






Hawkley Hall High School

Recruitment Pack

HAWKLEY HALL HIGH SCHOOL

CARR LANE

WIGAN

WN3 5NY

Tel 01942 204640

October 2018

Dear Colleague,

Post: Teacher of Science

Thank you for your interest in this post. To help you decide if the job would suit you please read through the recruitment pack, which we hope will give you a flavour of what the school is about and of what we expect from the successful candidate.

Hawkley 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.

The school buildings are very modern and attractive and the site as a whole forms a very pleasant working environment. The school is a happy community with a calm and caring atmosphere. Our discipline policy is based on mutual respect between all members of the community, and the fundamental principle that teachers have the right to teach and students have the right to learn.

If, after having read the enclosed information, you decide that you wish to apply to become a member of our thriving and successful community, please complete an application form, attach a cv and submit an accompanying letter of no more than two sides of A4, then return them to school by Sunday 11th November 2018.

If you wish to have an informal discussion about the post before applying please feel free to contact our Business Manager, Judith Perry, at school.

I look forward to receiving your application.

Yours sincerely,

Mr Philip Rimmer
Headteacher

Encs

HAWKLEY HALL HIGH SCHOOL
CARR LANE
WIGAN WN3 5NY

"An outstanding school providing an excellent quality of education and care for its students". (Ofsted)

GENERAL INFORMATION

Number on roll	**:**	**1057 (rising to 1150 by 2021)**
Age Range	**:**	**11 – 16**
Teaching Staff	**:**	**70**
Support Staff	**:**	**87**

Hawkley Hall is a high performing, heavily oversubscribed, mixed comprehensive school. Our school has a strong reputation in the region and its success has been recognised in a number of ways in recent years.

In recognition of its outstanding practice, Hawkley Hall was made a National Support School in spring 2010. In order to widen our influence, Hawkley chose to convert to Academy status on 1st May 2012 with the potential to sponsor under performing schools. Hawkley Hall is therefore the lead school of our multi-academy trust called The Rowan Learning Trust. In June 2017, Hawkley Hall High School was awarded Teaching School status and in April 2018 became the lead school of the Greater Manchester Science Learning Partnership, part of the DfE funded national network, STEM Learning.

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 education we provide for our children.

The school is situated in the south western part 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.

ACCOMMODATION

The original buildings of the school were built in 1980 for what was then the Hawkley Hall Middle School. Since 1986 there has been extensive building, re-modelling and refurbishment programmes on the site to complete the modern and attractive accommodation which is now Hawkley Hall High School. Investment is made annually on refurbishment to keep the fabric at an excellent standard. In September 2017 we opened our newly built Maths block (including ten additional classrooms), three brand new dedicated ICT suites, two additional science labs and two state of the art Food Technology rooms.

ICT

The ratio of students to computers is better than 2:1 including an extensive wireless and mobile solution. Every classroom is equipped with an interactive whiteboard and a Virtual Learning Environment allows access at home.

CURRICULUM

Students in KS3 are taught in either mixed ability forms or sets depending upon subject.

In Years 10 and 11 students follow a core of subjects: English (16%), Mathematics (16%), Science (24%), Physical Education (4%), Religious Education (4%) and choose 3 option subjects. The time allocation is based on 25 one-hour lessons per week.

Special Educational Needs provision is delivered through a combination of in-class support systems and withdrawal. We have 13 resourced places for children on the autistic spectrum.

In 2018 the school's progress 8 measure was -0.32 with a basics measure of 65% and an attainment 8 score of 44.1.

PASTORAL CARE

Pastoral Care is the responsibility of every teacher in school but is formalised on a year basis. Each student comes under the direct care of a form teacher who registers the form daily and looks after the day-to-day routines. Heads of Year (Y6/7, Y8, Y9, Y10, and Y11) with an assistant and attached staff, co-ordinate the pastoral care within the year groups. The form teachers stay with the same year groups as they move through the school.

Our code of conduct and behaviour follows what we refer to as the 'Hawkley Way' – an expected way of doing things based upon mutual respect.

STAFF

There are 70 teachers on the staff, teaching across the full range of age and ability. The teaching staff are supported by 87 professional and very competent support staff. We work as a unified team to support and enhance the learning experiences of our students. At the time of writing this document 98% of teaching is rated as good or better under Ofsted criteria, and 65% outstanding.

TRAINING

We invest heavily in our own staff training and development but we are also a major training provider for staff from other educational establishments. We even have our own, purpose built, high quality training suite.

INSPECTION

There is a link to our outstanding Ofsted report on our website www.hhhs.net.



Teacher of Science (MPS) – General Overview

Required for January 2019

We seek an outstanding practitioner to join our Science Faculty.

The Science Faculty is a hardworking and ambitious team who are committed to continuing to achieving the very best outcomes for our students. All staff have the opportunity to develop through opportunities to lead projects and through CPD.

The faculty is well equipped and is housed in a modern block occupying a suite of ten labs, incorporating study and resource areas. All of the classrooms have interactive whiteboards and there is easy access to a range of ICT for teacher and student use.

The Science Faculty offers students in KS4 either AQA Combined Science (Trilogy) or separate sciences. Students following the Trilogy course study science for 6 hours per week, and those studying the triple science course study science for 9 hours per week. In KS3, students study science for 3 hours per week.

Staff teach within their specialism in KS4 and teach across the three sciences in KS3. The faculty are currently reviewing their KS3 curriculum to incorporate STEM industry links and to provide students with further opportunities to engage in science in real world contexts.

KS4 outcomes have been consistently above national average for a number of years and a high proportion of students go on to study science at post 16.

The successful candidate will be able to demonstrate:

- Excellent classroom teaching skills that stretch students of all abilities
- The ability to teach Science up to KS4.
- Obvious enthusiasm for the subject and the ability to pass this on to students.
- Excellent subject knowledge.
- A high degree of organisation.
- The ability to develop effective working relationships with students.
- The ability to command the respect of staff and students alike.
- The ability to work as a supportive team member.
- Experience of using ICT skills to aid the delivery of the curriculum.
- 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.



Teacher of Science

Person Specification

Essential	Evaluation
Qualified Teacher Status	A
The ability to teach Science up to KS4	A/O/R
A thorough knowledge of the National Curriculum for Science	A/O/I
An enthusiasm and passion for the teaching of Science and excellent subject knowledge	O/I/R
The ability to develop effective working relationship with students	O/I
The ability to command the respect of staff and students alike	O/I/R
The ability to work as a supportive team member	I/R
Excellent classroom teaching & management skills	O/R
A high degree of organisational ability	O/I
A commitment to continued professional development	A/I
A willingness to share best practice and learn from others	A/I
Experience of using ICT in Science	A/I
A willingness to take part in extra-curricular activities	A/I
An excellent record of attendance and punctuality	A/R

This post is subject to enhanced disclosure procedures and safer recruitment procedures.

(A=application, O=observation, I=interview, R=reference)

HAWKLEY HALL HIGH SCHOOL

JOB DESCRIPTION

1. INTRODUCTION

1.1 NAME OF POSTHOLDER:

1.2 JOB TITLE: Teacher

1.3 JOB PURPOSE: Under the reasonable direction of the Headteacher, 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 engineering college

1.4 Line Management: Reporting to - Head of Faculty/ Department/KS

Responsible for - No line manager responsibility

1.5 Liaising With: Headteacher, senior leadership team, teaching and support staff, LEA representatives, external agencies and parents.

1.6 Salary Scale: Classroom Teachers' Pay Scale

1.7 Working Time: Full time as specified within the STPCD

1.8 CRB Disclosure Level: Enhanced

Dated November 2017

2. TEACHING

2.1 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.
2.2 Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
2.3 Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
2.4 Ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
2.5 Undertake a designated programme of teaching.
2.6 Ensure a high quality learning experience for students which meets internal and external quality standards.
2.7 Prepare and update subject materials.
2.8 Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
2.9 Maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
2.10 Undertake assessment of students as requested by external examination bodies, faculty and school procedures.
2.11 Mark, grade and give written/verbal and diagnostic feedback as required.

3. STRATEGIC/ OPERATIONAL PLANNING

3.1 Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.
3.2 Contribute to the curriculum area and department's development plan and its implementation.
3.3 Plan and prepare courses and lessons.
3.4 Contribute to the whole school's planning activities.

4. CURRICULUM PROVISION

4.1 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.

5. CURRICULUM DEVELOPMENT

5.1 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.

6. STAFFING

6.1 Take part in the school's staff development programme by participating in arrangements for further training and professional development.
6.2 Continue own professional development in the relevant areas including subject knowledge and teaching methods.
6.3 Engage actively in the performance management review process.

6.4 Ensure the effective/efficient deployment of classroom support
6.5 Work as a member of a designated team and to contribute positively to effective working relations within the school.

7. QUALITY ASSURANCE

7.1 Help to implement school quality procedures and to adhere to those.
7.2 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.
7.3 Review from time to time methods of teaching and programs of work.
7.4 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.

8. MANAGEMENT INFORMATION

8.1 Maintain appropriate records and to provide relevant accurate and up-to-date information for management information systems, registers, etc.
8.2 Complete the relevant documentation to assist in the tracking of students.
8.3 Track student progress and use information to inform teaching and learning.

9. COMMUNICATIONS AND LIAISON

9.1 Communicate effectively with the parents of students as appropriate.
9.2 Where appropriate, communicate and co-operate with persons or bodies outside the school. Follow agreed policies for communications in the school.
9.4 Take part in liaison activities such as parent's evenings, review days and liaison events with partner schools.
9.5 Contribute to the development of effective subject links with external agencies.

10. MANAGEMENT OF RESOURCES

10.1 Contribute to the process of the ordering and allocation of equipment and materials.
10.2 Assist the Head of Faculty/Department/KS to identify resource needs and to contribute to the efficient/effective use of physical resources.
10.3 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.

11. PASTORAL SYSTEM

11.1 Be a Form Tutor to an assigned group of students.
11.2 Promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
11.3 Liaise with a Pastoral Leader to ensure the implementation of the school's pastoral system.
11.4 Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
11.5 Evaluate and monitor the progress of students and keep up-to-date student records as may be required.
11.6 Contribute to the preparation of action plans and progress files and other reports.
11.7 Alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
11.8 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.
11.9 Contribute to PSHCE and citizenship and enterprise according to school policy
11.10 Apply the behaviour management systems so that effective learning can take place.

12. SCHOOL ETHOS

12.1 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.
12.2 Support the school in meeting its legal requirements for worship.
12.3 Promote actively the school's corporate policies.
12.4 Comply with the school's health and safety policy and undertake risk assessments as appropriate.

13. SIGNATURES

The school 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.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed ..... Signed .....

(Teacher) (Headteacher)

Dated ..... Dated .....

(Teacher) (Headteacher)