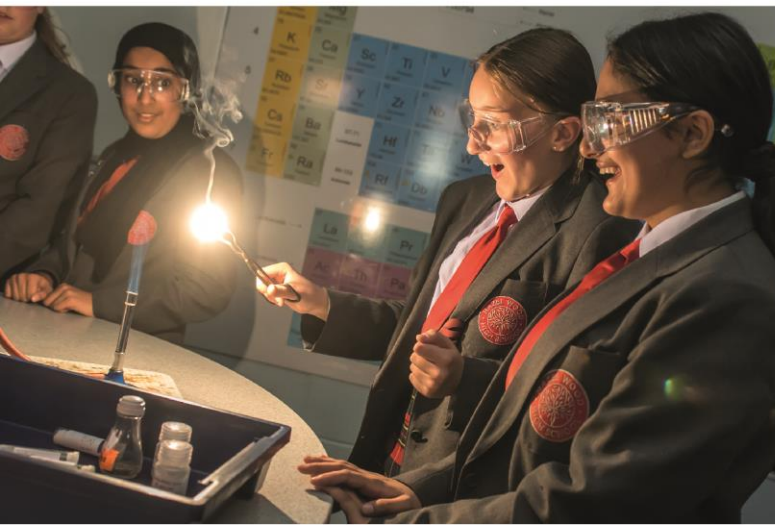




**Hazel Wood**  
High School



## Director of Explore (Ebacc/Humanities) – Candidate Pack

*To include the following subjects; Religious Education, History, Geography and Modern Foreign Languages.*



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@hazelwoodhigh.co.uk](mailto:enquiries@hazelwoodhigh.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



# Director of Explore (Ebacc/Humanities)

**Salary:** Leadership Scale 6 – 10, actual salary £47,735 to £52,723 per annum

**Hours:** Full time, 195 days per year, as directed by the Headteacher. This is in line with the most recent Teachers Pay & Conditions document

**Closing Date:** 9.00am, Friday 14<sup>th</sup> October 2022

## Required for January 2023

The Oak Learning Partnership on behalf of Hazel Wood High School are seeking to appoint a well-qualified, hardworking and enthusiastic Director of Explore who is capable of making a strong contribution to the specified subjects. The school require a motivated professional who is eager to begin a higher-level leadership role with prospects of assisting Headship and Senior Leadership in the near future.

**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 14<sup>th</sup> October 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](mailto:recruitment@oaklp.co.uk), For the attention of Mr. 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

# Director of Explore (Ebacc/Humanities)

**Salary:** Leadership Scale 6 – 10, actual salary £47,735 to £52,723 per annum

**Hours:** Full time, 195 days per year, as directed by the Headteacher. This is in line with the most recent Teachers Pay & Conditions document

**Closing Date:** 9.00am, Friday 14<sup>th</sup> October 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:** Full time, 195 days per year, as directed by the Headteacher. This is in line with the most recent Teachers Pay & Conditions document.

**Responsible to:** Headteacher

### PURPOSE OF THE POST

- To assist the Headteacher in raising standards of student attainment and achievement within Religious Education, History, Geography and Modern Foreign Languages, 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 your curriculum area.
- To coordinate the delivery of Explore subjects across the curriculum and Key Stages and to liaise with other members of the Extended Leadership / Senior Leadership Team where necessary, to ensure continuity and progression throughout the curriculum.

### DUTIES AND RESPONSIBILITIES

#### Teaching and Learning

- To be responsible, in consultation with the Headteacher and in co-operation with Colleagues and Governors, for the oversight and development of the faculty throughout the school developing a cohesive and effective long-term plan.
- Review, monitor and evaluate current practice and provide feedback to the SLT & Governors.
- Formulate written guidelines and a policy to ensure the delivery of Explore subjects is consistent with expectations, frameworks and guidelines.
- In consultation with the Headteacher, review the curriculum.
- Organise the integration of Explore subjects into the school curriculum.
- Devise teaching and learning activities for the Explore subjects taking account of the different ability ranges of the pupils;

- To monitor the quality of teaching and learning, in line with the school policy. This may include lesson observations, monitoring of planning and scrutiny of pupil's work.
- To review long term planning to ensure coverage, progression and a range of learning experiences throughout the school.
- Liaise closely with other subject leaders in the planning of the curriculum.
- To be responsible for the budget allocated to the subject area and prioritise resource needs as indicated in the School Improvement Plan.
- Identify and make links between Explore subjects and the rest of the curriculum.
- Setting and maintaining high standards of teaching and learning across the age and ability range.
- Ensuring, in the event of staff absence, that appropriate work is supplied for the use of supply or substitute staff.
- Ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying Explore subjects in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher.
- Reviewing, developing and refining schemes of work in line with the KS3 Programme of Study and appropriate GCSE/Vocational specifications, and encouraging links where appropriate.
- Leading, reviewing and developing all faculty policies and strategies in line with the strategic aims of the school.
- Leading curriculum development for the whole department/faculty.
- 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 areas in particular.
- Developing and coordinating literacy and numeracy links with other faculties.
- Taking a leading role in promoting learning through out of hour's activities.
- Develop and enhance the teaching practice of others by developing self-evaluation strategies within the faculty to monitor, evaluate and improve the quality of teaching through:
  - A structured, rigorous and recorded programme of lesson observation for all staff.
  - Providing feedback and advice on improvement as appropriate.
  - Monitoring of medium-term planning.
  - 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 pupils' work.
  - 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.
- Assisting in the school Performance Management process by being responsible for the line management of teachers allocated teaching time within the faculty, for the purpose of ensuring the continued delivery of high-quality teaching and learning.
- Liaising with Senior Managers to support teachers within the faculty by identifying their professional development needs and which will enhance teaching and learning; induction of new teachers to the faculty, including Early Career Teachers (ECT's), and support of trainee teachers.

## **Recording and Assessment**

- Update the Headteacher and Governing Body on the effectiveness of provision for pupils studying Explore subjects to include an annual development plan.
- Set targets for raising achievement for pupils studying Explore subjects and feedback to the Headteacher.
- Monitor progress across and throughout Explore subjects and ensure appropriate action plans are in place where issues are identified.
- Contribute to the Annual Report to Parents.
- Monitor planning to ensure individual needs are being met.
- Collect and interpret assessment data.
- Being accountable for student progress and development within the faculty by leading, developing and enhancing all assessment arrangements within the department in line with school policy.
- Being accountable for leading, developing, coordinating and monitoring strategies to raise pupil achievement, in line with the school's 'Assessment for Learning' targets, making best use of assessment information.
- Reviewing long term and short-term planning to ensure coverage, provision of a range of learning experiences, continuity and progression for all pupils from one year to the next, and between Key Stages, in line with the school's 'Assessment for Learning' targets, making best use of assessment information to ensure that individual needs are being met.
- Liaising closely with Assistant Directors and Key Stage Directors to ensure continuity and progression across the Key Stage.
- 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.
- Contributing to the termly report to Governors.

## **Leadership**

- Establish good relationships, encourage good working practices as well as support and lead teachers in the subject areas.
- Lead staff in developing a wide range of learning and teaching strategies in the

- Plan and organise departmental meetings.
- Lead, support, motivate and direct support staff.
- Lead by example in all areas of the curriculum.
- Liaise with teaching assistants and outside agencies.
- Establishing good relationships, encouraging and celebrating good working practices, supporting and leading departmental staff;
- Being accountable for leading, managing and developing the curriculum area.
- Effectively managing and deploying all staff, financial and physical resources within the department to maximise support for the faculty.
- Supporting and maintaining the aims, ethos and core values of the school and their practical expression through agreed policies.
- Being responsible for the production of a detailed annual Faculty Improvement Plan, in line with agreed whole school priorities, setting 'SMART' costed, targets for raising student achievement.
- Monitoring progress against the targets and ensuring appropriate action plans are in place where issues are identified.
- Updating the Headteacher on the progress of the Faculty Improvement Plan and its associated targets.
- Planning, and organising meetings on a regular basis in line with the published school calendar.
- Leading, supporting and motivating support staff working within the faculty.
- Contributing to management decisions on all aspects of policy formulation, development and implementation.
- Liaising with Governors, when appropriate, to facilitate their overview of the leadership and management of the school.

## **Standards and Quality Assurance**

- Support the aims and ethos of the school.
- Attend and participate in open/parent evenings.
- Uphold the school's behaviour code and uniform regulations.
- Participate in staff training.
- Participate in Continuing Professional Development.
- Attend team and staff meetings.
- Develop links with governors, LEAs and neighbouring schools.
- 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 such as SST, LEA and other schools to ensure the maintenance of high standards within the faculty.

# Director of Explore (Ebacc/Humanities) 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>• Leadership and Management experience in a secondary school at a Middle or Senior level.</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 and Learning.</li> <li>• Evidence of work which has led directly to positive outcomes for students at whole school level.</li> <li>• Involvement in leading CPD at whole school level.</li> </ul>		<ul style="list-style-type: none"> <li>• Good honours degree.</li> <li>• A range of relevant in-service training during the last three years which includes accreditation.</li> <li>• Experience in more than one school.</li> <li>• Collaborative work with other schools.</li> </ul>
<b>CRITERIA</b>	<b>Knowledge and Values:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following knowledge and values:	
<b>ESSENTIAL</b>		<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>• Ability to articulate a sound education 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 curricular themes.</li> </ul>
<b>CRITERIA</b>	<b>Personal Qualities:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following personal qualities:	
<b>ESSENTIAL</b>		<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>• Inspirational Leadership skills.</li> <li>• Ability to work on own initiative.</li> <li>• Ability and willingness to work with a wide range of people.</li> <li>• Very good health, attendance and punctuality records.</li> <li>• Excellent interpersonal skills.</li> <li>• Smart professional appearance.</li> <li>• Track records of being a team-player.</li> <li>• Be ambitious and keen to contribute to whole school development.</li> <li>• Positivity and Resilience.</li> </ul>		



Aspiration



Integrity



Resilience

# Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Oak Learning Partnership.

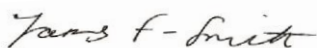
Our trust is a cross phase partnership which consists of primary, special and secondary schools. We have a vision to create a family of world-class schools who transform the lives of young people. The shared principles of our schools have aligned ways of working whilst still retaining their individuality. We are ambitious, supportive of one another and we look to achieve excellence in inclusive education. 'Inclusion is at the heart of our trust'.

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.

One of our shared principles is '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 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 are a values driven organisation and we are passionate about doing things in the right way with deep integrity.

If you want to make a difference to young people, want to work in a values driven environment, and this role applies to you, we would love to hear from you.



**James Franklin-Smith**  
CEO of Oak Learning Partnership

**Oak**   
Learning Partnership

[oaklp.co.uk](http://oaklp.co.uk)



# Schools within our Trust

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.

A young woman with reddish-brown hair, wearing a grey school blazer, a white shirt, and a red tie, is smiling while playing a red acoustic guitar. She is also wearing a red and black plaid skirt. The background shows other people in a classroom or music room setting.

**“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](https://techscheme.co.uk)



## Cycle Scheme

Cycle scheme through [cyclescheme.co.uk](https://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.



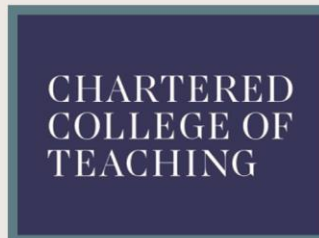
## Medicash Extras

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

**Hazel Wood High School**

Hazel Avenue  
Bury  
Lancashire  
BL9 7QT

0161 797 6543

[recruitment@oaklp.co.uk](mailto:recruitment@oaklp.co.uk)

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



Part of the

**Oak**



Learning Partnership