

**Recruitment Pack**



**English Online Tutor**



**Welcome**

Dear Applicant,

Thank you for your interest in the English Online Tutor vacancy delivering to students across Rowan Learning Trust High Schools.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team from October 2022 until the beginning of GCSE examinations in May 2023.

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 the Rowan Learning Trust is 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.

If you would like an informal chat prior to applying for the position, please contact Chelsey Mallinson (Human Resources) on 01942 204640 or c.mallinson@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 S Holt

Deputy Headteacher

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**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 eight schools: three high schools, an all-through alternative provision academy and four 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.





English Tutor

Reports to: Assistant/Deputy Headteachers

Location: The role will be based at Hawkley Hall High School. The successful candidate will deliver sessions from home on Microsoft Teams to students across three high schools:

Kirkby High School, Kirkby

Hawkley Hall High School, Wigan

The Heys School, Prestwich

Salary: Classroom Teachers’ Pay Scale

Hours: Part time (1300-1500 plus one hour planning time ) 2 days a week

Contract Type: Fixed term contract (October 2022 to May 2023)

**Job Description**

**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 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 Trust.

**Teaching**

* Deliver intervention sessions online to small group/individuals as directed by HOF/Trust.
* Ensure an accurate register is recorded of attended and this is communicated to the relevant school
* Ensure that assessments are carried out and progress is reported to HOF/Trust.
* 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 a high-quality learning experience for students, which meets internal and external quality standards.
* Use a variety of delivery methods which will stimulate learning appropriate to students needs and demands of the syllabus.
* Mark, grade and give written/verbal feedback and diagnostic feedback as required.

**Strategic / Operational Planning**

* Create an appropriate scheme of learning for identified students (Y11 GCSE course)
* Plan and prepare courses and lessons.
* Identify and simplify resources/lessons to suit student’s area of need, as directed by HOF/Trust.
* Develop a range of suitable intervention strategies to support key content and skills needed at KS34.



**Quality Assurance**

* Engage review processes as necessary to determine the effective of the provision.
* Contribute to the process of monitoring and evaluation of the intervention as agreed with the trust.

**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 relevant schools regarding students as appropriate.
* Communicate effectively with pastoral leaders at the relevant schools regarding student behaviour as appropriate
* Comply with safeguarding procedures, communicating concerns as appropriate

**Management of Resources**

* Co-operate with other relevant schools where appropriate to ensure a sharing and effective usage of resources takes place

Please submit the enclosed application form and a CV..

Applications should be returned electronically to [c.mallinson@hhhs.net](mailto:c.mallinson@hhhs.net)

Alternatively, send a hard copy to:

Mr S Holt

Deputy Headteacher

Hawkley Hall High School

Carr Lane

Wigan

WN3 5NY

Closing Date: 12 noon on Tuesday 27th September 2022

Interview Date: Tuesday 4th September 2022

**Person Specification **

**Essential**

* Qualified Teacher Status
* The ability to teach English up to KS4
* A thorough knowledge of the National Curriculum changes for English
* An enthusiasm and passion for the teaching of English

* 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 willingness to share best practice and learn from others
* Experience of using ICT and delivering lessons online in English



**How to Apply**



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.

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The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464



**THE ROWAN LEARNING TRUST**

**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:*** *c.mallinson@hhhs.net*

1. **POST APPLIED FOR**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Applied For:** |  | | |
| **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.**

|  |
| --- |
|  |

**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? *(If yes, please state relationship)* | Yes / No |
| Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension?  *(If yes, please give details)* | Yes / No |
| Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability?  *(If yes, please give details)* | Yes / No |
| Do you hold a current and valid driving licence?  *(if yes, please state the category)* | 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. | |
| Do you have any unspent criminal convictions, cautions or bind-overs?  If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked “Addressee Only – Headteacher”. | Yes / No |

**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 |
| Please note that we will contact these referees if you are short-listed for this post and seek reference before interview. | | | | | | | | | |

**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:………………………………………………………