



Teaching Assistant



Hawley Hall
High School



RECRUITMENT PACK



THE ROWAN LEARNING TRUST

'Maximising Potential for All'

Welcome



Dear Applicant,

Thank you for your interest in the Teacher 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 from September 2026.

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 my PA, 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



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 of our 9 faculty areas. 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

'MAXIMISING POTENTIAL FOR ALL'

The Rowan Learning Trust was established in 2012 following many years of highly successful school to school based support. The Trust was founded on the philosophy that high expectations and standards, alongside true collaboration, accelerates school improvement.

Therefore, maximising the potential of students and staff within our wider school community; with a clear moral purpose to advance education for the public benefit. Our name refers to the inception of the Trust within the borough of Wigan and the Rowan tree being featured on the borough's coat of arms. The Rowan Learning Trust was formed. We are an education charity with our schools working collaboratively, as one entity, to improve and maintain high educational standards across the whole organisation.

Built on a foundation of strong values that underpins the Rowan Learning Trust' philosophy, these consist of:

Respect  Kindness
Integrity

More information can be found at www.rlt.education



'Our trust is built on the firm belief that everyone can reach their full potential wherever they are within our community. We want our learners to leave us prepared and confident for the next stage of their lives. To achieve this goal, we operate a collaborative approach to staff development and school improvement which is a supportive and aspirational process; we share our best practice internally and externally with practitioners from other schools. We are extremely proud of the achievements made by our students and staff.'

Job description



TEACHING ASSISTANT	
Reports to:	Head of Inclusion Faculty
Location:	Hawkley Hall High School, Carr Lane, Wigan, WN3 5NY
Salary:	Grade 3, SCP 3-5 (£14,634 - £15,098)
Hours:	25.5 hours per week, term time plus one week

Overall purpose of the 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.

Key Responsibilities:

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 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.

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 Development 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.

Person specification



Essential Criteria

- Legally entitled to work in the UK

Qualifications and training

- Basic level of literacy and numeracy (GCSE, grade c or above)

Experience

- Experience of working and interacting with children of a relevant age and or learning need

Skills and knowledge

- 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

Personal qualities

- 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

Desirable Criteria

- NVQ level 2 or equivalent qualification
- 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

Alternatively, send a hard copy to:

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

Closing Date: Friday 29th May 2026

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.

 01942 939 031

 enquiries@rlt.education

 www.rlt.education

The Rowan Learning Trust

Company Number: 8010464 VAT Registration Number: 134 6833 09

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



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

1. POST APPLIED FOR

Post Applied For:			
Establishment:	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:		Mobile No:	

3. CURRENT POST

CURRENT EMPLOYER AND JOB TITLE:	
DATE OF APPOINTMENT:	SALARY:
NOTICE PERIOD:	
MAIN DUTIES AND RESPONSIBILITIES	
Reason for this application	

4. PREVIOUS WORK EXPERIENCE

Name of Employer	Dates of employment		Post(s) held	Reasons for leaving
	From	To		

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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
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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

Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? <i>(If yes, please state relationship)</i>	Yes / No
Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? <i>(If yes, please give details)</i>	Yes / No
Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? <i>(If yes, please give details)</i>	Yes / No
Do you hold a current and valid driving licence? <i>(if yes, please state the category)</i>	Yes / No
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

10. CRIMINAL CONVICTIONS OR CAUTIONS

<p>You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children.</p> <p>Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level.</p> <p>Where serious concerns as to an individual's suitability to work with children are expressed, the facts will be reported to the relevant authorities.</p>	
<p>Do you have any unspent criminal convictions, cautions or bind-overs?</p> <p>If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked "Addressee Only – CEO".</p>	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)	Yes / No

Order 1975 (Amendment) (England and Wales) Order 2020?

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.

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:

- Facebook
- Instagram
- X
- LinkedIn
- TikTok
- YouTube

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)	Employe r	Educatio n	Charact er	Reference Type: (Please circle)	Employe r	Educatio n	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

- 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.
- 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.
- To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post, you will be provided with further information detailing what documents will be required.

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 and Barring Service (DBS) check and 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:.....