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**INFORMATION PACK**

**Position: Assistant Curriculum Leader Design & Technology**

**Scale: MPS/UPS & TLR 2b**

*A Letter from the Headteacher*

**Section 1: An Introduction to Saddleworth School**

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Dear prospective colleague,

Thank you for showing an interest in the post on offer at Saddleworth School. What follows is a snapshot that I hope will give you a genuine insight into our School. I really hope that having read the information and researched the school you feel that your values resonate with ours and you choose to apply.

We are seeking to create an exciting and nurturing learning environment which is inspiring and empowering for all of our students. During their five years with us we ensure that they have the opportunities to explore their passions and interests; find the things which get them excited about their futures and which inspire them to strive for their very best. Our aim is to harness the enormous potential of each and every student so they can be empowered to have happy, successful and rich lives.

At Saddleworth we are looking for people who are ambitious for our students, ambitious for themselves and who are passionate about working with young people to ensure that they fulfil their full academic potential and develop into happy, confident, compassionate, and successful young adults. We are a community, we work and learn together and we support and care for one another. This is what makes our school unique and special.

Saddleworth is a comprehensive school and the only local authority maintained 11-16 school in Oldham. The school is significantly oversubscribed and is forecast to remain so for years to come. It serves a semi-rural area; students join us from villages such as Delph, Dobcross and Uppermill as well as areas closer to Oldham such as Lees and Springhead.

Due to our success, the school has grown over the years and we are now able to accommodate 1405 children, organised into five year groups with up to 280 students in each. We have recently moved into a brand new purpose built school building with a wealth of facilities. This will not only support us to provide a first class learning experience for our students but will also mean that we can continue to grow and increase our student number to 1500 over the next five years.

Currently, we have 82 teachers and 77 support staff at the school. Their hard work, dedication and generosity of spirit is a key strength of our school. We invest heavily in our staff and their development and as part of our commitment to ‘empower and inspire’ everyone in our school community. We want to support colleagues to develop and grow in their roles and be able to take advantage of the many opportunities for career progression. We have a comprehensive CPD programme in school which supports colleagues at all stages of their career.

We also are an associate partner of The Dovestone Learning Partnership made up of eight partner primary schools and expect to become a full partner now that we have moved to our new school building. For more information about the Dovestone Learning Partnership visit: <https://www.dovestonelearningpartnership.org>

Included in this pack is a more detailed profile of the school as well as an application form. I look forward to receiving your application.

Yours sincerely,

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# Section 1:

# An Introduction to Saddleworth School

**Our Vision**

To **Empower** and **Inspire**

Enabling young people to develop and find their talent

**Our staff**

The key strength of the school is the staff. There is a genuine sense of community and all

within the school work together to support the students and each other. We have a real blend of youth and experience on the teaching staff and there is a flourishing CPD programme to support all staff at every stage of their career.

**Our geographical area**

Saddleworth School is a 10-form entry, 11-16 Comprehensive School, situated in pleasant rural surroundings at the foot of the western slopes of the Pennines, some four miles east of Oldham. The school enjoys a good reputation. In its Ofsted inspection of March 2018 it was rated “Good” in every aspect. The school caters for the whole rural district of Saddleworth and also for the nearby residential areas on the eastern side of Oldham. This district contains nine large villages with varied industrial undertakings and farming activities. Manchester and the M62 are within easy reach and the region is popular with commuters. The school has recently moved to the village of Diggle just off the main A670 Ashton-Huddersfield Road which links with the A669 Oldham Road.

**Our school organisation**

The school is oversubscribed and the number on roll is currently 1405 but will expand to 1500 over the next five years now that the school has moved to its brand premises in the village of Diggle. After more than 100 years at our old school we have now relocated to a new site with a new school building. After a long wait staff and students are delighted to be in our new fantastic new school. We now have a school with state of the art classrooms, fully equipped specialist areas and modern facilities to support our delivery of a first-class learning experience for our students.

On entry, children in Year 7 are placed in mixed attainment classes, but set by attainment in Maths during their first half term. From Year 8 onwards, there is increased setting in maths and science. There is a long-standing record of strong achievement in external examinations and students tend to leave with above average attainment.

A wide range of extra-curricular activities is available. Fieldwork and outdoor pursuits are very strongly supported; a full programme of sporting activities is maintained, as are a wide range of excellent musical and drama activities and the Duke of Edinburgh Award Scheme is particularly well represented.

The school day is shaped around five one-hour lessons and a daily 8:40am form time registration. All students have their lunch break from 1.20pm to 2.00pm. All staff engage in CPD that runs after school on Wednesdays.

The pastoral system is organised on a year basis, with each year led by a Home School Leader. Form tutors play a crucial role and it follows; therefore, that all candidates for teaching posts at the school must be fully committed to the education of the ‘whole child’ and be prepared to contribute to the school as an active and caring form tutor. Standards of student dress and behaviour are good and children are encouraged to play a part in the running of the school, through the elected Senior Student Leadership body and the School Council.

The school has become the focus of many of the leisure pursuits of the local community. It is widely used after school and in the evenings for sport and cultural activities. The element of community service in the Duke of Edinburgh scheme has involved helping the Tame Valley wardens with their conservation work, helping at the museum, and the St John Ambulance, and giving support to the old people in the area.

The school’s high standard of inclusion is well supported by Pastoral Support Assistants who are attached to each year group. The school also has a specialist provision through or Link Department for students in need of additional support and/or a personalised curriculum.

Saddleworth School is a stimulating and rewarding environment in which to work. This is a school where teachers and students can really flourish.

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| **Quick Facts** | |
| **Age range** | 11-16yrs |
| **Local Authority** | Oldham LA |
| **Number of children** | 1405 |
| **% FSM** | 22.35% |
| **% SEN** | 19.43% |
| **% EAL** | 1.7% |

**Our Values and Ethos**

The school is over 100 years old and has a proud tradition of enabling our young people to experience academic success whilst also providing a nurturing and supportive environment. Our students and their wellbeing are at the heart of everything we do and our team of dedicated staff will support every young person so that they can thrive and flourish.

At Saddleworth we are ambitious for our students and we aim to instil that sense of ambition in them too. We have high standards and expectations of them and their futures. We want our students to be successful academically but also to gain the knowledge and skills to make sense of the world and to contribute positively to the communities in which they live.

The key to this is building effective relationships for learning. That means children must have a voice, be valued and sit at the centre of all we do. It is vital that children learn to listen, value the views of others and improve their own thinking. We are developing the curriculum, our teaching and assessment so that it is fit for purpose and nurtures self-esteem, self-discipline, confidence and independence.

Ultimately, we want children to leave our school feeling happy, empowered and inspired and we want to work with parents, students and colleagues who share that ambition.

**CPD opportunities**

Saddleworth School is committed to ongoing CPD for all staff. Each Wednesday there is a calendared programme of development opportunities in which all staff engage. There is also a complementary programme of CPD accessible to all staff to support development to their career stage or specific areas of interest may be.

**Equality of opportunity**

Saddleworth School is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, gender, race, colour, nationality, ethnic origin, disability, religion, marital status, sexual orientation and/or medical condition.

**Safeguarding**

Saddleworth School is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures. Applicants should be aware that the recruitment process will include an assessment of your suitability to work with children.

**Saddleworth school is a place where:**

* We each feel that we are valued by and belong to the Saddleworth community.
* All work hard and are considerate and courteous towards each other
* We are respectful, compassionate and kind.
* We are all encouraged to explore, find, nurture and develop our passion
* We are ambitious for ourselves and for each other.
* We have high standards and expectations and strive for excellence.
* We embrace success and take pride in our own achievements and those of others
* We develop and encourage a growth mind-set and positive attitudes in ourselves and others
* We all actively contribute to the Saddleworth community to ensure that it remains a place that we all want to work and to learn.

**Section 2:**

**Department Information:**

At Saddleworth, Design Technology incorporates three strands of Design Technology: Product Design, Graphic Design and Food Preparation and Nutrition. Our students engage and complete a range of projects based around these areas at KS3 and have the opportunity to specialise at KS4 as part of the Pathways Process in Year 9. KS4 courses include NCFE Graphics, WJEC Hospitality & Catering, AQA GCSE Food Preparation & Nutrition and AQA Art & Design 3D and Eduqas Design & Technology GCSE. KS4 options are allocated 5 hours per fortnight and in KS3, students have 3 lessons per fortnight.

The Design Technology department comprises six members of staff with a combined wealth of experience; the successful candidate will be joining a team of professionals working collaboratively to ensure that all students achieve their potential. The ethos of the department is one of mutual support where good practice and effective teaching resources are frequently shared. Open door classrooms promote the sharing of best practice and support our constant drive to develop and improve our pedagogy.

The department is fully supported by two technicians and houses traditional technology rooms in addition to the two specialist food classrooms. In Years 7-9, the department provides the resources for lessons, including ingredients for practical food lessons which reduces cost for parents and adheres to the school’s inclusive approach.

The new school is fully fitted and furnished with brand new facilities and software which is an exciting prospect for both staff and students.

Together, we aim to provide a balanced, exciting, creative and an inspiring curriculum which enables our students to build skills, knowledge and concepts that can be incorporated into a number of cross curricular subjects and activities. A strong emphasis is placed on all students achieving their full potential within a culture of high expectations and a drive to ensure that students receive inspirational, challenging and exciting teaching. We believe that supportive, positive working relationships are fundamental to creating an environment conducive to learning where students feel able to achieve.

**Section 3: Job Description**

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| **Post Title** | **Assistant Curriculum Leader Design & Technology** |
| **Purpose** | * To support the CL to raise standards of pupil attainment and achievement within the whole curriculum area and to monitor and support pupil progress. * To be share accountability for pupil progress and development within the subject area. * To assist and take a lead in developing and enhancing the teaching practice of others. * To support the CL to ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupil studying in the department, in accordance with the aims of the school and the curricular policies determined by the governing body and headteacher. * To share some accountability for leading, managing and developing the subject area. * To assist the CL to manage and deploy teaching/support staff, financial and physical resources within the department effectively to support the designated curriculum portfolio. |
| **Reporting To** | **Curriculum Leader for Design & Technology** |
| **Responsible for:** | Teaching staff and other relevant personnel within the department in consultation with and in the absence of the Curriculum Leader. |
| **Liaising with:** | Curriculum Leader, other Curriculum Leaders / 2nd in Department, relevant staff with cross-school responsibilities, support staff (where relevant), voluntary groups such as those for Teaching and Learning, Curriculum and Assessment, LA staff, parents, governors (where appropriate) |
| **Working Time:** | 195 days per year Full time |
| **Salary/Grade:** | **MPS/UPS & TLR 2b** |
| **MAIN (CORE) DUTIES** | |
| **Teaching** | * To undertake an appropriate programme of teaching in accordance with the duties outlined in the job description for all teachers. |
| **Operational/ Strategic Planning** | * To assist the Curriculum Leader in leading the development of appropriate syllabi, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department. * Taking a lead in the development of Schemes of Learning with a particular emphasis on KS3 * Assisting and deputising where necessary for the CL in the day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources. * To work alongside the CL in monitoring and following up pupil progress actively. * To be familiar with and to implement school policies and procedures. * To work with the CL and colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the school. * To work with the CL to lead and manage the business planning function of the department, and to ensure that departmental planning activities reflect the needs of pupils within the subject area, SIP/DDP and aims and objectives of the school. * To ensure along with all staff that health and safety policies and practices, including risk assessments, throughout the department are in carried out line with national requirements and working with the CL, updated when necessary, in consultation with the school’s health and safety manager. |
| **Curriculum Provision and development** | * + To liaise with appropriate senior leadership team members to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school improvement plan.   + To assist the CL in leading the development and delivery of this curriculum area.   + To keep up-to-date with national developments in the subject area, including teaching practice and methodology.   + To work with and support the CL to monitor and respond to curriculum development and initiatives at national, regional and local levels.   + To assist the CL to liaise with appropriate senior leadership members to maintain accreditation with the relevant examination boards. |
| **Professional Development and team management:** | * + To work with Curriculum Leader to ensure that departmental staff development needs are identified and that appropriate programmes are designed to meet such needs.   + To assist the CL in ensuring the efficient and effective deployment of the department’s support staff.   + To undertake Performance Management Reviews as a team leader and to act as a reviewer for a group of staff within the designated department.   + To work with and deputise for the CL to make appropriate arrangements for classes when staff are absent, ensuring the provision of appropriate work for classes in the department and liaising with the cover administrator to ensure appropriate cover supervision.   + To participate in the interview process for teaching posts when required and work with the CL to ensure effective induction of new staff in line with school procedures.   + To promote teamwork and to motivate staff to assist the CL to ensure effective working relations.   + To participate in the school’s ITT programme.   + To work with and deputise for the CL in being responsible for the day-to-day management of staff within the department and act as a positive role model. |
| **Quality Assurance:** | * + To assist with and take a lead in ensuring the effective operation of quality control systems.   + To assist the CL in ensuring that effective operation of pupil tracking systems according to school practice, including the dissemination of pupil data within the department, setting of targets for all pupils, regular monitoring of pupil progress, identification of underachievement and appropriate follow-up action.   + To ensure common standards of practice within the department and develop the effectiveness of teaching and learning styles.   + To contribute to school procedures for lesson observation.   + To assist the CL to implement school quality procedures and to ensure adherence to those within the department.   + To work with the CL to monitor and evaluate the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria. |
| **Management Information:** | * To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system. * To make use of analysis, evaluate performance data provided and produce reports as appropriate. * To identify and take appropriate action on issues arising from data, systems and reports; setting 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 the governing body with relevant information relating to departmental performance and development |
| **Communications:** | * To work with the CL to ensure that all members of the department are familiar with its aims and objectives. * To work with the CL to ensure effective communication/consultation as appropriate with the parents of pupils. * To represent the department’s views and interests |
| **Marketing and Liaison:** | * + 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 subjects at open days/evenings and other events.   + To support the promotion of the development of effective subject links with external agencies actively. |
| **Management of Resources:** | * To assist the CL in managing the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the departmental budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records. * To work with the Curriculum Leader to ensure that the department’s teaching commitments are effectively and efficiently timetabled and roomed. |
| **Pastoral System** | * To monitor and support the overall progress and development of pupils within the department. * To monitor pupil targets and attendance, ensuring that follow-up procedures are adhered to and 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 for teachers. * To contribute to PSHCE, citizenship and enterprise according to school policy. * To ensure the behaviour management system is implemented in the department so that effective learning can take place. |
| **Additional Duties:** | * To play a full part in the life of the school community, to support its “Aim High” ethos by “Empowering and Inspiring” all with whom you work. * To continue personal development as agreed. * To engage actively in the Appraisal process. * Assist the CL and take a lead role in developing effective assessment practice and use of data to drive improvement * To undertake any other duty as specified by the STPCB not mentioned in the above. |
| **Other Specific Duties:**  *Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.*  *Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.*  *Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.*  *The school will endeavour to make any necessary reasonable adjustment 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.*  *The job description is current at the date shown, but, in consultation with you, may be changed by the headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.* | |

**Section 4: Person Specification**

**Assistant Curriculum Leader Design & Technology**

**Allowance: TLR 2b**

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|  | **Essential** | **Desirable** |  |
| 1. Relevant degree or equivalent 2. Teaching qualification 3. Is an excellent classroom practitioner with experience of successful teaching at KS3 and KS4 and across the ability range 4. Has some experience of leading others and providing support and guidance; able to contribute to in-service training in Design & Technology 5. Experience of developing Schemes of Learning and their implementation though an engaging pedagogy 6. A working knowledge of vocational approaches to learning in Design & Technology 7. A good understanding of what makes great learning in the context of modern educational thinking 8. A good understanding of data with experience of monitoring, target setting, intervention and raising achievement. 9. Has a thorough knowledge of Assessment of and for Learning. 10. A good understanding of resource management. 11. Able to create differentiated resources which Enhance learning 12. A creative user of ICT to enhance learning 13. Good with people (and possess a sense of humour) 14. A lifelong learner dedicated to improving their own practice 15. Is confident in planning the future development of Design & Technology within school; able to support and challenge others in achieving this 16. Able to act on own initiative to carry out departmental aims 17. Is able to liaise with colleagues, parents and outside agencies at all levels 18. Is punctual and has an excellent attendance record | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ | ✓  ✓ |  |