

# Head of Food Technology



Hawley Hall  
High School



RECRUITMENT PACK



**THE ROWAN LEARNING TRUST**

'Maximising Potential for All'

# Welcome

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Dear Applicant,

Thank you for your interest in the Head of Food Technology 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](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,

**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 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

'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](http://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



HEAD OF FOOD TECHNOLOGY	
Reports to:	SLT Line Manager
Location:	Hawkley Hall High School, Carr Lane, Wigan, WN3 5NY
Salary:	Teachers' Pay Scales as specified in the STPCD Plus TLR2B
Hours:	Full time as specified in the STPCD

## Overall purpose of the post:

- Raise standards of student attainment and achievement within the subject 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 in the department, in accordance with the school's aims and curricular policies.
- Be accountable for leading, managing and developing the subject.
- Manage effectively and deploy teaching/support staff, financial and physical resources within the department.
- Support the aims and objectives of the school

## 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 department.
- Be responsible for the day-to-day management, control and operation of course provision with the department, 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.
- Work with colleagues to formulate aims, objectives and strategic plans for the department 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 department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, SIP/DIP and the aims and objectives of the school.
- Link with staff to ensure that the work in the curriculum area fully reflects the school's 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 department 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 Senior Leader link to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan.
- Be accountable for the development and delivery of subject in the curriculum area.

## Curriculum development

- Lead curriculum development for the whole department.
- 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 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 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.
- Be responsible for the efficient and effective deployment of the Department's technicians/support staff.
- Undertake Performance Management Review(s) and to act as reviewer for staff within the department.
- Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department.
- 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 to 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 designated department and act as a positive role model.

## Quality assurance

- Ensure the effective operation of quality control systems.
- Establish the process of the setting of targets within the department and to work towards their achievement.
- Establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department, 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 department.
- Monitor and evaluate the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- Seek/implement modification and improvement where required.
- Ensure that the department's quality procedures meet the requirements of self evaluation and the Strategic Plan.
- 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.
- 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.
- Apply the behaviour management systems so that effective learning can take place.

## **Management information**

- Ensure the maintenance of accurate and up-to-date information concerning the department 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 department.
- Produce reports on examination performance, including the use of value-added data.
- In conjunction with the relevant member of the SLT, manage the department's collection of data.
- Provide relevant information relating to the departmental performance and development for a range of audiences, including the Governing Body.

## **Communication and liaison**

- Ensure that all members of the department 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 department'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 department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- Work with the head of faculty to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.

## Pastoral system

- Monitor and support the overall progress and development of students within the department.
- 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 department 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

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## Essential

### Qualifications and training

- Qualified teacher status

### Experience

- Standard of teaching consistently outstanding

### Skills and knowledge

- Capacity to lead and empower others
- A high degree of management and organisation
- The ability to develop effective working relationships with students
- The ability to command the respect of staff and students

### Personal qualities

- Obvious enthusiasm for the subjects and the ability to pass this on to students
- The ability to work as a supportive team member
- A willingness to share best practice and learn from others
- A desire and willingness to explore innovative methods of curriculum delivery to capture the imagination of the students.
- A commitment to continuing professional development
- A willingness to take part in extra-curricular activities

# 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:

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

**Closing Date: Tuesday 16th June 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.

 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](mailto:jobs@hhhs.net)

### 1. POST APPLIED FOR

<b>Post Applied For:</b>		
<b>Establishment:</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> (Optional)		<b>Date of Birth:</b> (Optional)	
<b>Address:</b>			
<b>POSTCODE:</b>		<b>Email:</b>	
<b>Telephone No:</b>		<b>Mobile No:</b>	

### 3. CURRENT POST

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

### 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?	
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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

<b>TELEPHONE NO:</b>				<b>TELEPHONE NO:</b>			
<b>EMAIL:</b>				<b>EMAIL:</b>			
<b>Reference Type:</b> (Please circle)	Employe r	Educatio n	Charact er	<b>Reference Type:</b> (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.							

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## 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**

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## 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:.....