



# **Teaching Assistant (Level 2)**

**Recruitment Pack  
Hawkley Hall High School**



## **HAWKLEY HALL HIGH SCHOOL**

---

*To provide, in partnership, high quality education within a caring environment enabling all individuals to achieve their full potential effectively.*



## CONTENTS

Letter from Headteacher

About us

Department Facilities

Job Description

Person Specification

How to Apply

Application Form



# Welcome



Dear Applicant,

Thank you for your interest in the Level 2 Teaching Assistant 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 as soon as possible.

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.

***Please take note of the outstanding facilities we have in Inclusion. We have provided some images below to showcase these.***

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 Charlotte Harrison on 01942 204640 or email [c.harrison@hhhs.net](mailto:c.harrison@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,

**Miss K Leonard  
Headteacher  
Hawley Hall High School**



# Hawkey Hall High School



## Context

Hawkey Hall is a high performing, heavily oversubscribed, mixed comprehensive school of around 1182 students. The school was graded as good in all areas by Ofsted in February 2019.

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 curriculum we provide for our children.

## Facilities

The school is situated in the southwest 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.

We provide bespoke facilities for students across all of our 9 faculty areas. We strategically invest in our ICT and site. For example, in the last 12 months we have invested over £600,000 in our design technology area to support the further development on STEM learning. Further information of our Inclusion facilities can be found in the pack.

## Commitment to CPD

Staff development is also at the heart of our school. All staff engage in regular professional learning in faculty and beyond. Staff in leadership roles are supported internally and are encouraged to engage in additional training through the national programme of NPQs. Indeed, a number of our colleagues who have been Lead Practitioners have gone on to further senior roles in the school.



# 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

# Inclusion Department Facilities



The department consists of a supportive senior team including a full-time Head, Deputy Head and Assistant Head of Faculty. The team is also made up of 3 Advanced Level Teaching Assistants and 20 Teaching Assistants. There is 1 large classroom and 3 smaller teaching/group classrooms.

Each classroom is equipped with:

- CTouch boards
- White boards
- Other varied resources





Other facilities include:

- Physiotherapy room
- Sensory room
- KS4 study room
- Small outdoor seating and gardening area
- Kitchen for communal use during break times, as well as 1:1 or small group cooking sessions.



# Job Description

## LEVEL 2 TEACHING ASSISTANT

Reports to:	Head of Inclusion Faculty
Location:	Hawley Hall High School, Carr Lane, Wigan, WN3 5NY
Salary:	Grade 3, scale points 3-5 pro rata (£11.79 - £12.18 per hour dependant on experience)
Hours:	26.5 per week, term time plus 1 week

### Overall purpose of post

- Work under the instruction/guidance of teaching/senior staff, in the classroom or outside the main teaching area.
- Undertake support programmes.
- Enable the access to learning for students.
- Assist the teacher in the management of students in the classroom.
- Support the aims and objectives of the School.

### Support for Students

- To work with and supervise identified students with SEND and provide support for other students with SEND in the classroom as required, ensuring their safety and access to learning activities.
- To liaise with the class teacher regarding SEND profiles to ensure that individual needs are met within a lesson
- To establish constructive relationships with pupils and interact with them according to individual needs.
- To provide specialist support to students with barriers to learning on a one to one basis, in a small group or in or out of the classroom.
- To promote the inclusion and acceptance of all pupils.
- To promote independence for students with SEND
- To encourage pupils to interact with others and engage in activities led by the teacher, including encouragement of participation in enrichment activities.
- To provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- To provide daily feedback to parents/carers following the Inclusion faculty process.
- To create and maintain a purposeful, orderly and supportive environment, in accordance with teachers' lesson plans.

- To develop a dialogue with teachers to implement SEND specific quality first teaching and to provide feedback to teaching staff on the effectiveness of this.
- To provide regular feedback to teachers on pupils' achievement, progress and barriers to learning.
- To monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- To foster a relationship with teaching staff to promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policies and encourage pupils to take responsibility for their own behaviour.
- To assist with the supervision of pupils out of lesson times, including before and after school as may be reasonably directed.
- To accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.
- To undertake exam/test invigilation if required.
- To attend Inclusion Faculty meetings/CPD sessions where appropriate.

### Other Duties

- To carry out the duties in the most effective, efficient and economic manner available.
- To continue personal development in the relevant area.
- To participate in the staff review and development appraisal process.

### Health and Safety Training

- To undertake Health and Safety Training on areas within the designated work area.

### 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.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as may be reasonably directed.
- Participate in training, other learning activities and performance management as may be reasonably directed.
- Assist with the supervision of students out of lesson times, including before and after school as may be reasonably directed.
- Accompany teaching staff and students on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.
- Be a designated first aider.
- Play a full part in the life of the school community, to support its distinctive mission and ethos.



# Person Specification

## Essential Criteria

- Experience of working and interacting with children of a relevant age and or learning need
- NVQ level 2 or equivalent qualification or a comparable level of experience
- Basic level of literacy and numeracy (GCSE, grade c or above)
- Basic knowledge of how to use ICT to support learning
- Understanding of how to use relevant equipment/resources
- Some knowledge of children's games and activities
- Ability to communicate with and relate well to pupils and adults
- Ability to work under supervision and as a team member
- Ability to work in accordance with the school's health and safety policies
- Legally entitled to work in the UK

## Desirable Criteria

- Willingness to undertake further relevant teaching assistant training
- Willingness to undertake basic first aid
- Knowledge of basic health and safety
- A knowledge of the national/foundation stage curriculum and other basic learning programmes
- Understanding of relevant policies, codes of practice and awareness of relevant legislation
- Basic understanding of child development and learning processes
- Ability to deal with minor injuries

# 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](mailto:jobs@hhhs.net)

Alternatively, send a hard copy to:

**Miss K Leonard**  
**Headteacher**  
**Hawley Hall High School**  
**Carr Lane**  
**Wigan**  
**WN3 5NY**

Closing Date: Wednesday 8<sup>th</sup> May 2024 at 09:00am





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 SUPPORT 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](mailto:jobs@hhhs.net)

### 1. POST APPLIED FOR

<b>Post Applied For:</b>		<b>Ref No:</b>	
<b>Organisation:</b>	Hawley Hall High School		
<b>As advertised in:</b>		<b>On date:</b>	

### 2. PERSONAL DETAILS

<b>SURNAME:</b>		<b>FORENAME:</b>	
<b>TITLE: (Optional)</b>		<b>Date of Birth: (Optional)</b>	
<b>Address:</b>			
<b>POSTCODE:</b>		<b>Email:</b>	
<b>Telephone No:</b>		<b>Work No:</b>	

### 3. CURRENT POST

<b>CURRENT EMPLOYER AND JOB TITLE:</b>			
<b>DATE OF APPOINTMENT:</b>		<b>SALARY:</b>	
<b>NOTICE PERIOD:</b>			
<b>MAIN DUTIES AND RESPONSIBILITIES</b>			

--

**4. PREVIOUS WORK EXPERIENCE**

Name of Employer	Dates of employment		Post(s) held	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

(i)	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.
(ii)	Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? YES/NO.



	If yes, please give details, including dates, post held and employer.
(iii)	Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? YES/NO If yes, please give details of dates and resources.
(i)	Do you hold a current and valid driving licence? YES/NO Please state category.....
(ii)	Do you have a disability? YES/NO If so, reasonable adjustments would be made for the interview process.
	Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? YES/NO  Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? YES/NO
	In line with Keeping Children Safe in Education, Hawkley Hall High School will undertake general online searches for all shortlisted candidates which may include social media and video platforms. Online searches will only examine data which is publicly available, and the aim is to identify any incidents or issues. Any areas of concern will be discussed during the interview process.  The information provided by you will be used for pre-employment recruitment monitoring and checks only and will supplement or form part of your application.  To enable the check to be undertaken, it would assist if you could detail your username for the relevant social media platforms below:  <ul style="list-style-type: none"> <li>- Facebook</li> <li>- Instagram</li> <li>- Twitter</li> <li>- LinkedIn</li> <li>- TikTok</li> <li>- YouTube</li> </ul>

## 10. STATEMENT IN SUPPORT OF APPLICATION

Please attach a supporting statement, indicating any matters which you feel may be relevant to this application. Please head additional documentation with your name and post applied for.

## 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:	
Can this reference be taken up immediately? <b>YES/NO</b>		Can this reference be taken up immediately? <b>YES/NO</b>	

## 12. FURTHER INFORMATION FOR CANDIDATES

- i) In the interests of the protection of children, all posts are subject to enhanced criminal record and other relevant disclosures through the Disclosure & Barring Service (DBS). A criminal record will not necessarily prevent you from obtaining a position.
- ii) 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.
- iii) 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.

**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 & Barring Service Disclosure, 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:.....

