



**Hazel Wood**  
High School



# Learning Manager

Candidate Pack



Part of the

**Oak**



Learning Partnership

# Learning Manager

## Welcome from the Headteacher

Dear Candidate,

**I am the Headteacher of Hazel Wood High School and, during my time here, I have overseen a necessary period of considerable change since becoming a part of a Multi-Academy Trust in April 2019.**

I am immensely proud of our most recent Ofsted inspection, which graded Hazel Wood High School as "Good" in all areas. This outstanding achievement is a testament to the dedication, hard work, and commitment of our exceptional staff, students, and parents/carers who collectively contribute to our school's success. The Ofsted report commends our school for its calm and purposeful learning environment, carefully thought-out programme that promotes personal development, good student progress, and positive school ethos. Our talented and passionate teaching staff consistently go above and beyond to provide stimulating and engaging lessons, having high expectations and fostering a love for learning within our students. The report highlights the outstanding support and guidance our staff provide to every student, ensuring they receive the tailored attention they deserve.

The cumulative impact of all our school improvement work has resulted in us being the most improved school in our area. Attainment and progress indicators at Key Stage 4 have dramatically improved and our Progress 8 score is now above average; student numbers are healthy across all year groups, attendance levels have dramatically improved, and exclusions are falling. Our school has a good reputation for being caring and inclusive and is highly regarded by its local community. We have high expectations of our staff and a great emphasis on pupil care, which includes a particular focus on outstanding quality teaching and learning, with the aim of achieving excellent outcomes for all students. At Hazel Wood, we place emphasis on effective behaviour management and high-quality teaching, and we support staff to actively apply these within the classroom every day. This, in turn, facilitates the students' ability to understand and meet our expectations.



# Learning Manager

## Welcome from the Headteacher

We believe that all our students deserve the very best education that we can provide, and our teaching staff aspire to raise the standards and quality of teaching and learning. This is encouraged through inspiring, and supporting, colleagues with bespoke CPD; and by ensuring that best practice is shared and embedded. Having the right team in place is essential to this. Therefore, we are seeking to appoint an exceptional Learning Manager to help us continue this work. Learning Managers are part of our Inclusion and SEND provision. Pupils within this provision receive personalised support programmes that are focused around their specific needs and outcomes. You will be part of an excellent team and provided with extensive support that will enable you to develop to your full potential both in this role and beyond.

As a part of the Oak Learning Partnership, we are proud of what we have achieved so far and excited by the continuous improvements and changes here at Hazel Wood High. This appointment will form a key element in the next phase on our journey to outstanding. If you would like to join our excellent team, then we would like to hear more about you.

Visits to the school, prior to application, are both welcomed and encouraged. Please contact the school on **0161 797 6543** or by e-mailing **enquiries@hazelwood.oaklp.co.uk** to arrange an appointment.

I encourage you to visit our website to discover more about our values, ethos, and the amazing work we do at Hazel Wood. **[www.hazelwoodhigh.co.uk](http://www.hazelwoodhigh.co.uk)**

**We ask that you do not send CV's, please complete and send your application form and a personal statement to [hr@oaklp.co.uk](mailto:hr@oaklp.co.uk)**

I hope that when you have read the information enclosed, you will be encouraged to apply for this important post. We look forward to receiving your application.

Paul Greenhalgh  
**Headteacher at Hazel Wood High School**





**“Pupils are happy to attend this school. They wear their uniform with pride. Leaders have high expectations of pupils’ behaviour. In the main, this ensures a calm and purposeful learning environment for pupils. Pupils benefit from being part of a diverse and respectful school community”.**

Ofsted Report,  
March 2023.

Inclusion is at the  
heart of our trust



## Introduction to Our Trust

### Dear Candidate,

Thank you for your interest in this post at Hazel Wood High School, part of Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of pupils to reach their full potential, we have unconditional positive regard, leave no one behind and everyone is welcome.

Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued, and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and have a clear vision, this role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity and have a healthy sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

For further information about the trust please visit our website:  
[www.oaklp.co.uk](http://www.oaklp.co.uk)

**James Franklin-Smith**  
**CEO of Oak Learning Partnership**

**Oak**   
Learning Partnership  
[oaklp.co.uk](http://oaklp.co.uk)





**“Leaders have identified the important knowledge that they want pupils to know and remember. They have ordered learning carefully to allow pupils to build their knowledge logically over time. Teachers are experts in their subjects, and they use their subject knowledge well to devise appropriate learning activities for pupils. Teachers’ consistent application of leaders’ behaviour policy means that learning is rarely disrupted by poor behaviour”.**

Ofsted Report,  
March 2023.

# Learning Manager

**Salary:** Grade 6, SCP 6 (£25,183), actual pro rata salary £19,417 per annum

**Hours:** 32.75 hours, term time only plus 5 additional days.

## Job Description

**Normal place of work:** Hazel Wood High School, although you may be asked to contribute towards trust wide projects.

**Normal working hours:** Monday to Friday 8:30am – 3:30pm

The post is 32.5 hours per week term time plus 5 additional days to be worked during periods of school closure.

**Responsible to:** Assistant Headteacher

### PURPOSE OF THE POST

- To work with class teachers to provide effective interventions in order to achieve the highest possible standards for pupils. To manage self and support staff and pupils' in ensuring stability and continuity for learning and behavioural development and academic progress. The post holder will also support the aims and objectives of Hazel Wood High School and under the direction of the Headteacher and Senior Staff, work with all pupils to support learning and so help remove barriers to learning.

### MAIN DUTIES AND RESPONSIBILITIES

- Liaise with staff, professionals, and parents to support student engagement, progress and attendance.
- Work closely with the pastoral team to ensure any students on the graduate approach process are receiving the right support.
- Facilitate the exceptional progress and well-being of any individual or group of pupils; provide guidance and advice to students on educational and social matters.
- Support the successful learning and participation in educational activities and assist individual students through mentoring, educational and pastoral support.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good working relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Support pupils with emotional and behavioural difficulties, social skills and promote integration with peer groups.
- Support individual students through intervention, mentoring and classroom support, manage a caseload and prepare resources.
- Promote inclusion and acceptance of all pupils.
- Communicate effectively with the class teacher/s to share students' learning.
- In liaison with the teacher, use strategies to support pupils to achieve learning goals.

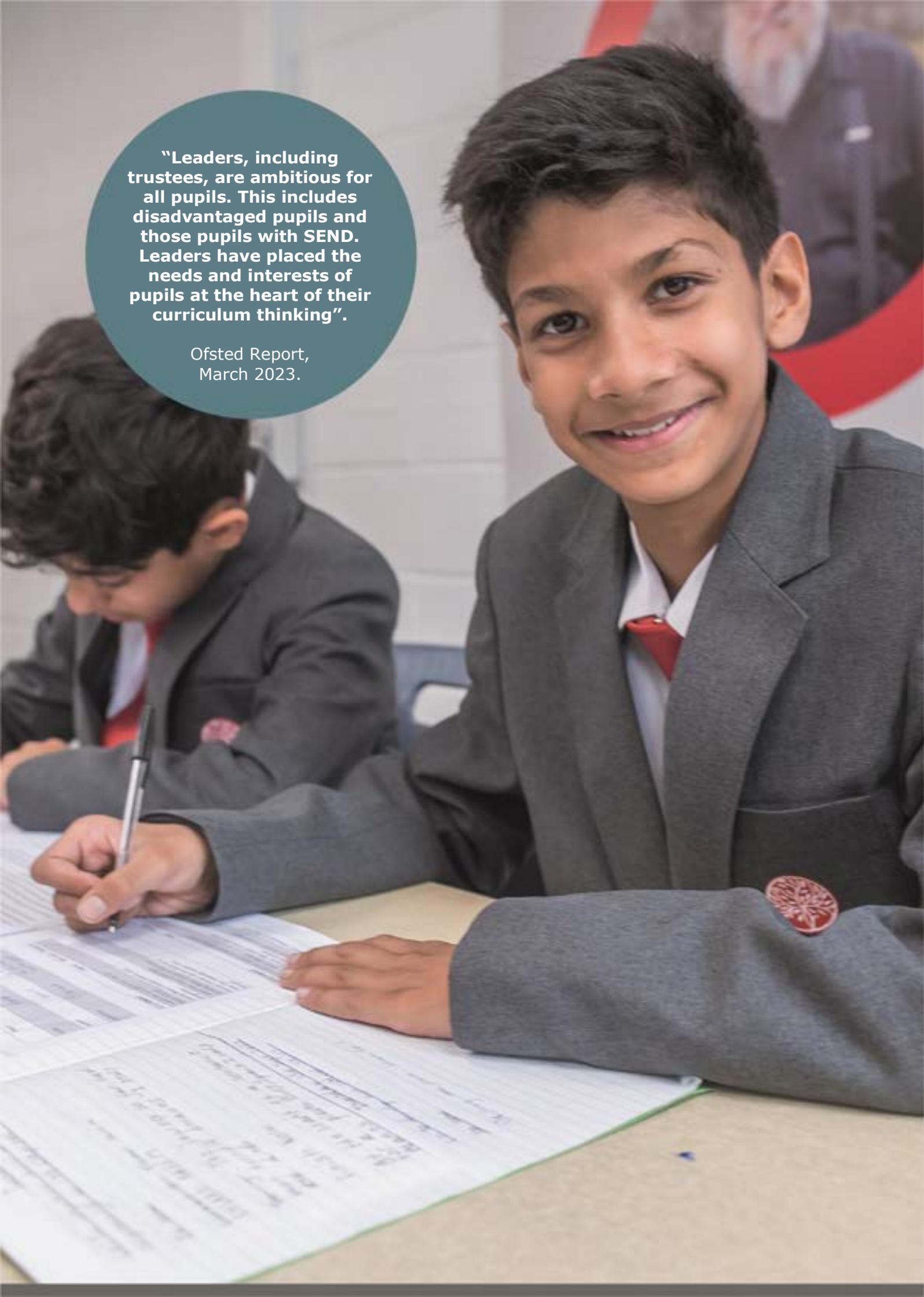
- Assist the SENCO / teacher to devise suitable learning targets for the pupils in relation to their special educational needs.
- Undertake structured and agreed learning activities/learning programmes taking into consideration pupil learning styles. Adjust activities according to pupil responses/needs.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, recording achievements and progress and feeding back to the teacher.
- Assist the SENCO in ensuring progress for all students.
- Respond to and take steps to resolve relationship issues between pupils and between staff and pupils.
- Manage the behavioural and emotional needs of students, being available to respond to incidents as they occur.
- Contribute to the whole school removal strategy and model good practice when staffing the removal rooms.
- Arrange and develop 1:1 mentoring arrangement with pupils and provide support for distressed pupils.
- Monitor pupil responses to learning activities and accurately record pupil achievement/progress as directed.
- Organise, monitor and evaluate appropriate strategies for tracking student behaviour and rewards, target monitoring processes and mentoring.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility and participate in feedback sessions/meetings with parents under teacher's direction.
- Refer to and liaise with the various outside agencies that work with our young people.
- Support students throughout the day by fulfilling pastoral responsibilities.
- To be responsible for allocated administrative duties associated with specified students.
- Engage fully in the trusts appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the trust's goals and improvement plan.
- Attend meetings / training and carry out specific administrative tasks and duties.
- Support Exam Access Arrangements as and when required.
- To participate in the designated duty team and duty rotas and on call systems.
- Provide first aid and support students with medical needs.
- Consistently implement all trust policies.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Communicate effectively to all members of the trust and the wider community on matters concerning pupil safety, behaviour and attendance.
- Carry out any other reasonable duties as requested by the Senior Leadership Team and Headteacher.

# Learning Manager Person Specification

<b>CRITERIA</b>	<b>Experience, Qualifications and Training:</b> On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
<b>ESSENTIAL</b>		<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>Grade C / 4 or above in GCSE English and Mathematics.</li> <li>Experience of working with young people.</li> </ul>		<ul style="list-style-type: none"> <li>Good honours degree.</li> <li>Experience of working in a similar role.</li> </ul>
<b>CRITERIA</b>	<b>Ability, Skills and Knowledge:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
<b>ESSENTIAL</b>		<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>High expectations which motivate and challenge students.</li> <li>Commitment to safeguarding.</li> <li>Ability to always maintain confidentiality.</li> <li>Ability to maintain accurate and up to date records.</li> <li>Experienced in Microsoft Office packages, especially Excel, Outlook and Word.</li> <li>Understanding of Safeguarding procedures.</li> <li>Ability to receive and act on feedback.</li> <li>Ability to work under pressure.</li> <li>.</li> </ul>		<ul style="list-style-type: none"> <li>Understanding of how children learn.</li> <li>Use of data management system/s e.g. SIMS.</li> </ul>
<b>CRITERIA</b>	<b>Personal style and behaviour:</b> In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:	
<b>ESSENTIAL</b>		
<ul style="list-style-type: none"> <li>Strong moral purpose and drive for improvement.</li> <li>Motivated, enthusiastic, flexible.</li> <li>Excellent interpersonal skills.</li> <li>Desire to develop yourself.</li> <li>Strong attention to detail.</li> </ul>		

**“Leaders, including trustees, are ambitious for all pupils. This includes disadvantaged pupils and those pupils with SEND. Leaders have placed the needs and interests of pupils at the heart of their curriculum thinking”.**

Ofsted Report,  
March 2023.





**Hazel Wood**  
High School

**Hazel Wood High School**

Hazel Avenue  
Bury  
Lancashire  
BL9 7QT

0161 797 6543

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