

Head of Food Technology



Hawkey Hall
High School



RECRUITMENT PACK

Welcome



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 October 2026.

Hawley Hall High School 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, Samantha Doherty, on 01942 204640 or email s.doherty@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

Hawkley Hall High School



Context

Hawkley Hall High School is a popular, 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 wildfowl 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 within their 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.'



THE ROWAN LEARNING TRUST

'Maximising Potential for All'

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 area 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 within the department, in accordance with the school's aims and curriculum policies.
- Be accountable for leading, managing and developing the subject area.
- Manage and deploy teaching and support staff, financial resources and physical resources effectively 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 main scale teacher.

Strategic/operational planning

- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment practices, and teaching and learning strategies within the department.
- Be responsible for the day-to-day management, control and operation of curriculum provision within the department, including the effective deployment of staff and physical resources.
- Monitor and track student progress actively and take appropriate action to maximise attainment and progress, including for students with SEND.
- Implement school policies and procedures.
- Work with colleagues to formulate aims, objectives and strategic plans for the department that are coherent, relevant to the needs of students, and aligned with the aims, objectives and strategic priorities of the school.
- Lead and manage the planning function of the department, ensuring that departmental planning reflects the needs of students, the school improvement plan (SIP), the department improvement plan (DIP), and the aims and objectives of the school.
- Work collaboratively with staff to ensure that the curriculum area fully reflects the school's ethos and mission.
- Promote and oversee the effective use of ICT, including the development of materials to support the curriculum and students' learning.
- Ensure that health and safety policies and practices, including risk assessments, are implemented throughout the department in line with statutory requirements and are reviewed and updated as necessary, liaising with the school's health and safety manager.

Curriculum provision

- Liaise with the designated senior leadership team (SLT) link to ensure the delivery of an appropriate, comprehensive, high-quality and cost-effective curriculum programme that complements the school improvement plan.
- Be accountable for the development and delivery of the subject area within the curriculum.

Curriculum development

- Lead curriculum development across the department.
- Keep up to date with national developments in the subject area, teaching practice and educational methodology.
- Monitor and respond proactively to curriculum developments and initiatives at national, regional and local levels.

- Liaise with the senior leadership team to maintain accreditation with relevant examination and awarding bodies.
- Be responsible for the development of key skills within the subject area.
- Ensure that the development of the subject area reflects national priorities and developments.

Staffing

- Work with the designated member of the senior leadership team to identify staff development needs and ensure that appropriate programmes are implemented to meet those needs.
- Maintain and develop own professional knowledge and skills through continuous professional development.
- Be responsible for the effective deployment of departmental technicians and support staff.
- Undertake performance management reviews and act as reviewer for staff within the department.
- Make appropriate arrangements for classes when staff are absent, ensuring suitable cover arrangements within the department.
- Participate in the recruitment and selection process for teaching posts when required and ensure the effective induction of new staff in line with school procedures.
- Promote teamwork and motivate staff to maintain effective working relationships.
- Participate in the school's initial teacher training and induction programmes as required.
- Be responsible for the day-to-day management of staff within the department and act as a positive role model.

Quality assurance

- Ensure the effective operation of quality assurance procedures within the department.
- Establish procedures for setting departmental targets and work towards their achievement.
- Establish and maintain common standards of practice within the department and enhance the effectiveness of teaching and learning in line with school policy.
- Contribute to the school's lesson observation and feedback processes.
- Implement school quality assurance procedures and ensure compliance within the department.
- Monitor and evaluate the performance of the department in line with agreed school procedures, including evaluation against quality standards and performance criteria.

- Identify, implement and monitor improvements where required.
- Ensure that departmental quality assurance procedures meet the requirements of self-evaluation and the strategic plan.

Pastoral Responsibilities

- Liaise with pastoral leaders to support the implementation of the school's pastoral systems.
- Register students, accompany them to assemblies, encourage full attendance at lessons and promote their participation in all aspects of school life.
- Alert appropriate staff to any concerns regarding students and make recommendations for appropriate support and intervention.
- Communicate, as appropriate, with parents/carers and external agencies regarding the welfare of individual students, following consultation with relevant staff.
- Apply the school's behaviour management systems to ensure that effective learning takes place.

Management information

- Ensure the maintenance of accurate and up-to-date departmental information within the school's management information systems.
- Analyse and evaluate performance data effectively.
- Identify and take appropriate action in response to issues arising from data, systems and reports, setting deadlines where necessary and monitoring progress.
- Produce reports as required within the school's quality assurance cycle.
- Produce reports on examination performance, including analysis of value-added data.
- In conjunction with the relevant member of the senior leadership team, manage the department's collection and use of data.
- Provide relevant information relating to departmental performance and development to a range of stakeholders, including the governing body.

Communication and liaison

- Ensure that all members of the department are familiar with its aims and objectives.
- Maintain effective communication and consultation with parents/carers, as appropriate.

- Liaise with partner schools, higher education institutions, industry partners, examination boards, awarding bodies and other relevant external organisations.
- Represent the interests and views of the department.
- Contribute to the planning and delivery of school liaison activities.
- Lead the development of effective links with partner schools and the wider community, promoting the subject area at liaison events and other relevant activities.
- Promote and develop effective partnerships with external agencies.

Management of resources

- Manage departmental resources, including accommodation, staff, budgets and equipment, efficiently and effectively within agreed policies and procedures.
- Manage the departmental budget, including requisitioning, organising and maintaining equipment and stock, and ensuring that appropriate records are maintained.
- Work with the head of faculty to ensure that teaching commitments are effectively and efficiently timetabled and accommodated.

Student Progress and Achievement

- Monitor and support the overall progress and development of students within the department.
- Monitor student attendance, progress and performance against agreed targets, ensuring that appropriate follow-up action is taken where necessary.
- Act as a form tutor and carry out the responsibilities associated with the role as outlined in the school's staff handbook and relevant job descriptions.
- Contribute to the personal development programme in accordance with school policy.
- Ensure that the behaviour management policy is implemented consistently within the department to promote effective learning.

School ethos

- Play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging staff and students to do likewise.
- Support the school in meeting its statutory requirements relating to collective worship.
- Promote actively the school's policies, values and objectives.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.

Person specification



Essential

Qualifications and training

- Qualified teacher status.

Experience

- Evidence of consistently outstanding teaching practice.
- Experience of leading or coordinating a curriculum area, key stage, subject initiative or team.
- Experience of monitoring and improving student progress and attainment.
- Experience of supporting, coaching or developing colleagues to improve teaching and learning.

Skills and knowledge

- The ability to lead, motivate and empower others.
- Strong management and organisational skills.
- The ability to develop effective working relationships with students.
- The ability to command the respect of both staff and students.
- A secure knowledge and understanding of effective teaching and learning strategies.
- The ability to analyse and use student performance data to raise standards and improve outcomes.
- The ability to communicate effectively with students, staff, parents/carers and external agencies.

Personal qualities

- A genuine enthusiasm for the subject area and the ability to inspire and motivate students.
- The ability to work collaboratively as a supportive member of a team.
- A willingness to share best practice and learn from others.
- A commitment to exploring innovative approaches to curriculum design and delivery in order to engage and motivate students.

- A commitment to continuous professional development.
- A willingness to participate in and support extra-curricular activities.
- High levels of personal and professional integrity.
- The ability to remain positive, resilient and adaptable in a demanding environment.
- A commitment to safeguarding and promoting the welfare of children and young people.

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 20th October 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

1. POST APPLIED FOR

Post Applied For:		
Establishment:	Hawkey 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

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. 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. Where serious concerns as to an individual's suitability to work with children are expressed, the facts will be reported to the relevant authorities.	
In line with Keeping Children Safe in Education (KCSIE) guidance, are you currently subject to any criminal investigation, police enquiry, arrest, charge, caution, conviction, or other matter that may be relevant to your suitability to work with children and young people?	Yes / No

If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked "Addressee Only – CEO".	
Do you have any cautions or convictions that are not protected under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended?"	Yes / No
In line with Keeping Children Safe in Education, The Rowan Learning Trust will undertake online searches on shortlisted candidates as part of its due diligence checks. Searches will only consider publicly available information and will be conducted solely to assess suitability to work with children. Any concerns identified will be discussed with the candidate during the recruitment process	

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:.....