



## Head of KS3 - Science

### Recruitment Pack Hawkley Hall High School



## HAWKLEY HALL HIGH SCHOOL

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*To provide, in partnership, high quality education within a caring environment enabling all individuals to achieve their full potential effectively.*



## CONTENTS

Letter from Headteacher

About us

Technology Facilities

Job Description

Person Specification

How to Apply

Application Form



## Welcome



Dear Applicant,

Thank you for your interest in the Teacher of Science with responsibility for KS3 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 as soon as possible.

Hawley 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.

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 your values and ambitions mirror ours and you believe you can deliver that vision, 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, Charlotte Harrison on 01942 204640 or email [c.harrison@hhhs.net](mailto:c.harrison@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**



# Hawkey Hall High School



## Context

Hawkey Hall is a high performing, heavily oversubscribed, mixed comprehensive school of around 1170 students. 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 wild fowl 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 in 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



The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools.

We are an education charity. Our schools are working in collaboration, as one entity, to improve and maintain high educational standards across the group. We have a single legal and moral purpose: to advance education for the public benefit.

Currently the RLT family comprises twelve schools: three high schools, an all-through alternative provision academy and eight primary schools. Together we share a set of common values:

- Respect
- Kindness
- Integrity

Our strategic aim is to provide a world class education by:

- Attracting, developing and retaining people
- Embodying the values of the Trust
- Expanding our reach
- Optimising resources

The Trust in Numbers:

- 4250+ students
- 12 schools
- 675+ employees
- 5 local authorities
- £41,000,000 annual budget
- 80+ governors



# Job Description

## HEAD OF KS3 - SCIENCE

Reports to:	Head of Faculty
Location:	Hawkley Hall High School, Carr Lane, Wigan, WN3 5NY
Salary:	Classroom Teachers' Pay Scale plus TLR 2A (£3391)
Hours:	Full time as specified in the STPCD

### Overall purpose of post

- Work with the Head of Faculty to ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the faculty, in accordance with the school's aims and curricular policies.
- Support the Head of Faculty when and where appropriate.
- Be responsible for the update of data systems within KS3 to raise standards of student attainment and achievement.
- Facilitate the completion of collection of data across KS3.
- Collate data across both key stages as identified in the faculty QA calendar to identify gaps in particular skills.
- Collate progress data to for Heads of Key Stages to allow them to identify gaps and devise intervention strategies.
- Develop and enhance the teaching practice of others where appropriate.
- Support the aims and objectives of the school.

### Teaching

- Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

### Strategic/Operational Planning

- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the KS.
- Lead and manage the planning function of the KS, and to ensure that the planning activities of the department reflect the needs of students within the subject area and the aims and objectives of the school.
- Under the direction of the HOF be responsible for the day-to-day management, control and operation of course provision within the KS.

- Monitor robustly student progress to maximise progress across all sub-groups.
- Work with colleagues to formulate aims, objectives and strategic plans which have coherence and relevance to the needs of the students and to the aims, objectives and strategic plans of the school.
- Link with staff to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission.
- Implement school policies and procedures.

### Curriculum Provision

- Liaise with the Head of Faculty to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Faculty and School Improvement Plans.

### Curriculum Development

- Lead the curriculum development in KS3.
- Keep up to date with national development in the subject area, pedagogy and methodology.
- Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.

### Staffing

- Work with the Head of Faculty and other post holders to ensure that appropriate professional learning is provided for colleagues within Science.
- Be responsible for the efficient and effective deployment of support staff in the KS.
- Working with other leaders, undertake Performance Management Review(s) and to act as a reviewer for a group of staff within the faculty.
- Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- Promote teamwork and to motivate staff to ensure effective working relations.
- Be responsible for the day-to-day management of staff within the KS and act as a positive role model.
- Continue to seek opportunities to develop professionally.

### Quality Assurance

- Establish common standards of practice within the KS and develop the effectiveness of teaching and learning styles in all subject areas within the KS, in line with school policy.
- Contribute to the school procedures for lesson observation and feedback.
- Implement school quality assurance procedures and apply them within the KS.



- Monitor and evaluate the curriculum area in line with agreed school procedures including evaluation against quality standards and performance criteria.
- Seek/implement modification and improvement where required.
- Ensure that the faculty's quality procedures meet the requirements of self-evaluation and the strategic plan.

### Management Information

- Improve and adapt systems and policies to collect assessment information across both key stages.
- Ensure the maintenance of accurate and up-to-date information concerning the KS on the management information system.
- Be responsible for the update of data systems within KS3.
- Make use of analysis and evaluate performance data provided.
- Identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken.
- Collate data across KS3 as identified in order to identify gaps in particular skills for specific sub-groups.
- Collate progress data for Heads of Key Stages to allow them to directly identify gaps and devise intervention strategies.

### Communication and Liaison

- Communicate Ensure effective communication/consultation as appropriate with the parents of students.
- Liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies, as appropriate.
- Conduct regular student and parental voice activities within the faculty.
- Lead the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community.
- Promote actively the development of effective subject links with external agencies.

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### Management of Resources

- Support the HOF in reviewing available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records, relevant to the KS.
- Work with the head of faculty/designated member of SLT in order to ensure that the teaching commitments are effectively and efficiently time-tabled and roomed within the KS.

### Pastoral System

- Act as a form tutor and to carry out the duties associated with that role as outlined in the generic job description/staff handbook.
- Contribute to the PSHE programme according to school policy.
- Ensure the behaviour management policy is implemented in the department so that effective learning can take place.

### School Ethos

- Play a full part in life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- Contribute to the delivery of the PSHE programme.
- 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

- Excellent classroom teaching skills that stretch students of all abilities
- The ability to develop effective working relationships with students
- A high degree of management and organisation
- A commitment to continuing professional development
- The ability to command the respect of staff and students
- A thorough knowledge of the Science curriculum
- Obvious enthusiasm for the subject and the ability to pass this on to students
- A high degree of student achievement at Key Stage 3 and 4
- A willingness to share best practice and learn from others
- The ability to work as a supportive team member
- Use of ICT skills to aid the delivery of the curriculum

## Desirable

- Teacher of Physics

# 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**  
**Hawkley Hall High School**  
**Carr Lane**  
**Wigan**  
**WN3 5NY**

**Closing Date:** Tuesday 27<sup>th</sup> May 2025 at 9:00am

**Interview Date:** Thursday 29<sup>th</sup> May 2025





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.



The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464



Maximising Potential | [www.rowanlearningtrust.com](http://www.rowanlearningtrust.com)



# 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](mailto:jobs@hhhs.net)

### 1. POST APPLIED FOR

Post Applied For:		
Establishment:	Hawley 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





<b>CURRENT EMPLOYER AND JOB TITLE:</b>	
<b>DATE OF APPOINTMENT:</b>	<b>SALARY:</b>
<b>NOTICE PERIOD:</b>	
<b>MAIN DUTIES AND RESPONSIBILITIES</b>	
<b>Reason for this application</b>	

#### 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	Dates		Qualifications – Grades, awarding bodies and dates
	From	To	



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**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.

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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

<p>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.</p> <p>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.</p> <p>Where serious concerns as to an individual's suitability to work with children are expressed, the facts will be reported to the relevant authorities.</p>	
<p>Do you have any unspent criminal convictions, cautions or bind-overs?</p> <p>If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked "Addressee Only – CEO".</p>	Yes / No



Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	Yes / No
<p>In line with Keeping Children Safe in Education, The Rowan Learning Trust will undertake general online searches for all shortlisted candidates which may include social media and video platforms. Online searches will only examine data which is publicly available, and the aim is to identify any incidents or issues. Any areas of concern will be discussed during the interview process.</p> <p>The information provided by you will be used for pre-employment recruitment monitoring and checks only and will supplement or form part of your application.</p> <p>To enable the check to be undertaken, it would assist if you could detail your username for the relevant social media platforms below:</p> <ul style="list-style-type: none"> <li>- Facebook</li> <li>- Instagram</li> <li>- Twitter</li> <li>- LinkedIn</li> <li>- TikTok</li> <li>- YouTube</li> </ul>	

## 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:	Employer	Education	Character	Reference Type:	Employer	Education	Character
(Please circle)				(Please circle)			



Please note that we will contact these referees if you are short-listed for this post and seek reference before interview.

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## 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:.....

