



Second in Faculty - Maths

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.



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Welcome



Dear Applicant,

Thank you for your interest in the Second in Faculty - Maths 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@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 P McKendrick
Headteacher
Hawley Hall High School



Hawkey Hall High School



Context

Hawkey 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 further information, please visit www.rlt.education



Job Description

Second in Faculty – Maths

Reports to: Head of Faculty

Location: Hawley Hall High School, Carr Lane, Wigan, WN3 5NY

Salary: Classroom Teachers' Pay Scale plus TLR2C

Hours: Full time

Overall purpose of post

- Support the Head of Faculty and deputise when and where appropriate.
- Raise standards of student attainment and achievement within both KS3 and 4 and monitor and support student progress across the faculty.
- Be accountable for student progress and development across the curriculum.
- Develop and enhance the teaching practice of others.
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for student's studying in the faculty, in accordance with the school's aims and curricular policies.
- Be accountable for leading, managing and developing Mathematics across the curriculum.
- Manage effectively and deploy teaching/support staff, financial and physical resources.

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 alongside the Head of Faculty.

- Be responsible for the day-to-day management, control and operation of course provision with the key stage, including effective deployment of staff and physical resources.
- Monitor actively and follow up student progress to maximise value added attainment, including students with SEN.
- Work with colleagues to formulate aims, objectives and strategic plans which have coherence and relevance to the needs of the students and to the aims, objectives and strategic plans of the school.
- Link with staff to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission.

Curriculum Provision

- Liaise with the Head of Faculty to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Faculty and School Improvement Plans.
- Be accountable for the development and delivery of subject in the curriculum area.

Curriculum Development

- Keep up to date with national and school developments in the subject area, KS3 specification and teaching practice and methodology.
- Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- Be responsible for the development of key skills with the curriculum area.
- Ensure that the development of the curriculum is in line with national developments.

Staffing

- Work with the head of faculty and 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 and seek out opportunities for others.
- Undertake Performance Management Review(s) and to act as reviewer for a group of staff within the faculty.
- Promote teamwork and to motivate staff to ensure effective working relations.



Quality Assurance

- Establish the process of the setting of targets within a key stage and to work towards their achievement.
- Establish common standards of practice across the curriculum in mathematics and develop the effectiveness of teaching and learning style in line with faculty and school expectations.
- Contribute to the school procedures for lesson observation and feedback.
- Monitor and evaluate the curriculum area in line with agreed school procedures including evaluation against quality standards and performance criteria.
- Seek/implement modification and improvement where required including supporting underperforming colleagues as directed by the HOF.
- Ensure that the faculty's quality procedures meet the requirements of self evaluation and the strategic plan.

Management Information

- Ensure the maintenance of accurate and up-to-date data concerning student performance 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.

Communication and Liaison

- Ensure effective communication/consultation as appropriate with the parents of students.
- 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.

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.
- Contribute to the delivery of the PSHE programme
- 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

- A consistently outstanding teaching standard
- A track record of high value added scores with respect to student progress
- An excellent record of attendance and punctuality
- The ability to develop effective working relationships with students
- A high degree of self-management and organisation
- An enthusiasm and passion for the teaching of Mathematics
- A thorough knowledge of the National Curriculum and awareness of KS3 and KS4 curriculum changes
- A commitment to continuing professional development
- The ability to command the respect of staff and students
- A willingness to take part in extra-curricular activities
- A willingness to share best practice and to learn from others
- The ability to work as a supportive team member
- Excellent ICT skills to aid the delivery of the curriculum
- A desire and willingness to explore innovative methods of curriculum delivery to capture the imagination of the students
- The potential and desire to become a head of faculty in the future

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 Alternatively, send a hard copy to:

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

Closing Date: 12.30pm on Monday 20th April 2026

Interview date to be confirmed.





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			

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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.

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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:.....

