



# **Teacher of KS4 Business with KS3 IT**

**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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This post is suitable for ECTs.

However, exceptional experienced candidates may also be considered for the post of **Head of Year**. If you are interested, please include an expression of interest in your supporting statement.



# Welcome



Dear Applicant,

Thank you for your interest in the Teacher of KS4 Business with KS3 IT 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

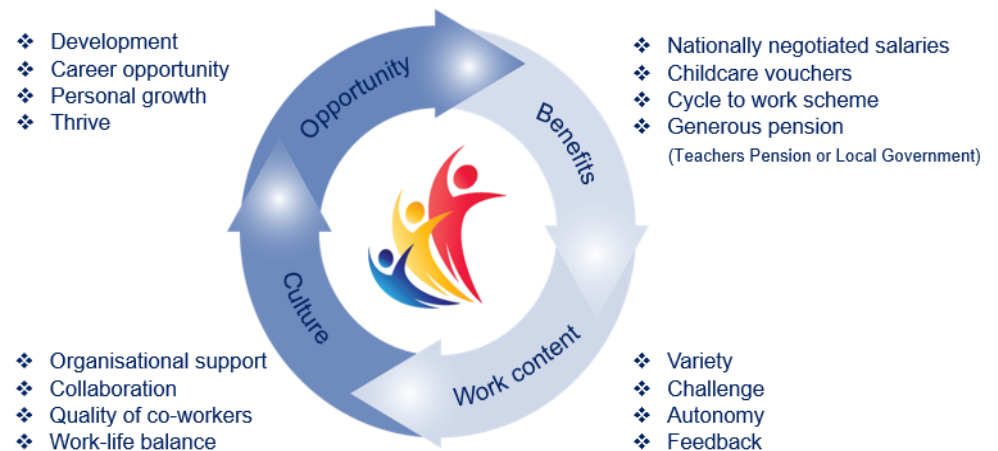
Staff development is also at the heart of our school. All staff engage in regular professional learning in faculty and beyond. Staff in leadership roles are supported internally and are encouraged to engage in additional training through the national programme of NPQs. Indeed, a number of our colleagues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

## TEACHER OF KS4 BUSINESS WITH KS3 IT

|             |  |
|-------------|--|
| Reports to: | Head of Faculty/Department/KS                      |
| Location:   | Hawley Hall High School, Carr Lane, Wigan, WN3 5NY |
| Salary:     | Classroom Teachers' Pay Scale/Upper Pay Scale      |
| Hours:      | Full time  |

### 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.

## Communication 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 Business up to KS4
- The ability to teach IT in KS3
- A thorough knowledge of the National Curriculum changes for Business and IT
- An enthusiasm and passion for the teaching of Business and IT
- 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
- A commitment to ensuring student progress, by participating in extra-curricular activities
- A desire and willingness to explore innovative methods of curriculum delivery to capture the imagination of students

# 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: Friday 10<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 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><br>(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>  |  |                |  |





|  |
|--|
|  |
|--|

**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 |
|--------|------|----|--|
|        |      |    |  |



|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

**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<br>If yes, please give details of dates and resources. |
|   |   |
| (i)   | Do you hold a current and valid driving licence? YES/NO<br>Please state category.....   |
| (ii)  | Do you have a disability? YES/NO<br>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:<br>(Please circle)   | Employer | Education | Character | Reference Type:<br>(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:.....

