



Head of Design and Technology

Teacher Main/Upper Scale + TLR 2B

Hazel Wood High School Application Pack

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JOB ADVERT/SUMMARY

Head of Design and Technology

Dates: Apply as soon as possible or by the final deadline of 12 noon Monday 26th April
Salary: Teacher QTPS + TLR2B
Start date: 1st September 2021
Contract type: Full-time
Suitable for Experienced teachers
Contract term: Permanent

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Hazel Wood High wishes to appoint a hardworking and enthusiastic Head of Design and Technology, capable of making a strong contribution to our rapidly improving school. We are passionate about delivering a high quality and engaging Design and Technology curriculum and this is a great opportunity to join a dedicated and hardworking Design and Technology Faculty where you will be supported to develop your practice. We see this position as a key role in developing the Design and Technology opportunities for our students.

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 develop to your full potential both in this role and beyond.

Employees of Hazel Wood High have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

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

Appointment is subject to a satisfactory enhanced disclosure from the Criminal Records Bureau and references.

Applicants are asked to complete the application form and write a letter, which responds to the person specification, which tells us about your experience and skills relevant to the post and stating why they feel they would be suitable for the position; this must include how candidates meet all essential aspects of the person specification.

Please do not send CV's. Completed applications and supporting letters should be returned by email to the HR department at recruitment@hazelwoodhigh.co.uk. We would welcome applications as soon as possible, the final deadline is 12 noon 26th April 2021, however applications that arrive earlier than this date will be considered as and when we receive them.



Letter of welcome from Elaine Parkinson CEO, Executive Headteacher and NLE

Dear Applicant,

Thank you for your interest in this post at Hazel Wood High. I would like to give you some information about the school and the Oak Learning Partnership.

Hazel Wood High joined the Oak Learning Partnership in April 2018 and is one of three schools: Elms Bank (a secondary special school), Unsworth Primary School and Hazel Wood. Hazel Wood is a rapidly improving school, serving a diverse community in the centre of Bury. We are very proud of the progress the school has made since becoming an academy under the leadership of Mr Paul Greenhalgh, Headteacher. We are looking for a colleague who will share our passion to provide the very service to our pupils, their families and our staff.

The Oak Learning Partnership has firm values focused on inclusion and giving every pupil the opportunity to make the very best progress. We recognise that some pupils will have additional challenges and it is our firm belief that as professionals we should work with all young people to ensure that they receive the very best education in order to live happy and successful lives once they leave school.

We are looking for a member of staff who wants to make a difference and a professional who will go above and beyond to ensure that this happens. In return you will work with a dedicated staff team both within the school and also in the wider trust.

You will also be able to contribute to developments beyond Hazel Wood High and take advantage of working within a trust, which is also part of a teaching school.

If you want to join us and know you can make an impact on our pupils through the role advertised, we would welcome your application.

We welcome you visiting Hazel Wood High and if you wish to do so please contact the school through the details provided in Mr Paul Greenhalgh's letter below.

I wish you every success with your application.

Best Wishes

E. J. Parkinson

Elaine Parkinson
Executive Headteacher and CEO of the Oak Learning Partnership.



Letter of welcome from Paul Greenhalgh – Headteacher

Dear Applicant,

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.

The school has a good reputation for being a caring and inclusive school, 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 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. We believe that all our students deserve the very best education that we can provide.

Our teaching staff aspire to raise the standards and quality of teaching and learning, this is encouraged through inspiring and supporting colleagues and ensuring that best practice is shared and embedded. Our staff are all committed to continually improving their practice to ensure that the provision is achieving the very best outcomes.

Through high expectations around behaviour and learning, actively applied in the classroom we believe facilitates the student's ability to understand and utilise these lessons in everyday life.

The cumulative impact of all this work was recognised at our recent Ofsted Monitoring visit. 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.

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 HR@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.

A handwritten signature in dark ink, appearing to read "P. Greenhalgh".

Paul Greenhalgh

Headteacher



Our Vision

Fostering a sense of pride and community and providing opportunity for all to excel.

Our Values

RESPECT

- To be a role model to others and demonstrate positive interactions with all
- To use good manners, treating others how we wish to be treated
- To engage with others and to be considerate and kind
- To be prepared and organised
- To listen to others

RESPONSIBILITY

- To provide consistency of procedures, policies and professional behaviours
- To ensure the safety and wellbeing of all at Hazel Wood High School
- To engage, enthuse and inspire our learners thorough the whole school Journey
- To be inclusive by understanding the whole child and their needs
- To promote the ethos of the school within the wider community

ASPIRATION

- To demonstrate a 'can do' attitude
- See every challenge as an opportunity to shine
- To work with integrity in order to be a good role model
- To reflect on our practice and seek to improve as a life-long learner
- To create a safe environment so that we are not afraid to try

About Hazel Wood High School.

Hazel Wood High School opened on the 2nd September 2019 as a sponsored Academy as part of Oak Learning Partnership, the school was formerly known as Broad Oak Sports College. Our new school launched following significant improvement works and it is a school we are very proud of.

Hazel Wood High School is a smaller than average secondary school with 650 students currently on roll and standard intake number of 650 that we hope to grow to 720 by the end of the Academic Year 2022. Pupil numbers are rising and our current Year 7 is above capacity and is oversubscribed.

Hazel Wood High School retains its position at the heart of its local community and many families have sent all of their children to the school which contributes to the strong relationships we have with our parent body. We have good relationships with our local primary partners and take our students from over 22 different primary schools.

We currently have 38 teaching staff all of which are specialists in their teaching areas ably supported by 26 members of support staff. Staff are committed not only to providing a safe and stimulating classroom and learning environment but also to providing opportunities that enrich the lives of our students.

We place great emphasis on an engaging curriculum and we are very proud of our unique Year 7 transition model that aims to ensure a smooth, positive and exciting experience throughout the transition year both academically and pastorally.

Our central values of Respect, Responsibility and Aspiration permeate everything we do and we would encourage you to come into school to have a look around and talk with our staff at any time.



JOB DESCRIPTION

Head of Design Technology
(Design Technology, Food and ICT)

Job Title/Post: Head of Design Technology
Salary: QTPS + TLR2B

Immediately responsible to: *Assistant Headteacher*

Immediately responsible for: *3x Faculty staff (Design Technology, Food and ICT)*

Job Purpose:

To assist the Head Teacher in raising standards of student attainment and achievement within Performance 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 co-ordinate delivery of Performance 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.

The Head of Design & Technology will;

1. Maintain a clear vision which demands high expectations from both colleagues and pupils, focused on pupils' achievement
2. Ensure standards of pupil attainment and achievement within the curriculum area are the highest possible; to monitor and support all pupils' progress and be accountable for that progress
3. Develop and enhance the teaching practice of others in order to ensure high standards of teaching and learning throughout the department
4. Ensure the provision of an appropriate, relevant and differentiated curriculum for pupils studying within the department
5. Be accountable for leading, managing, deploying and developing the teaching and support staff of the Design and Technology department; together with the accountability for the effective use of financial and physical resources

Leadership and Management Responsibilities

1. To lead the development and implementation of appropriate syllabuses, schemes of work and resources of the curriculum area that reflect national developments in the subject area and teaching practice and methodology
2. To ensure that knowledge of such developments in the curriculum area and current understanding of how students learn most effectively is personally maintained and disseminated to other teachers
3. To liaise with the assigned member of the Senior Leadership Team in order to ensure appropriate response is made to curriculum development and initiatives at national, regional and local levels
4. To monitor, evaluate and report on the effectiveness of practice in the curriculum area, especially related to examination entry and performance (including school context groups) and with regard to the implementation of School Policies within the department such as assessment, recording and reporting. To develop strategies for improvement as a result of monitoring performance data and reviewing patterns within the school's performance management structure. To use this knowledge to write the departmental improvement plan and involve the link governor in this process
5. To undertake performance management reviews ensuring that there is a clear focus on teaching and learning and pupil progress; that staff development needs are identified and appropriate programmes investigated, planned and implemented
6. To lead on the department's use of data to monitor and track pupil attainment and progress, identifying underachievement and forming appropriate interventions to ensure that the targets of individual and groups of pupils are met
7. To agree/set and vigorously support the achievement of pupil progress targets in order to contribute to whole school targets ensuring the effective use of performance data. To ensure that all teachers within the

department are aware of the needs of all pupils and groups and to make provision for this in their planning. To use frequent, regular and well-structured meetings to support this

8. To work with colleagues to formulate, monitor and evaluate the department's strategic improvement plan ensuring that it links with the School Improvement Plan and accurately reflects the learning needs of pupils
9. To support the Senior Leadership Team in meeting whole school priorities and in realising the school's shared vision of continual self-improvement
10. To ensure that all colleagues know and understand the school targets from the School development Plan and the part they play in achieving these
11. To take an active role within middle leadership meetings in order to ensure that the curriculum area makes a full contribution to the education of all students in the context of the School development Plan and whole school developments/policies
12. To promote and monitor, within the department, school policies related to issues of literacy, numeracy and the use of ICT; homework; lesson planning; record keeping and matters of health and safety (including the maintenance of attractive teaching and learning environments)
13. To ensure the effective day to day management of the curriculum including deployment of staff and resources and making appropriate arrangements for classes in the event of staff absences for effective continuation of pupils' learning.
14. To participate in the selection process for departmental appointments and ensure effective induction of new staff in accordance with School procedures
15. To ensure that teaching groups are organised so that the interests of all pupils are best met and in which individuals are encouraged to perform at the highest possible level
16. To work effectively with the School SENCO in order to ensure that appropriate systems and support mechanisms are used to maximise the achievement possibilities of all pupils
17. To ensure opportunities are explored to develop pupils' awareness and use of Design and Technology beyond the classroom

Class Teacher Responsibilities

1. Provide an excellent environment and culture for learning in the classroom
2. Ensure own practice is of a high standard and continue to develop your professional skills and knowledge
3. To develop and deliver innovative schemes of learning and assessment in line with new specifications, curriculum requirements and related pedagogy
4. To promote and inspire pupils through planning which considers the needs and progress of all, creativity in the classroom, vocational support and Assessment for Learning
5. Actively seek student voice/feedback to raise standards
6. To involve the Teaching Assistant in planning to provide high quality individual support with targeted intervention
7. To ensure Health and Safety standards are met and risk assessments carried out and recorded

Achievement and Standards

1. Continually assess pupil progress
2. To provide pupils and parents with high quality feedback in order to drive attainment
3. To use available data to plan, review and monitor progress of all pupils in order to promote rigorous improvement of attainment
4. Promote equality of performance and achievement of all pupils and student groups

Other Specific Responsibilities

1. To take on the role of form tutor
2. To carry out other professional duties in line with the teaching standards
3. To promote actively the school's corporate policies
4. To actively engage in the staff and school review and development process
5. To carry out other responsibilities as determined by the Headteacher, following negotiation
6. To participate in all school open evenings and other appropriate calendared events
7. To contribute to the school's wide and varied extra-curricular programme

THIS SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS STAFF TO SHARE THIS COMMITMENT.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications and Training	<ul style="list-style-type: none"> • Qualified Teacher status • Degree in related discipline • Relevant Qualifications • Relevant in-service training during the last three years • Evidence of involvement in recent Professional Development related to Teaching and Learning 	<ul style="list-style-type: none"> • Good honours degree • A range of relevant in-service training during the last three years which includes accreditation 	<ul style="list-style-type: none"> • Application Form • Application Letter • References
Experience	<ul style="list-style-type: none"> • A proven record of successful teaching of to GCSE level • Leadership and Management experience within a Design & Technology department in a secondary school. • Experience of leading a successful whole school initiative • Experience of Curriculum Development, Assessment and/or development and quality assurance of Teaching & Learning • Evidence of work which has led directly to positive outcomes for students at whole school level • Involvement in leading CPD at whole school level 	<ul style="list-style-type: none"> • Experience in more than one school • Collaborative work with other schools 	<ul style="list-style-type: none"> • Application Form • Application Letter • References • Interview Process
Knowledge and Values	<ul style="list-style-type: none"> • Ability to articulate a sound educational philosophy consistent with the school's aims • Innovative approach to teaching and learning strategies. • Enthusiasm for learning • Empathy with young people • A good range of Information Communication Technology skills • Be committed to having a positive impact on the learning and teaching of students in your charge • Use of strategies to promote good pupil conduct • Use of assessment and other data to inform improvement 	<ul style="list-style-type: none"> • A high order of Information Technology skills which have been deployed to support student learning • Understanding of effective practice in the teaching of all areas of the curriculum and cross-curricular themes 	<ul style="list-style-type: none"> • Application Form • Application Letter • References • Interview Process
Personal Qualities	<ul style="list-style-type: none"> • Inspirational Leadership skills • Ability to work on own initiative • Ability and willingness to work with a wide range of people • Very good health, attendance and punctuality records • Excellent interpersonal skills • Smart professional appearance • Track record of being a team-player • Be ambitious and keen to contribute to whole school development • Energy, enthusiasm and flexibility. Positivity & Resilience • Ability to work under pressure • Ability to lead and motivate a high performing department 		<ul style="list-style-type: none"> • Application Form • Application Letter • References • Interview Process