The Rowan Learning Trust

Teacher of English

Hawkley Hall High School

RECRUITMENT PACK

Welcome

Dear Applicant,

Thank you for your interest in the teacher of English position at Hawkley 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.

Hawkley 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 Hawkley 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
Hawkley 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.'

Job description

TEACHER OF ENGLISH	
Reports to:	Head of faculty
Location:	Hawkley Hall High School, Carr Lane, Wigan, WN3 5NY
Salary:	Teachers' Pay Scales as specified in the STPCD
Hours:	Full time as specified in the STPCD

Overall purpose of the post:

- 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.
- 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 school.

Teaching:

- 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.
- Assess, record and report on the attendance, progress, development and attainment of students and keep such records as are required.
- Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.

- Ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- Undertake a designated programme of teaching.
- Ensure a high-quality learning experience for students, which meets internal and external quality standards.
- Prepare and update subject materials.
- Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- Maintain discipline in accordance with the school's procedures, and encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- Mark, grade and give written/verbal and diagnostic feedback as required.

Strategic/operational planning

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

Curriculum provision

- Assist the head of faculty to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.

Curriculum development

- 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.

Staffing

- Take part in the school's staff development programme by participating in arrangements for further training and professional development.

- Continue own professional development in the relevant areas including subject knowledge and teaching methods.
- Ensure the effective/efficient deployment of classroom support.
- Work as a member of a designated team and contribute positively to effective working relations within the school.

Quality assurance

- Help to implement school quality procedures and adhere to them.
- Contribute to the process of monitoring and evaluating the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria. Seek/implement modification and improvement where required.
- Review, from time to time, methods of teaching and programmes of work.
- 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.

Management information

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

Communication and liaison

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

Management of resources

- Contribute to the process of ordering and allocation of equipment and materials.

- Assist the head of faculty to identify resource needs and contribute to the efficient/effective use of physical resources.
- Co-operate with other staff to ensure an effective use of resources to the benefit of students.

Pastoral system

- Be a form tutor to an assigned group of students.
- Promote the general progress and well-being of individual students.
- Liaise with pastoral leaders 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.
- Evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- Contribute to the preparation of action plans and progress files and other reports.
- Alert the appropriate staff to problems experienced by students and 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.
- Contribute to PSHCE and enterprise according to school policy.
- Apply the behaviour management systems so that effective learning can take place.

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 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

Essential

Qualifications and training

- Qualified teacher status.
- The ability to teach English up to KS4.

Skills and knowledge

- A thorough knowledge of the National Curriculum changes for English.
- Excellent subject knowledge.
- Excellent classroom teaching & management skills.
- A high degree of organisational ability.
- Experience of using IT in English.

Personal qualities

- An enthusiasm and passion for the teaching of English.
- The ability to develop effective working relationship with students.
- The ability to command the respect of staff and students alike.
- The ability to work as a supportive team member.
- A commitment to continued professional development.
- A willingness to share best practice and learn from others.
- 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**

Alternatively, send a hard copy to:

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

Closing Date: Monday 19th 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:	Hawkley 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		

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

7. FURTHER AND HIGHER EDUCATION

Name of College/ University	From	To	Qualifications – Grades, awarding bodies & dates

8. ANY OTHER RELEVANT QUALIFICATIONS

Please give details of any other relevant qualifications you have for this post.

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? *(If yes, please state relationship)*	Yes / No
Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? *(If yes, please give details)*	Yes / No
Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? *(If yes, please give details)*	Yes / No
Do you hold a current and valid driving licence? *(if yes, please state the category)*	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)	Employer	Education	Character	**Reference Type:** (Please circle)	Employer	Education	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

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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:……