

Bishop Justus CE School

[www.bishopjustus.bromley.sch.uk](http://www.bishopjustus.bromley.sch.uk)

# Application Pack

Head of Design & Technology

Required: September 2023 or sooner





# Head of Design & Technology

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Bishop Justus is seeking to appoint an enthusiastic, energetic and adaptable Head of Design & Technology specialising in Resistant Materials who can demonstrate excellent subject knowledge. We are driven by a pursuit of high academic standards regardless of background and a desire for all students to experience an exceptional education. We are open to applications from experienced teachers or ambitious newcomers.

Our ideal candidate will:

- Be an excellent Head of Design & Technology with a preference of specialising in Resistant Materials;
- Have a love of the subject and desire and ability to convey this to students;
- Have a love of all areas of design technology, including art and textiles;
- Be enthusiastic, energetic and open to innovation;
- Possess effective communication skills and be emotionally intelligent;
- Possess effective ICT skills and be open to new uses of technology in the workplace;
- Be committed to extra-curricular activities including lunch time activities;
- Be committed to continuing professional learning;
- Have integrity, optimism and a good sense of humour;
- Hold a good honours degree along with qualified teacher status.

In return, we offer:

- An opportunity for a head of faculty role for the right candidate;
- A happy community committed to the professional development of all colleagues;
- A distinctive local context ensuring we place inclusivity at the heart of all we do;
- A skilled and experienced team of teachers and other professionals;
- A motivated leadership team leading rapid improvement to the students' life chances;
- A school in which the students are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit prior to application.

We are committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



## THE DEPARTMENT

### FACILITIES

The Design Technology department is made up of 5 teaching rooms and a preparation room for the technician. There are two heavy materials classrooms, a textiles classroom, a food technology classroom and a CAD/CAM computer room with laser cutter. The successful candidate will be based in their own Design Technology classroom as seen below but may use the other rooms from time to time.



### RESULTS

The department enjoys excellent outcomes across courses in Key Stage 4 and 5 with grades above the national average for the last three years including summer 2019 where a combined 87% pass rate was achieved across GCSE courses. Students choose Design and Technology because they wish to go into study further on a range of courses within engineering and architecture.

### STUDENT TESTIMONIALS

"I like Design Technology as you get to learn new skills and learn about what different materials go well together. It is also very good as you feel independent too."

"I like DT because it gives me a chance to express my ideas and creativity in a fun way."

"I like DT because you can use different types of equipment, learning how to use them and make a variety of different things."



## THE APPLICATION PROCESS AND TIMETABLE

### CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- Closing date for applications: 19<sup>th</sup> February 2023

### SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

### INTERVIEWS

Candidates will be invited for interview.

- Interviews: Week commencing 27<sup>th</sup> February 2023

### APPOINTMENT

All candidates will be contacted following interview.

- Appointment to commence: September 2023

### APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to [recruitment@bishopjustus.bromley.sch.uk](mailto:recruitment@bishopjustus.bromley.sch.uk).

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates will have their references taken-up before any interview.

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## JOB DESCRIPTION

### DETAILS

**Job Title: Head of Design Technology**

**Grade: MPS/UPS + TLR 2B**

**Hours: Full Time**

**Accountable to: Assistant Headteacher**

### THE ROLE

To provide outstanding teaching and learning of Design Technology to secure high attainment of students. To collaborate effectively with colleagues to design and deliver an engaging curriculum.

### CURRICULUM

- Plan and prepare lessons and resource materials that lead to an appropriately differentiated curriculum to meet the needs of all students.
- Ensure that department POS is followed and that work is planned well in advance of delivery.
- Ensure that the progress and achievements of each student is monitored and recorded. Overseeing details of individual and group assessments with reports, references being provided as necessary to agreed deadlines.
- Take account of students' prior levels of attainment and use them to set future targets.
- Set and monitor homework assignments regularly in accordance with school policy.
- Monitor and assess student achievement in accord with school policy.
- Ensure that students are entered for appropriate examinations consistent with their achievements to date and their potential.
- Prepare constructive and developmental reports for parents, attending relevant parents' evenings and meeting parents at other times necessary for ensuring maximum student achievement.
- Maintain data files (e.g. mark books and registers) to a high standard making them available for regular review by curriculum/subject leaders.
- Differentiate work to meet individual needs and to promote equal opportunities.
- Set appropriate and challenging work for all pupils.
- Identify and work appropriately with 'special educational needs' students and 'gifted and talented' students.
- Communicate effectively with form tutors, Year Coordinators, parents, department heads and senior staff as appropriate, in order to maximize the opportunities for effective learning to take place.
- Set work when required for absent pupils.
- Establish a purposeful working atmosphere during all learning activities.

### STUDENTS

- Ensure the safety and welfare of the students is accorded top priority in the planning and delivery of each lesson.
- Ensure that any sanctions imposed are in accordance with school policy.
- Ensure that each lesson begins and ends punctually and that students are properly supervised at all times.
- Maintain good discipline by following the school's pupil disciplinary policies and procedures.



- Ensure that students' work is marked, corrected and returned promptly. Provide constructive comments and feedback as appropriate, promoting high standards of content and presentation in accordance with appropriate departmental criteria.
- Monitor any concerns with student achievement and take the appropriate action.

#### STAFF

- Work in line with whole staff and departmental policies.
- Support NQT work in the department or year team as appropriate.
- Welcome, support and encourage new members of the department/year team.
- Share new ideas and suggestions, reflect on good practice and be involved in lesson/task observation to improve professional practice.
- Produce evaluation reports of all inset attended.
- Participate in departmental reviews, work with external consultants to develop departmental practice.

#### RESOURCES

- Create and maintain a classroom that is a pleasant, tidy and well organised working environment.
- Promote the use of display of students work and use display as a means of encouraging students, celebrating success and raising levels of achievement.
- Ensure that books, equipment and other resources are properly cared for and that their use is effectively controlled and efficiently organised.
- Take care of equipment and furniture with any damage or defects to fabric or equipment are reported to the Site Superintendent or Curriculum/Subject Leader as appropriate.

#### OTHER DUTIES

- Attend staff meetings, scheduled inset activities and workshops as published.
- Work in support of whole school, departmental and year group development plans.
- Support whole school activities that benefits the whole community (e.g. concerts, open evenings, sports events etc.)
- Take time to read notices, keep to deadlines and carry out duties to the best of your ability.

#### ROLE OF THE TUTOR

- Monitor absences, lateness and uniform and maintain accurate details of attendance in accordance with school policy.
- Monitor student planners on a regular basis.
- Ensure that tutorial programmes are planned, recorded and are in accordance with the programme of study provided by the Learning Director.
- Complete individual reports for parents and maintain regular contact.
- Promote students' achievements using praise and rewards effectively in line with school policy.
- Maintain effective communication with students and their parents, and with subject teachers, Learning Directors, Assistant Head, and senior staff as necessary.
- Assist Learning Directors and Assistant Head in the organization of year activities and events.
- Ensure that students new to the school are properly inducted.



## APPRAISAL AND PROFESSIONAL DEVELOPMENT

The teacher will be part of the school's appraisal scheme. S/he will have a Performance Manager who will set agreed targets for the year. The Performance Manager will monitor and review performance, including classroom teaching. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.

**In addition to the role of a classroom teacher, key responsibilities for the Head of Design Technology include:**

## TEACHING AND LEARNING

- Ensuring that statutory requirements of the national curriculum are met.
- Ensuring that all examination criteria are met across Key Stages 4 and 5.
- Ensuring that programmes of study which match provision to student needs are planned, implemented, reviewed and revised.
- Promoting highest quality of learning and teaching across all Key Stages, ensuring that DT is the dominant language of the classroom.
- Ensuring standards of literacy are monitored and supported throughout the school.

## STUDENT ACHIEVEMENT

- Allocating students to teaching groups, monitoring students' progress especially via regular assessment and taking such action which may be necessary.
- Planning appropriate intervention strategies for students to raise achievement.
- Promoting highest attainments in public examinations.
- Analysing assessments and examination results, comparing them with school norms, benchmark norms and national statistics.

## STAFF EFFECTIVENESS

- Appraising staff performance.
- Advising as to priorities for continuous professional development ensuring members of staff keep abreast of recent developments in the subject.
- Promoting the training of current, trainee and beginner teachers.
- Providing creative and visionary leadership to build an effective departmental team.

## POLICY AND PLANNING

- Working to a Faculty Improvement Plan which takes account of the school's plans and priorities.
- Dealing effectively with all routine departmental organisation and administrative matters.
- Ensuring that departmental records and handbook are properly kept and updated when necessary.
- Liaising and working collaboratively with other area heads and with external agents.
- Working productively and co-operatively with the line manager.

## FINANCE AND RESOURCES

- Managing departmental capitation in line with the Faculty plan and good value for money.
- Deploying resources effectively and equitably.



- Ensuring that the working environment is safe, suitable, attractive and well cared for.

#### APPRAISAL AND PROFESSIONAL DEVELOPMENT

The Subject Leader will be part of the school's appraisal scheme. S/he will have an Appraiser who will set agreed targets for the year. The Appraiser will monitor and review performance, including classroom teaching. A Subject Leader will appraise members of their department. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.

*This job description has been compiled in accordance with School Teachers Pay and Conditions of Employment.*

***At Bishop Justus School staff are expected to work in line with the school's Ethos.***

Responsibilities are likely to change over time and you will be expected to perform duties of a similar nature such as the Headteacher may reasonably require.





## PERSON SPECIFICATION

### HEAD OF DESIGN & TECHNOLOGY

[a] TRAINING AND QUALIFICATIONS	Essential or Desirable
Qualified Teacher Status	E
Degree or equivalent	E
Commitment to professional learning activities	E

[b] LEADERSHIP COMPETENCIES	Essential or Desirable
Have high expectations of themselves and their students	E
Hold positive values and attitudes, and adopt high standards of behaviour in their professional role	E
Have commitment to ensure every student achieves their full educational potential	E
Use student data to inform progress and attainment	E
Have a commitment to progress and enthusiasm for learning	E
Have diligence, drive and focus to boost standards	E
Have high quality organisational and communication skills	E
Have a commitment to collaboration and co-operative working	E
Demonstrate exemplary professional and personal standards in all their actions	E
Be able to establish fair, respectful, trusting, supportive and constructive relationships with students	E
Have the ability to inform, advise and guide students to ensure progression	E
Know how to make effective personalised provision for those they teach, including those who have SEN, disabilities, or English as an additional language	E

[c] EXPERIENCE OF TEACHING	Essential or Desirable
In a secondary school	D
As a highly effective practitioner	E

[d] PROFESSIONAL KNOWLEDGE AND UNDERSTANDING	Essential or Desirable
Excellent, secure knowledge of their subject and related pedagogy	E
Good, up-to-date working knowledge of a range of teaching, learning and behaviour management strategies	E
Skills in literacy, numeracy and ICT to support their teaching and wider professional activities	E
A range of approaches to assessment, including the importance of formative assessment	E



Assessment requirements and arrangements for the subjects they teach, including public exams and qualifications	D
How to make effective personalised provision for those they teach	E
Up-to-date safeguarding procedures, and the ability to identify and support students as	D

<b>[e] PERSONAL AND PROFESSIONAL QUALITIES AND ATTRIBUTES</b>	<b>Essential or Desirable</b>
Inspire, challenge and motivate colleagues and students towards a shared vision	E
Teach challenging and well organised lessons across the age and ability range	E
Promote and maintain effective relationships	D
Prioritise, plan and organise self and others	E
Think creatively in order to anticipate and solve problems	D
Listen to and reflect positively on feedback	D
Demonstrate an ability to communicate to a range of audiences	D
Willing to be flexible to meet the needs of the college	E
Lead assemblies or collective worship	D

<b>[f] CONFIDENTIAL REFERENCES AND REPORTS</b>	<b>Essential or Desirable</b>
A positive recommendation from current Headteacher or employer	E
A supportive reference from one other source	E
Enhanced DBS check undertaken and acceptable to the Headteacher	E



# Benefits of Working with Aquinas

## TREATING YOU AS A PROFESSIONAL...

**Aquinas committed to national and local agreements affecting employment** as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for associate colleagues unless superseded by statute or revised editions, or by local provisions. This includes salary scales; period of notice and end of contract; maternity, paternity and adoption leave; leave of absence; and annual leave.

## TRAINING YOU THROUGHOUT YOUR CAREER

**Aquinas offers colleagues a unique 'Five Stage Career Plan'** which includes specific courses for NQTs; NQTs +1 (NQTPlus); Teachers (AquinasTeach); Leaders (AquinasLead) and Professionals at qualification stage (e.g. NPQH). These courses have been uniquely crafted to re-enforce our distinctive ethos and support colleagues in their roles across the trust.

## HELPING YOU STAY RELAXED...

**Working with us gives you discounted access to a range of leisure activities.** CSSC is an exclusive membership for public sector employees. For less than £5 a month, families and individuals can save much more on a range of pursuits including...



- Free entry to 280 English Heritage sites for you and your family;
- Cinema tickets from £5 including all top chains;
- Reduced price days out, trips and theme parks;
- Subsidised sports training and entry into select events;
- Special offers on new and used vehicles;
- Discounts in high street shops, on holidays, eating out and more.

## LOOKING AFTER YOUR WELL-BEING...

**We believe well-supported, valued colleagues with a clear and shared purpose are best placed to provide for the emotional well-being of children in their care.** Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.

