FURTHER AND HIGHER EDUCATION

Name of College/ University	From	To	Qualifications – Grades, awarding bodies & dates

8. ANY OTHER RELEVANT QUALIFICATIONS

Please give details of any other relevant qualifications you have for this post.

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9. ADDITIONAL INFORMATION

Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? <i>(If yes, please state relationship)</i>	Yes / No
Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? <i>(If yes, please give details)</i>	Yes / No
Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? <i>(If yes, please give details)</i>	Yes / No
Do you hold a current and valid driving licence? <i>(if yes, please state the category)</i>	Yes / No
Please indicate if you have any special requirements to allow you to participate fully in an interview.	



10. Criminal convictions or cautions

You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children.

Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level.

Where serious concerns as to an individual's suitability to work with children are expressed, the facts will be reported to the relevant authorities.

<p>Do you have any unspent criminal convictions, cautions or bind-overs?</p> <p>If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked "Addressee Only – Headteacher".</p>	<p>Yes / No</p>
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11. REFERENCES

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer.** In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

REFEREE 1				REFEREE 2			
TELEPHONE NO:				TELEPHONE NO:			
EMAIL:				EMAIL:			
Reference Type: (Please circle)	Employer	Education	Character	Reference Type: (Please circle)	Employer	Education	Character
<p>Please note that we will contact these referees if you are short-listed for this post and seek reference before interview.</p>							



12. FURTHER INFORMATION FOR CANDIDATES

- * You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
- * Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.
- * To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post you will be provided with further information detailing what documents will be required.

THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT

13. DECLARATION

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:.....Date:.....

