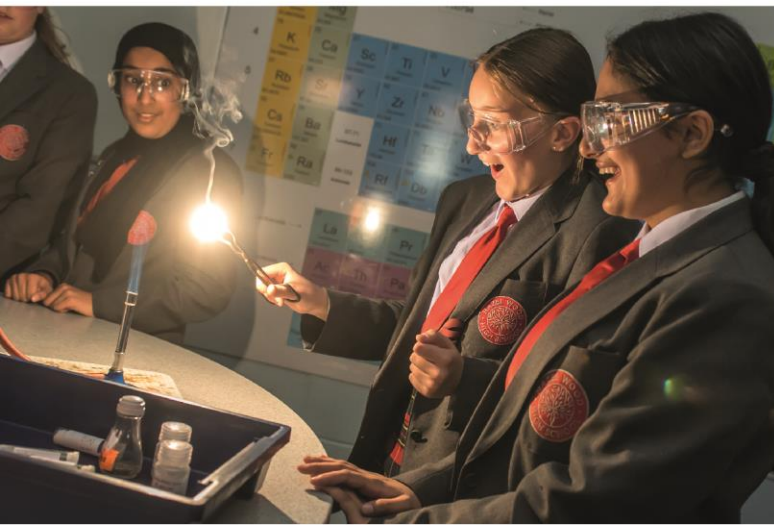




Hazel Wood
High School



Lead Teacher of English Vacancy Candidate Pack



Part of the

Oak



Learning Partnership

Please visit our school website for further information.
<https://www.hazelwoodhigh.co.uk/>

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.

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. Every student at Hazel Wood high School is challenged to achieve outcomes in line with the top 20% of students nationally, who have the same starting points, and we are determined not to settle for mediocrity. At Hazel Wood, we have high expectations around behaviour and learning, and we support staff to actively apply these in the classroom, every day. With a consistent and supportive approach for all staff, this facilitates the student's ability to understand and meet our expectations every day.

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 thank you for reading through our application pack and considering us as the next step in your career.

The cumulative impact of all our school improvement work has been recognised both by our Ofsted Monitoring visit after academisation, and by many external agencies who have worked with us. Attainment and progress indicators at Key Stage 4 are improving; student numbers are healthy across all year groups, attendance levels have dramatically improved and exclusions are falling. After some significant restructuring, we are as financially secure as anyone can be at the present time. This is an exciting time for the school, our students and our staff.

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 of our transformation. 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.co.uk to arrange an appointment.

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

Please visit our school website for further information.
<http://www.hazelwoodhigh.co.uk>

Paul Greenhalgh
Headteacher at Hazel Wood High School



"I really enjoy working with the Oak Learning Partnership. I feel supported in my role and I am valued and encouraged to reach my full potential by leaders who believe in me. I have a wealth of support that I can access from the central and executive leadership team and their values are evident in raising outcomes for children whilst empowering staff to make, and be, the difference."

Member of our Admin Team
at Hazel Wood High
School



Lead Teacher of English

Salary: Leadership Scale 1 – 6, £42,195 to £47,735 per annum

Hours: 1265 hours per annum worked as per the Teachers Pay & Conditions

Closing Date: 9:00am, Friday 23rd September 2022

Required for January 2023

Oak Learning Partnership, on behalf of Hazel Wood High School, are seeking to appoint a well-qualified, hardworking and enthusiastic Lead Teacher of English, capable of making a strong contribution to the schools' English department.

We believe that Hazel Wood High is a great place to work. This post offers you the opportunity to work in/with:

- A School with a strong will and determination to continue to improve.
- A School that has high expectations of all who work here.
- A School that places teaching and learning at the heart of school improvement.
- A School that is driven by strong values, invests in its staff and students and has a high regard for their welfare.
- A supportive and cooperative teaching staff who are committed to their roles.
- A School that works effectively with all stakeholders.
- A caring School where you can make a real difference to the lives of young people.

You will be part of an excellent team and will be given extensive support to ensure that you develop to your full potential both within this role and beyond.

Applicants must have relevant qualifications and experience, please ensure that you meet the person specification before applying.



How to Apply

Closing Date: 9.00am, Friday 23rd September 2022

Applicants must have relevant qualifications and experience, please ensure that you meet the person specification before applying.


We are committed to **equality** of **opportunity** for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Please do not send CVs. Applications should be sent to:

recruitment@oaklp.co.uk, For the attention of Mr Paul Greenhalgh





"Hazel wood is a fabulous place to work. We are like one big family. Not only do we have amazing pupils and families, we also have the opportunity to develop ourselves and take part in professional development which prepares us for future roles. The Senior Leadership Team are really supportive and we are encouraged to share our ideas in order to make our school a better place."

Teacher at Hazel Wood
High School

Lead Teacher of English

Salary: Leadership Scale 1 – 6, £42,195 to £47,735 per annum

Hours: 1265 hours per annum worked as per the Teachers Pay & Conditions

Closing Date: 9:00am, Friday 23rd September 2022

Job Description

Normal place of work: Hazel Wood High School, although you may be required to work at any other school within the Partnership.

Normal working hours: 1265 hours per annum worked as per the Teachers Pay & Conditions

Responsible to: Headteacher

PURPOSE OF THE POST

- To support the working of the extended leadership to strategically lead the direction and development of the curriculum area in accordance with the aims and objectives of the school.
- To support the English department in order to raise standards of student attainment and achievement within the curriculum area by developing and enhancing the teaching practice of others.
- To support the work of the English department to effectively evaluate the impact of Literacy, Language and Literature to strategically plan for improvement in the quality of pedagogy within the area.
- To role model exemplary outstanding teaching practice and standards.

DUTIES AND RESPONSIBILITIES

Leadership:

- To support the English department to provide strategic leadership across the curriculum area in accordance with the aims and objectives of the school and department/faculty.
- To be responsible for the establishment and effectiveness of the policies and procedures needed to achieve these aims and objectives.
- To monitor and evaluate the progress of staff and students towards meeting the overall aims and objectives.
- To be responsible for student attainment and staff performance in the area.
- To work with the English department to strategically plan for future improvements.

- To aid in the development of staff in order to improve teaching and learning.
- To link with the other Middle and Senior Leaders to ensure that the work in the curriculum area fully reflects the School's distinctive ethos and mission.

Curriculum:

- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To support the development of appropriate syllabi, resources, SoW, assessment policies, and teaching and learning strategies in the area.
- To support the development of English and other relevant initiatives.
- To ensure that all members of the English department are familiar with their aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students and other relevant stakeholders.
- To liaise with partner schools, Higher Education Institutions, industrial links, Examination Boards/Awarding Bodies and other relevant external bodies.
- To represent the school and partnership's views and interests in a professional manner.

Teaching and Learning:

- To develop and enhance the teaching practice of all colleagues within the area and wider trust (or when deployed across the partnership), implementing improvements where required.
- To promote excellence in the classroom by researching and developing excellent pedagogical practice.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles within the English department.
- To keep up to date with national developments in teaching practice and methodology.
- To conduct 'learning walks' and other learning evaluation strategies in accordance with school policy.

Staff Development:

- To work with SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To undertake Performance Management Review(s) and to act as reviewer for identified staff.
- To provide coaching programmes and support within the performance management cycle.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with the safer recruitment policy.
- To be responsible for the efficient and effective deployment of any relevant associate staff.
- To participate in the school's teacher training programme(s) where appropriate.

Assessment:

- To support the establishment of a robust target-setting process within the curriculum area.
- To ensure the maintenance of accurate and up-to-date information concerning the whole curriculum area.
- To evaluate the performance data provided and take appropriate action on issues arising - setting realistic deadlines where necessary and reviewing progress on the action taken.
- To produce reports on examination performance, including the use of value-added data.
- To provide all relevant bodies with robust information relating to the curriculum area's performance and development.

Marketing and Liaison:

- To contribute to partnership liaison and marketing activities, e.g. the collection of material for press releases.
- To support the development of effective subject links with partner schools and the community; attendance where necessary at liaison events in partner schools and the effective promotion of English and Literacy at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.

Management of Resources:

- To efficiently manage the available resources of space, staff, finance and equipment within the limits, guidelines and procedures; to ensure that equipment and stock is requisitioned, organised and maintained, and appropriate records are kept.
- To work with the Senior Leadership Team to ensure that teaching commitments are effectively and efficiently timetabled.

Pastoral System:

- To monitor and support the overall progress and development of students within the curriculum area.
- To monitor student attendance and progress in relation to targets set for each individual, ensuring that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To ensure the behaviour for Learning System is implemented in so that effective learning can take place.

Operational:

- To promote teamwork and to motivate staff to ensure effective working relations.
- To support the leadership team in the day-to-day line management of staff within the area, ensuring that they follow academy policies and meet all requirements and deadlines.
- To support the leadership team to make appropriate arrangements for classes when staff are absent, liaising with the Cover Supervisor/relevant staff where appropriate.

OTHER SPECIFIC DUTIES

- All teachers are expected to meet the Teachers Standards, and demonstrate consistently high standards of personal and professional conduct, uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the principal to undertake work of a similar level that is not specified in this job description.

Lead Teacher of English Person Specification

CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none"> • QTS. • An excellent track record of recent, relevant professional development. • Accountability for the performance of a cohort of young people. • Experience of effective teaching and performance within the curriculum area. • Evidence of good/outstanding classroom practice. • Clear demonstration of the ability to mentor/coach/model best learning experiences to other teachers and staff. 		<ul style="list-style-type: none"> • Innovative use of resources. • Leadership of a community project or an area of school development. • Taking accountability for the success of an initiative.
CRITERIA	Knowledge and Understanding: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following knowledge and understanding:	
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none"> • The principles and characteristics of good and outstanding schools and trusts. • Innovative approaches to working with students, parents, staff and the local community. • The principles and practices of strategic and operational planning and delivery. • Effective review and evaluation procedures. • The application of ICT within teaching. • An understanding of inclusive education. 		<ul style="list-style-type: none"> • Different methods of consulting with stakeholders. • Community/voluntary/parent/. • Partner agency links. • Strategies for ensuring equal opportunities for staff, students and other stakeholders.
CRITERIA	Leadership and Management: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following leadership and management:	
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none"> • Work effectively both as a leader and as a member of a team. • Initiate, lead and manage change. • Prioritise, plan and organize. • Direct and co-ordinate the work of others. • Set high standards and provide a role model for students and staff. • Deal sensitively with people and resolve conflicts. • Seek advice and support when necessary. • Prioritise and manage own time effectively. • A commitment to an open and collaborative style of management. 		<ul style="list-style-type: none"> • Motivate all those involved in the delivery team. • Liaise effectively with other organisations and agencies.

Lead Teacher of English Person Specification (cont.)



CRITERIA	Communication Skills: On their application form, candidates will demonstrate that they have the following communication skills:	
ESSENTIAL	DESIRABLE	
<ul style="list-style-type: none"> • Communicate the vision of the school and partnership in relation to the development of the local community. • Negotiate and consult fairly and effectively. • Build relationships with key stakeholders. • Ability to communicate to a range of audiences. • Chair meetings effectively. • Communicate effectively orally and in writing to a range of audiences. 	<ul style="list-style-type: none"> • Develop, maintain and use an effective network of contacts. 	
CRITERIA	Decision Making Skills: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following decision making skills:	
ESSENTIAL	DESIRABLE	
<ul style="list-style-type: none"> • Make decisions based on analysis, interpretation and understanding of relevant data and information. • Demonstrate good judgement. 	<ul style="list-style-type: none"> • Think creatively and imaginatively to anticipate, identify and solve problems. 	
CRITERIA	Personal Qualities: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following personal qualities:	
ESSENTIAL	DESIRABLE	
<ul style="list-style-type: none"> • A commitment to inclusive education. • Evident enjoyment in working with young people and their families. • Empathy in relation to the needs of the academy and the local community. • Ability to inspire confidence in staff, students, parents and others. • Adaptability to changing circumstances/new ideas. • Reliability, integrity and stamina. • Personal impact and presence. • Work under pressure and to deadlines. 	<ul style="list-style-type: none"> • Vision, imagination and creativity. • A commitment to professional development. 	



Aspiration



Integrity



Resilience

Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Hazel Wood High School, which is a member of Oak Learning Partnership Trust.

Our Trust is a recently established group of schools currently comprising of a primary, secondary and special school all located in Bury, Greater Manchester. At Oak LP we are passionate about transforming children's lives and their communities through the delivery of a well-balanced, rounded education, providing individual support in schools which are happy places within which staff and young people thrive. We are passionate about inclusion; this is at the heart of our ethos and is a consistent focus. In all our schools we endeavour to leave no child behind.

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, be that supporting or teaching, they are contributing to our collective aim of transforming lives. We have high expectations for our staff, we invest heavily in them 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.

Our schools work closely with one another: they collaborate, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has individuality and freedom to be innovative. What we do insist on is clarity and consistency from our leaders and always making sure common sense is at the heart of decision making.

I joined the Trust in September and I'm excited to lead Oak LP into the next part of its journey. We are laying strong foundations for growing the Trust and with this, will come multiple development opportunities for our staff. We are committed to making a difference on a wider scale, whilst continuing to build on our current strengths. Above all we will continue to have a strong moral purpose, provide a truly inclusive education and embed our core values of **Aspiration**, **Resilience**, and **Integrity** in everything we do.

If you're excited about joining Oak LP, your values are aligned with ours and you feel like you can make a difference please contact the school directly for any additional information about the role.

James Franklin-Smith
CEO of Oak Learning Partnership

Oak 
Learning Partnership

oaklp.co.uk



Schools within our Partnership

Find out more on our website: <https://oaklp.co.uk/our-schools/>

Oak Learning Partnership is a recently-established Trust of schools which currently comprises of a primary, secondary and special school in Bury, Greater Manchester. We are an educational charity which exists to advance education. As a Trust, Oak Learning Partnership is one single organisation to which all our schools belong, and all staff in our individual schools and our central team work for the Trust as a single entity.

Our schools work closely with one another: they collaborate, support each other and share collective systems across both educational and business provisions. But it's imperative to us that each school has its own individuality and autonomy and we are very keen for schools to be managed by their own leadership team and staff. The Trust's central team is made up of both business and educational professionals, and their role is to support schools to be the best they can be. We are passionate about being part of a family of schools and know the benefits this brings to young people, staff and communities.

Our Trust is committed to improving the life chances of children and young people through the delivery of an excellent, well-rounded education. At Oak we live and breathe inclusion; this is at the heart of our ethos and we aim for it to be a golden thread of strong practice which links all of schools together. Our core values of Aspiration, Resilience, and Integrity drive everything we do.



Unsworth Primary School is a 'family' school with the motto 'Together We Build Understanding.' The five chosen values of happiness, honesty, friendship, respect and learning are at the heart of developing children's social and academic understanding and ensuring that they enjoy making progress together.

Hazel Wood High School is driven by the core values of Pride, Respect and Aspiration. Pupils are members of a very inclusive school community which offers them the opportunity and encouragement to aim high and excel.

Elms Bank is a generic secondary special school for pupils aged between 11 and 19 years old. Elms Bank works in partnership with many other agencies to ensure that the specific needs of each pupil are met so that they can grow in confidence both socially and academically.

“Our Trust is a really supportive and friendly place to work. Whilst crossing from site to site I get a strong feeling that we are a Trust of schools working with and for each other.”

Member of our Trust Estates and Facilities staff



At Oak Learning Partnership, we value our staff highly and recognise their contribution with a series of benefits and incentives.

Find out more on our website: <https://oaklp.co.uk/>

Staff Benefits



CPD Opportunities

We are committed to helping our staff keep their skills and knowledge up to date.



Tech Scheme

Tech scheme through techscheme.co.uk



Cycle Scheme

Cycle scheme through cyclescheme.co.uk.



Medicash Health Cash Plan

An easy-to-use health insurance package provided by Oak Learning Partnership.



Medicash Wellbeing Services

Oak Learning Partnership values staff wellbeing and offers comprehensive and positive resources for staff.



Medicash Gym and Health Club Discounts

Oak Learning Partnership supports an active and healthy lifestyle for our staff.



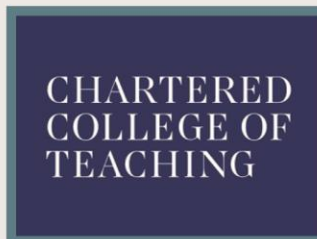
Medicash Extras

Exclusive discounts available on shopping, travel, entertainment, and more.



On Site Parking

On site parking is available for staff with level access to the building.



Chartered Membership

All teaching staff can subscribe to The Chartered College of Teachers through the Oak Learning Partnership.



Childcare Voucher Scheme

Salary sacrifice childcare voucher scheme With KiddiVouchers.



Hazel Wood
High School

Thank you

Hazel Wood High School
Hazel Avenue
Bury
Lancashire
BL9 7QT

0161 797 6543

enquiries@hazelwoodhigh.co.uk

www.hazelwoodhigh.co.uk



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