



Collingwood College Recruitment Information

Head of Technology



Dear Applicant,

Our vision for Collingwood is to be the College of first choice for all our parents and we are currently on a journey to move from Ofsted Good to Outstanding!

Collingwood College is committed to developing responsible, aspirational, independent, happy and well-rounded young people with the self-belief to reach their goals.

Our students are the focus of everything we do. We have found that by listening to students' views and offering them the opportunity to work with each other, staff and governors, they are an integral part of our relentless drive for improvement.

Collingwood College offers all students an inclusive, flexible and stimulating educational experience. With a strong emphasis on personal development and a very wide range of leadership opportunities and extra-curricular activities, we are able to offer challenges that motivate and appeal to all individuals.

Our academic performance is consistently high and in recent years students have achieved excellent results at pre and post 16 level. In 2019, the percentage of students who gained 5+ good passes at GCSE was 74% and in the sixth form 56% of qualifications were at A*-B (or equivalent). This continued level of success is down to the hard work of our students and their teachers.

We believe that our staff are the foundation upon which the success of the College depends and recognise that our employees are the most important asset of the college.

Collingwood welcomes and encourages applications from Newly Qualified Teachers (NQTs). We have an outstanding induction programme for NQTs and we were recently awarded 'exceeding expectations' for provision and support provided to NQTs by our Appropriate body, Hampshire County Council.

We empower our employees to utilise their talents and skills to make a positive and significant contribution to the quality of teaching, learning and personal development that the College provides for its students.

We look forward to receiving your application for this post.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Eden Tanner', with a long horizontal flourish extending to the right.

Mr Eden Tanner
Principal

Introduction

Collingwood College is Surrey Heath's first high-performing Academy. Collingwood is one of Surrey's largest and most successful secondary schools for students aged 11-19. We have more than 1700 students, including a Sixth Form of well over 250 and 250 teaching and support staff, all of whom are dedicated to ensuring that all our students fulfil their potential and enjoy to the full their secondary education.

As a comprehensive school specialising in Technology and Applied Learning, we welcome students of all abilities. The College offers an outstanding range of educational and extra-curricular opportunities, which few other schools can match. The website provides you with an insight into the many benefits and advantages that a Collingwood education offers.

Technology specialism means that at Collingwood every subject area uses technology to enhance student learning within their curriculum and particularly the STEM subjects (Science, Technology, Engineering and Mathematics). Our wide range of alternative qualifications reflects our second specialism in Applied Learning.



The College's very successful OFSTED inspection in January 2017 confirmed it to be a good school with outstanding leadership and management. Collingwood's breadth of curriculum and the quality of the Sixth Form received particular praise. Academic performance at GCSE and A Level is impressive. Our relentless focus on English and Maths ensures results at GCSE are consistently high. Able students are stretched with, on average, 20% of the cohort achieving 5 or more 7-9 grades each year.

The diverse talents of our students supported by committed and highly experienced staff are key factors in the success of the College. All Collingwood students are offered a wide range of personal development and leadership opportunities within their curriculum. The contribution of extra-curricular activities such as the College's Duke of Edinburgh Award Scheme, the PiXL Edge Leadership programme, the wide-ranging educational visits programme, which includes visits to our partner school in Shanghai, ski trips to Europe and the USA, student visits to France and Spain and annual international expeditions are significant.

We have a thriving Sixth Form based in a purpose-built teaching centre. The majority of our students progress into our Sixth Form and from there into higher education. We offer extensive academic and vocational programmes of study.

Working with us at Collingwood

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Collingwood College is an Equal Opportunities Employer.

Collingwood College employs around 130 teaching staff which are supported by colleagues within the following areas: Administration, Laboratory, Art and Technology Technicians, Learning Support Assistants and our Site Team.

The College's commitment to our staff confirms:

- We believe that our employees are the foundation upon which the success of the College depends;
- We recognise that our employees are the most important asset of the College and we ensure that their talents and skills are well managed, nourished and developed;
- We believe that every employee should be empowered to make a positive and significant contribution to the quality of teaching, learning and personal development that the College provides for its students.

Further, at Collingwood College we take our **Staff well-being** very seriously. Our staff are our biggest asset and we therefore want to take steps to ensure that staff are looked after and that **workload** is manageable.

We have taken the following measures to look after staff well-being:

- All staff have access to a 24-hour helpline from Health Assured
- We have an electronic absence management system which allows us to monitor and support staff with their attendance at work.
- Introduced 3 well-being weeks in the College calendar whereby there are no staff meetings and instead a range of activities such as Mindfulness, Yoga and Power Walking are available to staff.
- We have used our INSET time in a creative way to allow for greater flexibility with term dates.
- We hold a dedicated Staff Development Group meeting who meet half termly and organise social events
- We run regular staff theatre trips
- We hold staff competitions such as Bake Off and Sewing Bee
- Staff are served a Christmas lunch and a Summer BBQ at the end of terms 1 and 3.

We have also taken steps to reduce Teacher workload:

- We regularly review the timetable and have reduced the number of classes that staff teach. In addition, we aim to give staff a classroom base where possible
- We changed our Marking policy to a Feedback policy
- We have reduced the frequency of when detailed written feedback is expected
- Staff will be issued with a **Microsoft Surface Pro** to allow for collaborative planning and **reduced workload**
- Over the last three years we have reduced the instances when assessment data is uploaded which is in line with recent DfE guidelines.
- We have reduced the number of meetings staff are expected to attend as well as completed an analysis of the calendar to ensure that non PPA events are spread out evenly throughout the year.

- We have introduced a Referral Room system to support with in class behaviour management and decrease the amount of administration with setting a detention

If you are looking to further your career within a stimulating, challenging, rewarding and caring environment.

The Role

To support the successful implementation and development of the school's academic and pastoral programme as a member of the Design and Technology Department. The role is full time.

The Head of Department will be responsible for a wide range of technology subjects taught at the College and for the teaching of A level Product Design at KS5 and the Cambridge Nationals Systems and Control at KS4. Working closely with Technology Subject Leaders, the Head of Technology post carries a 1.4 TLR

The Department

Collingwood College has a high performing & modern Design and Technology Department. It prides itself on keeping up with modern design trends, manufacturing processes and strives to make sure students are learning skills and processes that ready them for the modern world. The Department endeavours to ensure that students find Technology a stimulating, enjoyable and highly relevant subject and this is reflected in our healthy options numbers at KS4.

The Department has high expectations of all students and is focused on helping them achieve their very best, in classwork, homework, Non-Examined Assessments, school examinations and public examinations and has a strong history of academic performance within the school.

The Department provides pupils with a rich variety of lessons and a broad range of opportunities to extend their learning. We aim to give students experience of all areas of technology in KS3, with all students studying all specialist areas of technology in year 7 and 8. At KS4 & 5, the Department offers a breadth of subjects including; A level Product Design, GCSE Design and Technology, GCSE Food and Nutrition, GCSE Art Textiles, Cambridge Nationals Systems and Control, Cambridge Nationals Engineering in Manufacture (L2) and EAL Certificate in Engineering at L1.

The team are fully invested in promoting STEM activities and run exciting and oversubscribed extracurricular clubs such as; the Green Power Electric Racing car team and Robot Wars. The team also run numerous enrichment events for our more able students throughout the academic year. All team members play an active part in these clubs and activities.

The Department results are outstanding achieving 92% Grades 9-4 at GCSE last year and 50% at A*-B at A level. The popularity of Technology is excellent within the school with around 60% of students opting for a Technology subject at GCSE and achieving very good or outstanding Alps scores. In the Sixth Form we offer A Level Product Design, which is a popular and extremely successful course year on year achieving Alps 2 consistently.

We work closely with our SEND Department and Pupil Premium Lead to support our students throughout the course. Additionally, Technology at Collingwood attracts a high number of more able students who go onto study engineering or electronics at University.

We also work closely with Reading University and their PGCE D&T Student placement program and have mentored several trainee teachers through our department, including 3 current team members.

There are currently 6 members of the Technology Department and one technician, teaching from KS3 to A Level, with a mix of full-time, part-time and staff with additional responsibilities within the school.

Application Process

An application form can be obtained on our website www.collingwoodcollege.com .
Completed application forms should be returned to the HR Department
hr@collingwood.surrey.sch.uk

Closing Date: Friday 23rd April 2021

Interview Date: Thursday 29th April 2021

Suitable candidates may be interviewed before the closing date and Collingwood College reserves the right to withdraw the position if an early appointment is made.

Collingwood College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Interviews

The format of the interviews will depend on whether the school is open to students. If this is the case then each short-listed applicant will be invited into to the school and asked to complete a lesson observation, have a tour of the school and if successful following this process be interviewed by the recruiting manager and the Principal.

If the school remains closed due to Covid-19, Microsoft Teams interviews will be conducted and this will include responses to a pre-released task, relevant to the role i.e. Planning a Lesson or given a presentation of a subject area.

Probationary Periods

All posts are subject to a probationary period. For teachers this is 2 full terms, for support staff this is 6 months. Collingwood College's Probationary Policy is available upon request.

Remuneration and Benefits

Collingwood College has its own generous pay scale and the financial package offered will be commensurate with the responsibilities of the post and the experience of the person appointed.

All new staff appointments are subject to verification of fitness to work, receipt of two satisfactory references, qualification verification, clearance from the Disclosure and Barring Service at Enhanced level as well as other checks relevant to the role.

Access to other benefits including:

- Outstanding facilities, including free on-site parking
- All Collingwood College teachers up to the age of 75 are eligible to belong to the Teacher's Pension Scheme and will automatically become members unless they opt out. Further information can be found at www.teacherspensions.co.uk Member of the Teachers' Pension Scheme
- 24/7 Employee Assistant programme for staff and their families
- Exclusive savings, discounts and offers through My Staff Shop including Cycle to Work Scheme
- Flexible leave of absence policy

Training and Development

At Collingwood we are committed to providing a well-structured staff development programme to enhance personal and team development. All new staff received the following training:

- Collingwood College Company Induction
- Safeguarding and Prevent Training
- Mandatory and Compliance Training including Fire Awareness and Health and Safety at Work
- Training linked directly to the job role, which may be delivered by other colleagues or external trainers

In addition, staff can have:

- An opportunity to access other training as detailed in the termly training calendar
- An opportunity to access training outside the college linked directly to your role or career aspirations
- Other on-line training relevant to the role.

For New Qualified Teachers we have developed a specific training programme to support you through your induction year.

Teaching and learning Responsibility (TLR 1.4) Head of Technology

Job title:	Head of Technology
Whole school area of accountability:	TLR – 1.4
Grade:	In Line with College's pay
Responsible to:	The Principal, members of senior leadership team (SLT) and the governing body
Supervisory responsibility:	A level Product Design, GCSE Design and Technology, GCSE Food and Nutrition, GCSE Art Textiles, Cambridge Nationals Systems and Control (L2), Cambridge Nationals Certificate in Engineering (L2) and EAL Certificate in Engineering at L1.

Main purpose of the job:

- Take specific responsibility and accountability for the day to day management and organisation of your TLR responsibility area
- Be an excellent classroom practitioner
- Have an impact on educational progress beyond your assigned pupils
- Line manage and appraise identified staff
- Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the headteacher, deputy and assistant headteachers

Duties and responsibilities

In addition, carrying out the duties of a class teacher as outlined in the current *School Teachers' Pay and Conditions Document*, the post holder receives a TLR of 1.4

Leadership and management

- Support and implement the vision and ethos of the school
- Contribute to, implement and evaluate the success of School Development Plan relevant to your TLR area
- Ensure that the work of the team/whole school (as relevant) is inclusive and issues are addressed in curriculum and/or pastoral management
- Ensure policies are translated into practice by the team and that you bring to the attention of SLT any which may need revisions or amendments

- Together with SLT, lead on the school self evaluation process for your TLR area including lesson observations, monitoring of school standards and bringing about improvement
- As appropriate contribute to the writing of self-evaluation and policy documents
- Manage effectively the transition of pupils to and from your phase and within it
- Promote cross curricular approaches to teaching and learning
- Be a proactive and effective member of the senior/middle leadership team
- Be an effective role model for your team in terms of teaching, behaviour and classroom management

Teaching and learning responsibility

- Lead a core subject across the whole school
- Have overall responsibility and accountability for your TLR area ensuring curriculum continuity, consistency, balance, match and progression
- Lead regular meetings relevant to your TLR area with appropriate colleagues
- Develop, demonstrate and/or promote teaching and learning activities appropriate to full age and ability range.

Monitoring and assessment

- Together with the senior leadership team (SLT) of the school, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting across your TLR area
- Monitor standards including recorded work as relevant to your TLR area across the school including reviewing long and medium-term planning

Manage resources

- Be responsible for the organisation, planning and evaluation of the school programmes as relevant to your TLR area of responsibility
- Manage, monitor and accurately account for any budget for your area.
- Evaluate, organise and monitor the use of resources in conjunction with the technician and secure best value purchases.
- Ensure that all workshop equipment and facilities comply with current safety requirements and regulations and work with the school management and be proactive in reporting issues to the school facilities team / SLT link to keep a safe working environment for staff and pupils.

Staff development

- Act as a reviewer with the arrangements for the appraisal of all identified staff
- Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole school approach
- Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
- Ensure regular CPD & training takes place with the team
- Ensure you keep up to date with current developments in your TLR area and disseminate information as appropriate
- Ensure all team members are fully up to date with current Health and Safety training and rules/regulations related to the equipment and processes needed to carry out their job roles.

Other

- Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the headteacher, deputy and assistant headteachers
- Play an active part in the promotion of D&T Subjects at all key stages, including options in year 8 and post 16.
- Explore options for industry links within the subject for example: financial support of clubs and extra-curricular activities, external motivational speakers, mentors, equipment purchases etc.

Note

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

CATEGORY	ESSENTIAL	EVIDENCE
Qualifications and Training	QTS or Recognised equivalent	Application Form Letter of Application
Experience	Experience of teaching across a variety of age ranges relevant to the post. Recent experience of successfully co-ordinating or leading a curriculum area	Application Form Interview
Professional Knowledge	A clear understanding of the essential qualities necessary for improving the quality of learning and teaching. In depth knowledge of the curriculum/area as relevant to the TLR role being applied for. Up to date knowledge of statutory regulations and guidance relating to the post. Engineering or technical background, with strong experience of teaching Electronics, Engineering & D&T skills and topics, to GCSE and A-Level. Wide ranging knowledge of D&T equipment and processes.	Letter of Application Interview Lesson Observation

Professional Skills	<p>Can demonstrate the ability to:</p> <ol style="list-style-type: none"> 1. Demonstrate consistently high quality teaching strategies. 2. Support and motivate both colleagues and pupils by leading through example. 3. Communicate effectively to a wide range of audiences (verbal, written, using ICT as appropriate). 4. Manage a team to successfully achieve agreed goals. 5. Develop and deliver effective professional development for staff as appropriate. 6. Be an effective team player who works collaboratively and effectively with others. 7. Analyse data to evaluate this TLR area for the performance and achievement of pupil groups, pupil progress and be able to plan appropriate course/s of action for improvement. 8. Contribute effectively to the work of the Principals and the senior leadership team. 9. Deal successfully with situations that may include difficult situations and conflict resolution. 	<p>Letter of Application</p> <p>Interview</p> <p>Lesson Observation</p> <p>Presentation</p>
Committment	<ol style="list-style-type: none"> 1. Demonstrate a commitment to: <ol style="list-style-type: none"> a. equalities b. promoting the school's vision and ethos c. high quality, stimulating learning environment d. relating positively to and showing respect for all members of the school and wider community e. ongoing relevant professional self-development f. safeguarding and child protection 	<p>Letter of Application</p> <p>Interview</p> <p>Lesson Observation</p> <p>Presentation</p>