



Head of English

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

Job Description

Person Specification

How to Apply

Application Form



Welcome



Dear Applicant,

Thank you for your interest in the Head of English 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.

If you feel that you can **maximise potential, celebrate inclusion and inspire a lifelong love of learning**, 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@hhs.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 P McKendrick
Headteacher
Hawley Hall High School



Hawkley Hall High School



Context

Hawkley Hall is a heavily oversubscribed, mixed comprehensive secondary school based in Wigan, Greater Manchester. The school was graded as good in all areas by Ofsted in November 2024

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 subjects. We strategically invest in our ICT and site.

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.

We are an education charity. Our schools are working in collaboration, as one entity, to improve and maintain high educational standards across the group. We have a single legal and moral purpose: to advance education for the public benefit.

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

- Respect
- Kindness
- Integrity

Our strategic aim is to provide a world class education by:

- Attracting, developing and retaining people
- Embodying the values of the Trust
- Expanding our reach
- Optimising resources

For more information, please visit www.rlt.education



Job Description

HEAD OF ENGLISH

Reports to:	Designated member of SLT
Location:	Hawley Hall High School, Carr Lane, Wigan, WN3 5NY
Salary:	Teachers' Pay Scales/Upper Pay Scale + TLR1C
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).
- Raise standards of student attainment and achievement within the whole curriculum area and monitor and support student progress.
- Be accountable for student progress and development within the subject area. Develop and enhance the teaching practice of others.
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying on the department, in accordance with the schools aims and curricular policies.
- Be accountable for leading, managing and developing the subject/curriculum area. Manage effectively and deploy teaching/support staff, financial and physical resources within the faculty.

Teaching

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

Strategic / Operational Planning

- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the faculty. Be responsible for the day-to-day management, control and operation of course provision with the faculty, including effective deployment of staff and physical resources.
- Monitor actively and follow up student progress to maximise value added attainment, including students with SEN.
- Implement school policies and procedures, e.g., equal opportunities, health and safety, etc.
- Work with colleagues to formulate aims, objectives and strategic plans for the faculty which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- Lead and manage the planning function of the faculty, and to ensure that the planning activities of the faculty reflect the needs of students within the subject area, SDP/DDP and the aims and objectives of the school. Complete a faculty SEF annually.
- Ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission.
- Foster and oversee the application of I.C.T, including the development of materials to support the curriculum and students' learning.
- Ensure that health and safety policies and practices, including risk assessments, throughout the faculty are in-line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Manager.

Curriculum Provision

- Liaise with the designated member of SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan.
- Be accountable for the development and delivery of subject(s) in the curriculum area.

Curriculum Development

- Lead curriculum development for the whole faculty.
- Keep up to date with national developments in the subject area and teaching practice and methodology.
- Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.



- Liaise with the designated member of SLT to maintain accreditation with the relevant examination and validating bodies.
- Be responsible for the development of key skills within the curriculum area.
- Ensure that the development of the subject(s) is in line with national developments.

Staffing

- Work with the designated member of SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- Continue own professional development as agreed.
- Be responsible for the efficient and effective deployment of technicians/support staff as appropriate.
- Undertake Performance Management Review(s) and act as reviewer for a group of staff within the faculty.
- Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the faculty.
- Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- Promote teamwork and motivate staff to ensure effective working relations.
- Participate in the school's ITT and induction programme, as required.
- Be responsible for the day-to-day management of staff within the faculty and act as a positive role model.

Quality Assurance

- Ensure the school of quality control system is applied rigorously in the faculty.
- Establish the process of the setting of targets within the faculty and to work towards their achievement.
- Establish common standards of practice within the faculty and develop the effectiveness of teaching and learning styles in all subject areas within the faculty, in line with school policy.
- Contribute to the school procedures for lesson observation and feedback.
- Implement school quality procedures and to ensure adherence to those within the faculty.
- Monitor and evaluate the faculty in line with agreed school procedures including evaluation against quality standards and performance criteria.
- Seek/implement modification and improvement where required.

Management Information

- Ensure the maintenance of accurate and up-to-date information concerning the faculty on the management information system.
- Make use of analysis and evaluate performance data provided.
- Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- Produce reports within the quality assurance cycle for the faculty.
- Produce reports on examination performance, including the use of value-added data.
- In conjunction with the relevant member of the SLT, manage the faculty's collection of data.
- Provide relevant information relating to performance and development of the faculty for a range of audiences, including the Governing Body.

Communication and Liaison

- Ensure that all members of the faculty are familiar with its aims and objectives.
- Ensure effective communication/consultation as appropriate with the parents of students.
- Liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- Represent the faculty's views and interests.
- Contribute to the planning and delivery of school liaison activities.
- Lead the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community.
- Promote actively the development of effective subject links with external agencies.

Management of Resources

- Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the faculty budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- Work with the designated member of SLT in order to ensure that the faculty's teaching commitments are effectively and efficiently time-tabled and roomed.



Pastoral System

- Monitor and support the overall progress and development of all students within the faculty.
- Monitor 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.
- Act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description/staff handbook.
- Contribute to the Personal Development Programme according to school policy.
- Ensure the behaviour management policy is implemented in the faculty so that effective learning can take place.

School Ethos

- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure 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 Criteria

- Qualified Teacher Status
- Graduate status, with appropriate levels of attainment and qualifications in English
- Excellent subject knowledge
- Have a secure knowledge and understanding of the English curriculum and related pedagogy
- Ability to teach English to KS3 and KS4
- Proven track record as a highly effective classroom teacher
- Proven track record of high-quality outcomes at classroom and or faculty level
- Leadership skills appropriate to the lead role in the delivery of English
- A passionate interest in all aspects of the subject
- An interest in promoting the subject outside the classroom
- Highly professional standards in the classroom and when working with colleagues
- Energy, enthusiasm, and a concern for quality in all aspects of work
- A capacity to work successfully as part of a team
- The ability to enthuse, excite and engage students
- An awareness of diversity and inclusion issues, and a determination to promote equal opportunities
- The ability to use assessment data to identify underperformance and advise reactive strategies within English
- A passion for inclusive education and a drive to ensure every student has the opportunity to maximise their potential.
- Commitment to safeguarding and promoting the welfare of children and young people.
- 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 both in a classroom and during practical lessons

- 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.

Desirable

- An experienced Leader within English with a track record of school improvement.
- Experience marking for the exam board.
- Experience coaching and support teaching and learning at faculty or whole school level.



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 P McKendrick
Headteacher
Hawkley Hall High School
Carr Lane
Wigan
WN3 5NY

Closing Date: Monday 16th March 2026 at 12.00pm

Interview date TBC





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: 18 Beecham Court, Goose Green, Wigan, WN3 6PR

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

1. POST APPLIED FOR

Post Applied For:		Ref No:	
Organisation:	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:		Work No:	

3. CURRENT POST

CURRENT EMPLOYER AND JOB TITLE:			
DATE OF APPOINTMENT:		SALARY:	
NOTICE PERIOD:			
MAIN DUTIES AND RESPONSIBILITIES			



--

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 Board of Trustees? 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)	The Rowan Learning Trust is committed to providing equal opportunities and supporting all applicants. If you require any reasonable adjustments to allow you to participate in the application process, please let us know. Do you require any reasonable adjustments? YES/NO
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, The Rowan Learning Trust 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"> - Facebook - Instagram - X - LinkedIn - TikTok - YouTube 	

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 YES/NO		Can this reference be taken up immediately YES/NO	

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:.....

