



# Senior Assistant Headteacher – Behaviour, Attitudes & Pastoral Care

Recruitment Pack  
Hawkley Hall High School



## HAWKLEY HALL HIGH SCHOOL

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



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### **Outline of the role:**

The purpose of this role is to be a driving force in moving our culture from good to great. As Senior Assistant Headteacher, you will be responsible for developing excellence through high aspiration, student empowerment and commitment to our wider community.

### **Key aspects of this role will involve:**

- 1) Ensuring the highest standards of behaviour through the leadership of pastoral care.
- 2) Ensuring the highest standards of safeguarding and attendance.
- 3) Improving culture of excellence with a focus on rewards and success.
- 4) Driving a truly inclusive behaviour curriculum that supports the individual needs of all students.
- 5) Developing links and brand reputation with all stakeholders through whole community engagement and communication.

# Welcome



Dear Applicant,

Thank you for your interest in the Senior Assistant Headteacher – Behaviour, Attitudes & Pastoral Care 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 2024.

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, 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**



## 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 on this can be found in the pack.

## Commitment to CPD

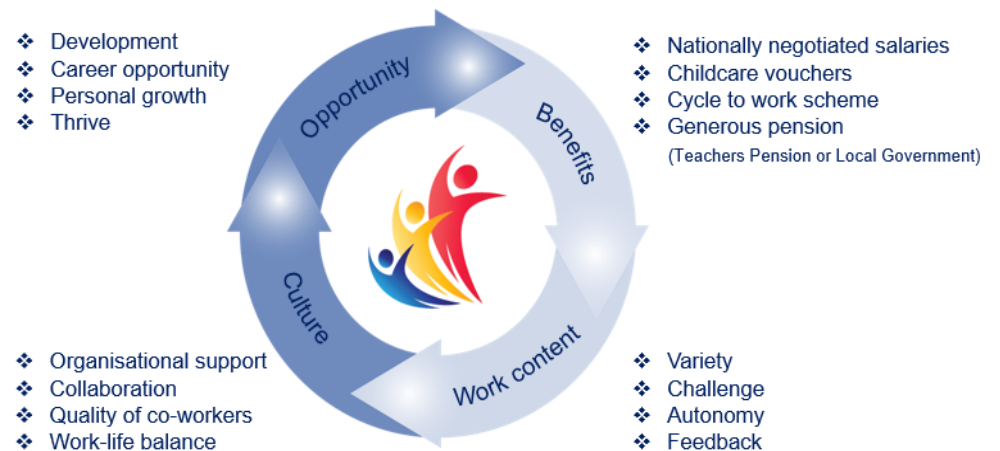
Staff development is also at the heart of our school. All staff engage in regular professional learning in faculty and beyond. Staff in leadership roles are supported internally and are encouraged to engage in additional training through the national programme of NPQs. Indeed, a number of our colleagues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

The Rowan Learning Trust (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.



# Job Description

## SENIOR ASSISTANT HEADTEACHER

Reports to:	Headteacher
Location:	Hawley Hall High School, Carr Lane, Wigan, WN3 5NY
Salary:	Leadership Pay Scale – L15 to L19
Hours:	Full time as specified within STPCD

### 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).
- Help to formulate and review the aims and objectives of the school.
- Establish policies to promote high standards.
- Manage staff and resources.
- Monitor and evaluate the progress of policies.
- Undertake professional duties of the Headteacher as delegated.
- Provide leadership to ensure high quality education for all and improved standards of learning and achievement.

### Teaching

- Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

### Strategic / Operational Planning

- Assist the Headteacher in leading and managing the creation and implementation of a strategic plan for securing school improvement, which identifies priorities and targets for ensuring that students achieve high standards and make progress.
- Create a positive ethos and provide educational vision and direction, which secures effective teaching, successful learning, achievement by students and sustained improvement in their development, to maximise their value added attainment.
- Ensure that students have access to a broad, balanced and relevant curriculum, which contributes to their development and provides appropriate preparation for adult life.

- Develop, implement and review the school's policies appropriate to the delegated areas of responsibility.
- Ensure that effective systems are in place to meet the needs of the students and that they are co-ordinated, monitored, evaluated and reviewed.
- Lead by example, provide inspiration and motivation, vision and purpose in line with the aims of the school.
- Support the Headteacher in ensuring that all those involved in the school are committed to its aims and are accountable in meeting objectives and targets, which secure the educational success of the school.
- Lead on the day-to-day management within school, including the effective deployment of staff and physical resources.
- Analyse and interpret relevant data, research and inspection evidence to inform the Headteacher and other audiences.
- Provide information, objective advice and support to the Headteacher and Local Governing Body.

### Curriculum Provision

- Liaise with managers to ensure the delivery of appropriate, comprehensive, high quality and cost-effective curriculum programmes which complement the School Development Plan.
- Ensure opportunities to promote students' spiritual, moral, social and cultural development.
- Be accountable for the development and delivery of curriculum areas as delegated by the Headteacher.

### Curriculum Development

- Create and maintain a climate to secure good teaching, effective learning, high standards of achievement, good behaviour and enable teachers and other staff to meet standards.
- Assist the Headteacher in determining, organising and implementing the curriculum and its assessment as well as monitoring and evaluating them.
- Monitor and evaluate the quality of teaching and standards achieved by all students, within delegated areas and meet challenging and realistic targets for improvement.
- Create and promote strategies for developing inclusion practice, including those involving race relations.
- Ensure that students develop study skills in order to learn more effectively and with increasing independence.

### Staffing

- Line management within either Faculty or Pastoral systems.
- Lead professional development of staff through example.
- Motivate and enable all staff to carry out their roles to the highest standard through high quality continuing professional development based on assessment of needs.



- Lead, support and co-ordinate the provision of high quality professional development, drawing on other sources of expertise as appropriate.
- Assist the Headteacher in ensuring that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the standards for QTS and Induction.
- Promote teamwork and motivate staff to ensure constructive working relationships.
- Implement performance management arrangements in line with school policy.
- Participate in the interview process for posts when required and ensure effective induction of new staff in line with the school's policy.
- Support the Headteacher in ensuring that professional duties and conditions of employment of teachers and support staff are fulfilled.
- Take responsibility for own professional development, including time management issues.

### Quality Assurance

- Assist the Headteacher in monitoring, evaluating and reviewing the effects of policies, priorities and targets of the school in practice, and take action as necessary.
- Assist the Headteacher in monitoring, evaluating and reviewing the effects of the school improvement plan to secure progress and school improvement.
- Ensure the effective operation of quality control systems.
- Contribute to the school procedures for lesson observation.
- Implement school quality procedures and to ensure adherence to those as delegated by the Headteacher.
- Assist the Headteacher in developing, implementing and reviewing the monitoring and evaluation of the curriculum in line with agreed school procedures including evaluation against quality standards and performance criteria.
- Support the Headteacher in ensuring that resourcing and staffing are dedicated to promoting the highest standards of achievement for all students.
- Think creatively and imaginatively to anticipate and solve problems, identify opportunities and implement modification and improvement where required.

### Management Information

- Make explicit to all stakeholders the school's high expectations that all students can succeed.
- Seek and use national, local and school data, Ofsted evidence and research findings in professional and school development.
- Provide information to support the school's SEF.
- Ensure the maintenance of accurate and up-to-date information on the management information system.

- Ensure and monitor the use of comparative data about students' prior attainment, to establish benchmarks and set targets for improvement.
- Assist in the use of performance data analyses and evaluations.
- Produce reports on examination performance, including the use of value-added data.
- Provide the Headteacher and the Local Governing Body with information relating to delegated areas of responsibility concerning to performance and developments.
- Account for the efficiency and effectiveness of the delegated areas of responsibility to the Headteacher, Local Governing Body and other relevant stakeholders.

### Communication and Liaison

- Develop and maintain effective partnerships between parents and the wider community to support and improve student development and achievement.
- Develop and maintain effective relationships with the community, including business and industry, to enhance the curriculum and teaching and learning.
- Liaise with partner schools, further education and external agencies related to student welfare and achievement.
- Chair reviews, case conferences and meetings, as delegated.
- Judge when to make decisions, and when to consult with others, including external agencies.
- Assist the Headteacher in presenting an account of the school's performance in a form appropriate to a range of audiences, including the Governing Body.
- Support the Headteacher in ensuring that parents and students are well-informed about curriculum, attainment and progress, and about their contribution to achieving the school's targets for improvement.
- Contribute to communication and liaison events.

### Management of Resources

- Assist the Headteacher to recruit staff of the highest quality.
- Work with senior colleagues to deploy all staff effectively in order to improve the quality of education provided.
- Advise the Headteacher and Local Governing Body of likely priorities for expenditure.
- Support the Headteacher in managing and organising accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Manage, monitor and review the range, quality and quantity and use of all available resources, within the delegated areas of responsibility, to meet the policies and objectives of the school, maximise students' achievements and ensure value for money.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from sources inside and outside the school.



## Pastoral Systems

- Support the Headteacher in ensuring that effective mentoring systems are in place to support student progress and achievement.
- Support the monitoring of student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- As delegated by the Headteacher, lead and manage teams of managers to develop and implement pastoral systems.
- Contribute to the Personal Development Curriculum according to the school policy.
- Implement the behaviour management policy 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

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## Essential

- Graduate teacher
- Evidence of successful middle leadership experience
- Evidence of further professional development in education management
- Evidence of effective pastoral leadership

It is essential that applicants should have been involved in the following whole school issues:

- Self-evaluation and improvement planning
- Staff development
- Directing and co-ordinating the work of others
- Establishing and developing successful policies and procedures
- Improving the quality of teaching and learning

The successful candidate will also demonstrate:

- An empathy with children
- Outstanding teaching
- The ability to establish effective working relationships at all levels
- The ability to motivate colleagues and promote the development of an effective working team
- An understanding of students' educational development, learning and teaching methodologies
- Appropriate management skills

Finally, short-listed candidates will be able to demonstrate at interview that they:

- Possess high level leadership qualities
- Possess high levels of motivation and commitment
- Can think analytically and innovatively
- Have an awareness of current educational development and the implications of relevant educational legislation

## Desirable

- Experience at a senior leadership level
- Experience of whole school pastoral projects
- Experience of stakeholder engagement projects

## How to Apply

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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: Thursday 16<sup>th</sup> May 2024 at 09:00pm





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](mailto:jobs@hhhs.net)

### 1. POST APPLIED FOR

<b>Post Applied For:</b>		<b>Ref No:</b>	
<b>School:</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:</b>		<b>Date of Birth:</b> (Optional)	
<b>Address:</b>			
<b>POSTCODE:</b>			
<b>Telephone No:</b>		<b>Work No:</b>	
<b>Email:</b>		<b>DfE No:</b>	

### 3. CURRENT POST

<b>SCHOOL/ SERVICE:</b>			
<b>LOCAL EDUCATION AUTHORITY:</b>			
<b>JOB TITLE:</b>			
<b>DATE OF APPOINTMENT:</b>		<b>SALARY:</b>	
<b>TLR/RECRUITMENT AND RETENTION ALLOWANCE (Please specify as applicable):</b>			
<b>MAIN DUTIES AND RESPONSIBILITIES</b>			

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**4. PREVIOUS TEACHING EXPERIENCE**

Name of School Authority, 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



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**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	
<p>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.</p> <p>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.</p> <p>To enable the check to be undertaken, it would assist if you could detail your username for the relevant social media platforms below:</p> <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.

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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
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

- i) In the interests of the protection of children, all teaching posts are subject to enhanced criminal record and other relevant disclosures through the Criminal Records Bureau (CRB). 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 Criminal Records Bureau 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:.....

