



**Hazel Wood**  
High School



# Assistant Director of English Candidate Pack



Part of the

**Oak**



Learning Partnership

# Assistant Director of English

## 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.



# Assistant Director of English

## 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 Assistant Director of English to help us continue this work.

The successful candidate will work closely with the Director of English to drive excellence in teaching and learning, support curriculum development, and inspire both staff and students to achieve outstanding outcomes. You will play a key role in fostering collaboration across the department and ensuring the highest standards of academic achievement. This is an exciting opportunity for an experienced English teacher with strong leadership skills to make a lasting impact in our school community.

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](mailto: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)**

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.

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

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.

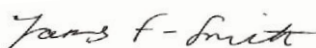
Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure 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.

# Assistant Director of English

**Salary:** Main Pay Scale to Upper Pay Scale, plus TLR 2b (£5,647)

Actual salary £37,297 – £54,731

**Hours:** 1265 hours per annum, worked as per the Teacher Pay and Conditions.

## Job Description

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

**Normal working hours:** 1265 hours per annum, worked as per the Teachers Pay and Conditions.

**Responsible to:** Director of English.

### PURPOSE OF THE POST

- Assist the Director of English in raising standards of student attainment and achievement within the English curriculum area with a focus on KS3 in line with national and school policies/priorities. This will include Leading, Developing and Managing the quality of teaching; monitoring and supporting student progress to raise standards in the quality of learning and making strategic evaluations of teaching, learning, personnel, finance and premises issues in English.

### MAIN DUTIES AND RESPONSIBILITIES

The successful candidate will be expected to assist the Director of English by leading KS3, developing and enhancing the quality of teaching and learning within the faculty by:

- Setting and maintaining high standards of teaching and learning across the age and ability range.
- In the absence of the Director of English, ensuring that appropriate work is supplied for the use of the Learning Manager, supply or substitute staff.
- Taking on the role of subject mentor for ECTs, RQTs, ITTs and new staff.
- Developing strategies to monitor and promote effective transition arrangements in the faculty to ensure continuity and progression for all pupils and to liaise with the appropriate Assistant Head Teacher in this respect.
- Assisting the Director of English in reviewing, developing and refining schemes of work for KS3 by leading and managing other staff in the Faculty to extend and improve our current resources.
- Developing and co-ordinating curricular links with primary schools and external agencies.
- Taking a leading role in agreed subject areas and any specific project(s) to be decided with the Director of English.
- Managing and developing high quality teaching resources within agreed subject areas to match the needs of the curriculum and the different abilities of learners.
- Assisting the Director of English by monitoring, reviewing and developing all Faculty policies and strategies in line with the strategic aims of the school.
- Assisting the Director of English by leading curriculum development for the whole department/faculty as required.

- Updating professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the subject area in particular.
- Assisting the Director of English by promoting learning through out of hours activities.
- Assisting the Director of English by promoting the Home/School Partnership and the school Homework Policy
- Ensuring a high-quality learning environment within the Faculty by managing and improving:
  - The fabric of the classrooms within the faculty area.
  - Displays and exhibitions of pupils' work, including references to levels or GCSE grades on display work.
  - Classroom behaviour by ensuring that faculty policies on sanctions are consistent with the agreed school Positive Behaviour Policy and its systems.
- Liaising with Senior Managers to support teachers within the faculty by identifying:
  - Their CPD needs which will enhance teaching and learning;
  - Induction of new teachers to the faculty, including Early Career Teachers (ECTs), the support of trainee teachers.

## RECORDING, REPORTING AND ASSESSMENT

- Assisting the Director of English by monitoring, developing and enhancing the assessment arrangements within the faculty at KS3 and KS4, in line with the school's targets. This will involve co-ordinating and monitoring strategies to raise pupil achievement and ensure continuity of progress, making best use of assessment information.
- Managing, setting and co-ordinating the results from examinations, or other assessment instruments; liaising with the Assistant Headteacher, the school Administrator and other staff regarding identified subjects curriculum assessments.
- Being accountable for monitoring, developing and co-ordinating strategies to raise pupil achievements.
- Assisting the Director of English by monitoring and reviewing long term and short term planning within the Faculty to ensure coverage, provision of a range of learning experiences.
- Ensuring that Faculty reports on students are completed to a high professional standard, by the appropriate deadline dates and are consistent with the school's reporting arrangements.

## LEADERSHIP

- Assisting the Director of English to develop self-evaluation strategies within the faculty to monitor, evaluate and improve the quality of teaching and learning through:
  - A structured, rigorous and recorded programme of lesson observation for all staff; providing feedback and advice on improvement as appropriate.
  - Completing self-evaluation audits to identify strengths and areas for improvement
  - Ensuring that this process informs improvement planning within the Faculty.
  - Developing and formalising arrangements for the scrutiny of pupil's work and staff planners.
- Assisting the Head of Faculty in the production of a detailed School Development Plan in line with agreed whole school priorities.
- Deputising for the Director of Faculty in the event of absence: take responsibility for the day-to-day management issues in this event.
- To deputise for the Director of faculty by attending meetings or working parties as and when required.



## STANDARDS AND QUALITY ASSURANCE

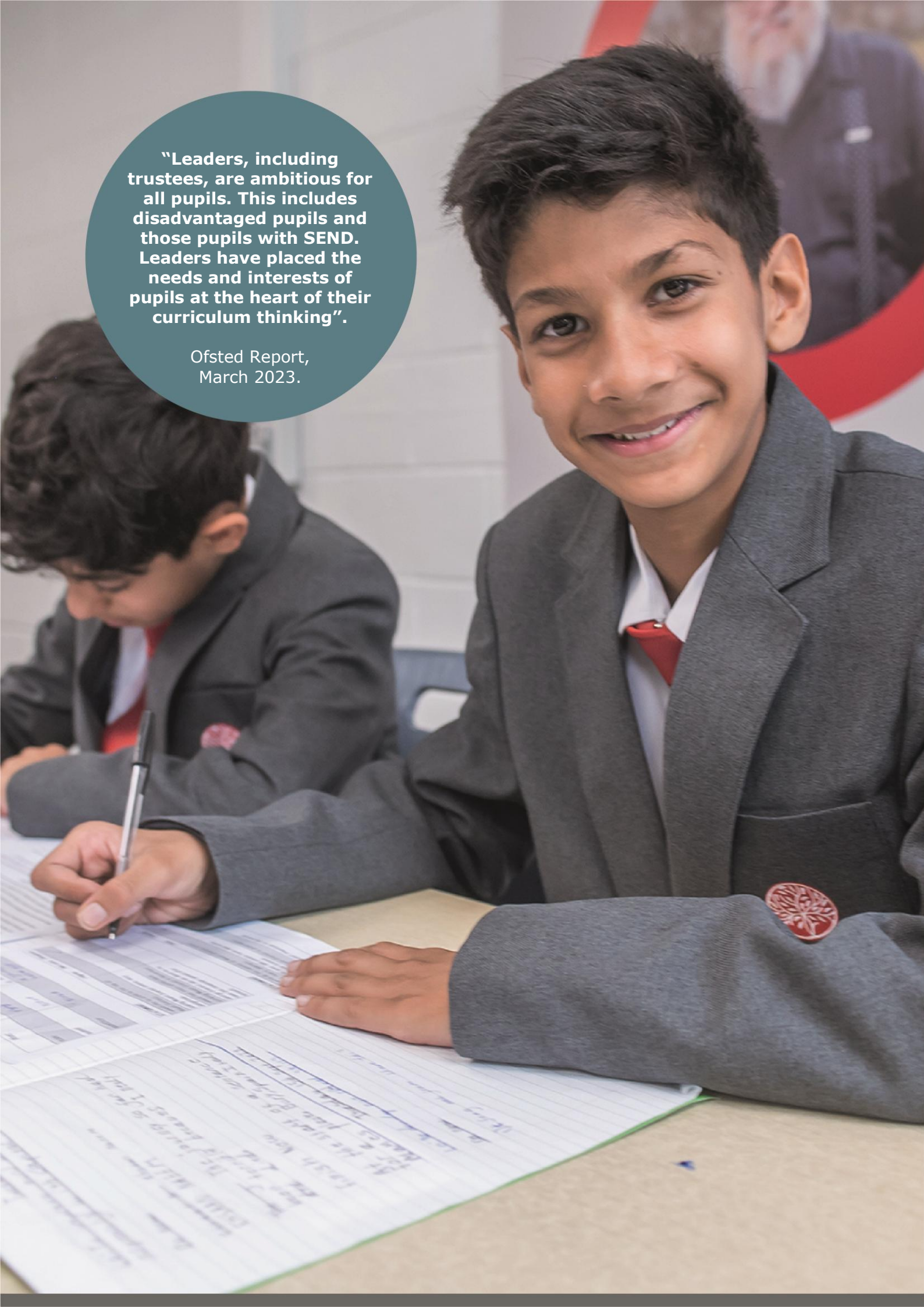
- Ensure that the department's quality procedures meet the requirements of the school's self-evaluation strategy and the Improvement plan.
- Liaising with appropriate external agencies, organisations and other schools to ensure the maintenance of high standards within the faculty.
- Attending and participate in open/parent evening
- Attending team and staff meetings.

# Assistant Director of English 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>• Qualified Teacher status.</li> <li>• Degree.</li> <li>• Relevant Qualifications.</li> <li>• Relevant in-service training during the last three years.</li> <li>• Significant successful teaching experience and an excellent classroom practitioner.</li> <li>• Evidence of work which has led directly to positive outcomes for students.</li> <li>• Involvement in leading CPD.</li> </ul>	<ul style="list-style-type: none"> <li>• Good honor's degree.</li> <li>• A range of relevant in-service training during the last three years.</li> <li>• Experience in more than one school.</li> <li>• Collaborative work with other schools.</li> <li>• Leadership and Management experience in a secondary school.</li> <li>• Experience of leading a successful whole school initiative.</li> <li>• Experience of Curriculum Development, Assessment and/or development and quality assurance of Teaching &amp; Learning.</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>• Ability to articulate a sound educational philosophy consistent with the school's aims.</li> <li>• Enthusiasm for learning.</li> <li>• Empathy with young people.</li> <li>• A good range of Information Communication Technology skills.</li> <li>• Be committed to having a positive impact on the learning and teaching of students in your charge.</li> </ul>	<ul style="list-style-type: none"> <li>• A high order of Information Technology skills which have been deployed to support student learning.</li> <li>• Understanding of effective practice in the teaching of all areas of the curriculum and cross-curricular themes</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

[enquiries@hazelwood.oaklp.co.uk](mailto:enquiries@hazelwood.oaklp.co.uk)

[www.hazelwoodhigh.co.uk](http://www.hazelwoodhigh.co.uk)



Part of the

**Oak**



Learning Partnership