A purple and white logo

Description automatically generated with low confidence



**Recruitment Pack**

**Head of Design and Technology**

Kirkby High School

MAXIMISING OUR POTENTIAL

**Recruitment Pack**

**Confidence Kindness Aspiration Respect Resilience**



**Welcome**

Dear Applicant,

Thank you for your interest in the Head of Design and Technology position at Kirkby High School. Required for January 2025.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic. Suitable primary trained teachers will be considered.

**We are delighted to share that following our last Ofsted inspection (July 2022) the school has been awarded an overall judgement of 'Good'.**

Our vision is a community driven by high expectations and mutual respect providing all individuals with the belief and opportunities to succeed now and in the future.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Kirkby High School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

If you have any specific queries please contact my PA, Jo Barrett [j.barrett@kirkbyhighschool.net](mailto:j.barrett@kirkbyhighschool.net)

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mrs A Dobson

Headteacher, Kirkby High School

**CONTENTS**

Letter from Headteacher

About us

Continuous Professional Development

Job Description

Person Specification

How to Apply

Application Form

**The Rowan Learning Trust**

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools.

We are an education charity. Our schools are working in collaboration, as one entity, to improve and maintain high educational standards across the group. We have a single legal and moral purpose: to advance education for the public benefit.

Currently the RLT family comprises nine schools: three high schools, an   
all-through alternative provision academy and five primary schools. Together we share a set of common values:

* Respect 🞄 Kindness 🞄 Integrity

Our strategic aim is to provide a world class education by:

* Attracting, developing and retaining people
* Embodying the values of the Trust
* Expanding our reach
* Optimising resources

The Trust in Numbers:

* 4250+ students 🞄 9 schools
* 10 sites 🞄 675+ employees
* 5 local authorities 🞄 £37,000,000 annual budget
* 80+ governors

**Kirkby High School**

**Kirkby High School is an Ofsted rated 'Good' 11-16 mixed comprehensive. All staff at Kirkby High School fully embrace our vision:** “*A community driven by high expectations and mutual respect providing all individuals with the belief and opportunities to succeed now and in the future*”.

Kirkby High School stands at the centre of our local community and we believe that we offer our young people guidance and aspiration to be the best they can be in all aspects of life. Quality teaching and learning, supported by reliable pastoral systems, ensure that students are preparing well for later life.

We believe in building a culture of resilience and tolerance in which our students can thrive. Our aim is to increase our students’   
self-belief and to show them that they can be what they want to be.

**Confidence Kindness Aspiration Respect Resilience.**





A document with text on it

Description automatically generatedA paper with text and purple arrows

Description automatically generated with medium confidence

**Continued Professional   
Development Framework**

**Job Description**

**Overall purpose of post**

* Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
* To act as a curriculum lead for Design Technology and be responsible for developing that area
* To raise standards of student attainment and achievement within Design Technology and to monitor and support student progress.
* To be accountable for student progress and development within the subject area.
* To develop and enhance the teaching practice of others.
* To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies.
* To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.

**Teaching**

* To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

**Operational/Strategic Planning**

* To lead the development within a curriculum area of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
* To monitor actively and follow up student progress.
* To implement school policies and procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.

HEAD OF DESIGN and TECHNOLOGY

Reports to: SLT Link

Location: Kirkby High School, Bracknell Avenue, Kirkby, L32 9PP

Salary: Classroom Teachers’ Pay Scale plus TLR2C

Hours: Full time as specified within STPCD

* To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
* To ensure that the planning activities of the subject reflect the needs of students within the subject area, SDP/DDP and the aims and objectives of the school.
* To link with the SLT Link to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission.
* In conjunction with the Curriculum Leader of ICT to foster and oversee the application of I.C.T. in the department including the development of materials for Open Learning.
* To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Manager.

**Curriculum Provision**

* To liaise with the SLT Link to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan and School Evaluation.
* To be accountable for the development and delivery of the subject.

**Curriculum Development**

* To keep up to date with national developments in the subject area and teaching practice and methodology.
* To monitor actively and respond to curriculum development and initiatives at national, regional and local levels.
* To liaise with the SLT Link to maintain accreditation with the relevant examination and validating bodies.
* To be responsible for the development of Key Skills in the subject area.
* To ensure that the development of the subject is in line with national developments.

**Staffing**

* To work with the SLT Link to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
* To continue own professional development as agreed with Deputy Head.
* To be responsible for the efficient and effective deployment of the Department's technicians/support staff.
* To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.
* To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
* To promote teamwork and to motivate staff to ensure effective working relations.
* To participate in the school’s ITT programme.
* To be responsible for the day-to-day management of staff within Technology and act as a positive role model.

**Communication and Liaison**

* To ensure that all members of the department are familiar with its aims and objectives.
* To ensure effective communication/consultation as appropriate with the parents of students.
* To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
* To represent the department’s views and interests.
* To contribute to the planning and delivery of school liaison activities.
* To lead the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community.
* To promote actively the development of effective subject links with external agencies.

**Management of Resources**

* To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
* To work with the Deputy Head in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.

**Pastoral System**

* To monitor and support the overall progress and development of students within the department.
* To monitor student attendance together with students' progress and performance in relation to targets set for each individual; 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.
* To contribute to PSHE, 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.

**School Ethos**

* To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
* Support the school in meeting its legal requirements for worship.
* Promote actively the school’s corporate policies.
* Comply with the school's health and safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**Quality Assurance**

* To ensure the effective operation of quality control systems.
* To establish the process of the setting of targets within the department and to work towards their achievement.
* To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.
* To contribute to the school procedures for monitoring the quality of teaching and learning.
* To implement school quality procedures and to ensure adherence to those within the department.
* To monitor and evaluate the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.
* To seek/implement modification and improvement where required.
* To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.

**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 and evaluate performance data provided.
* 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 within the quality assurance cycle for the department.
* To produce reports on examination performance, including the use of value-added data.
* In conjunction with Data Manager, to manage the Department's collection of data.
* To provide the Governing Body with relevant information relating to the Departmental performance and development.



Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to [j.barrett@kirkbyhighschool.net](mailto:j.barrett@kirkbyhighschool.net)

Alternatively, send a hard copy to:

Mrs A Dobson

Headteacher

Kirkby High School

Bracknell Avenue

Kirkby

L32 9PP

Closing date for applications: 12 noon, Friday 20th September 2024

**Person Specification **

**Essential**

* A commitment to safeguarding and equality
* Qualified Teacher Status
* The ability to teach Design Technology up to KS4
* A thorough knowledge of the National Curriculum changes for Design Technology
* An enthusiasm and passion for the teaching of Design Technology

* Excellent subject knowledge
* The ability to develop effective working relationship with students
* The ability to command the respect of staff and students alike
* The ability to work as a supportive team member
* Excellent classroom teaching & management skills
* A high degree of organisational ability
* A commitment to continued professional development

* A willingness to share best practice and learn from others
* Experience of using ICT in Design Technology
* A willingness to take part in extra-curricular activities



**How to Apply**



The Trust will make any necessary reasonable adjustments 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.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.

The Trust will make any necessary reasonable adjustments 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.

All appointments are subject to satisfactory references and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.



The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464

**KIRKBY HIGH SCHOOL**

**JOB APPLICATION FORM FOR TEACHING STAFF IN SCHOOLS**

*The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.*

*BRACKNELL AVENUE,*

*KIRKBY, MERSEYSIDE, L32 9PP*

***TELEPHONE:*** *0151 477 8710*

***EMAIL:***[*admin@kirkbyhighschool.net*](mailto:admin@kirkbyhighschool.net)

1. **POST APPLIED FOR**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Applied For:** |  | | |
| **School:** | Kirkby High School |  |  |
| **As advertised in:** |  | **On date:** |  |

**2. PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **SURNAME:** |  | **FORENAME:** |  |
| **TITLE:**  **(Optional)** |  | **Date of Birth:**  **(Optional)** |  |
| **Address:** |  | | |
|  |  | | |
| **POSTCODE:** |  | **Email:** |  |
| **Telephone No:** |  | **Mobile No:** |  |
| **Email:** |  | **DfE No:** |  |

**3. CURRENT POST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SCHOOL/SERVICE:** |  | | | |
| **LOCAL EDUCATION AUTHORITY:** |  | | | |
| **JOB TITLE:** |  | | | |
| **DATE OF APPOINTMENT:** |  | | **SALARY:** |  |
| **TLR/ Recruitment and Retention Allowance (please specify as applicable)** |  | | | |
| **MAIN DUTIES AND RESPONSIBILITIES** | | | | |
|  | | | | |
| **Reason for this application** | |  | | |

**4. PREVIOUS TEACHING EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of school, type of school and number on roll** | **Dates of employment** | | **Post(s) held indicating salary points / allowances** | **Reasons for leaving** |
|  | **From** | **To** |  |  |
|  |  |  |  |  |

**5. EMPLOYMENT HISTORY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Post** | **Dates** | | **Employer** | **Grade/Salary** | **Reason for Leaving** |
|  | **From** | **To** |  |  |  |
|  |  |  |  |  |  |

**6. GENERAL EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **From** | **To** | **Qualifications – Grades, awarding bodies and dates** |
|  |  |  |  |

**7. FURTHER AND HIGHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of College/ University** | **From** | **To** | **Qualifications – Grades, awarding bodies & dates** |
|  |  |  |  |

**8. ANY OTHER RELEVANT QUALIFICATIONS**

**Please give details of any other relevant qualifications you have for this post.**

|  |
| --- |
|  |

**9. ADDITIONAL INFORMATION**

|  |
| --- |
| 1. Are you related to, or a close friend of, any member of the Board of Trustees? If yes, please state relationship. |
|  |
| 1. Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? YES/NO.   If yes, please give details, including dates, post held and employer. |
|  |
| 1. Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? YES/NO   If yes, please give details of dates and resources. |
|  |
| 1. Do you hold a current and valid driving licence? YES/NO   Please state category…………………………   1. The Rowan Learning Trust is committed to providing equal opportunities and supporting all applicants. If you require any reasonable adjustments to allow you to participate in the application process, please let us know.   Do you require any reasonable adjustments? YES/NO |
|  |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? YES/NO    Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? YES/NO |
|  |
| In line with Keeping Children Safe in Education, The Rowan Learning Trust will undertake general online searches for all shortlisted candidates which may include social media and video platforms. Online searches will only examine data which is publicly available, and the aim is to identify any incidents or issues. Any areas of concern will be discussed during the interview process.  The information provided by you will be used for pre-employment recruitment monitoring and checks only and will supplement or form part of your application.  To enable the check to be undertaken, it would assist if you could detail your username for the relevant social media platforms below:   * Facebook * Instagram * Twitter * LinkedIn * TikTok * Youtube |

**10. STATEMENT IN SUPPORT OF APPLICATION**

Please attach a supporting statement, indicating any matters which you feel may be relevant to this application.   
Please head additional documentation with your name and post applied for.

**11. REFERENCES**

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer**. In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

|  |  |  |  |
| --- | --- | --- | --- |
| **REFEREE 1** | | **REFEREE 2** | |
|  | |  | |
| **TELEPHONE NO:** |  | **TELEPHONE NO:** |  |
| **EMAIL:** |  | **EMAIL:** |  |
| Can this reference be taken up immediately  **YES/NO** | | Can this reference be taken up immediately  **YES/NO** | |

**12. FURTHER INFORMATION FOR CANDIDATES**

1. In the interests of the protection of children, all posts are subject to enhanced criminal record and other relevant disclosures through the Disclosure & Barring Service (DBS). A criminal record will not necessarily prevent you from obtaining a position.
2. Please note that it is the policy of the Trust and the Governing Body to preclude employment of persons over the age of 65.
3. You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
4. Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.

**THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT**

**13. DECLARATION**

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure & Barring Service Disclosure, to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:……………………………………………………………………………Date:………………