



Meole Brace School

Achievement · Respect · Community

Applicant Information

Head of Design & Technology

For Easter 2022





Meole Brace School

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January 2022

Dear Colleague

Meole Brace School is a very good school with a lot of ambition. Situated on the south of the town of Shrewsbury, in recent years the school has grown in popularity and size. We are a reflective school and our aim is to continuously improve provision. You will be well-supported in carrying out your responsibilities by the Headteacher, governors, the rest of the senior team and staff, all of whom are highly motivated and ambitious for our students.

You must complete the application form in full and return for the attention of Mrs Julie Richards, Meole Brace School, Longden Road, Shrewsbury, SY3 9DW or via email to recruitment@meole.co.uk by Wednesday 2nd February 2022 at 12 noon.

Please confine your letter to no more than two sides of A4, paying particular attention to the job description and person specification, and how your past experience has suited you for this post. We would also like to see something of your own vision for a very effective Design and Technology department and the role of school leadership in making this happen. Please note that as with all leadership posts at Meole Brace School, this is a developmental post – we are less concerned with finding a 'finished article' and far more concerned with finding the right person.

You are welcome to visit the school at any time during the application process (please contact Julie Richards to arrange a time); however, should you be invited for interview, there will be ample opportunity to look round the school and to meet staff and students.

Thank you, in anticipation, for the time given to your application. If you require further information or have any questions relating to your application, please do contact Julie Richards or me, either by telephone or email.

Please stipulate where you saw the post advertised and when you are available to commence employment. Ideally this would be at the beginning of the summer term 2022.

Yours sincerely,

Mr Alan Doust
Headteacher



Headteacher Alan Doust

Meole Brace School

Longden Road

Shrewsbury SY3 9DW

01743 235961

admin@meole.co.uk

www.meolebrace.com





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About Meole Brace School

Meole Brace School is a caring and cheerful community committed to developing academic, personal and social skills of all our students to the highest standards. We are an 11-16 Academy, with approximately 1300 students on roll. Our principal aim is to enable them all to lead happy and successful lives, in school and beyond. Through our core values of 'Achievement, Respect and Community', we encourage all our students to be self confident, to enjoy learning and to achieve their full potential. Excellent teaching and learning is at the heart of everything we do, but we also believe that all young people can thrive if they feel valued, feel safe and are suitably challenged. We are proud of our reputation as a successful and vibrant school with high expectations. We are all committed to providing a stimulating and high quality learning experience for all. Our OFSTED Inspection in November 2018 confirmed that the school continues to be good in all areas:

"It has an enviable reputation for caring for its pupils and for knowing them well"

"Pupils at the school are happy, attend well and work hard"

"Pupils achieve well"

Our wide ranging CPD program was also praised by OFSTED and we have individual pathways for staff at all levels of their career. Since January 2019 we have been part of the Central Shropshire Academy Trust, with two other highly successful schools. Currently we are exploring a merger with another Shropshire-based MAT (Trust-ed) and our hope is that this will bring further opportunities for meaningful collaboration. We already work closely with our primary schools, post-16 and post-18 providers and are well supported by parents.

Meole Brace aspires to the highest possible standards, is constantly developing and promotes innovation. Staff enjoy a strong sense of team spirit and well being and are fully supported by the dedicated leadership team. We operate on an ethos of mutual respect and kindness.

Parent Survey

"I've been incredibly impressed with the school since our son started. The values upheld by our family are upheld at school. You've helped him become the young man we want him to be"

Child Protection

At Meole Brace School we believe that it is always unacceptable for a child or young person to experience abuse of any kind and recognise that safeguarding the welfare of all children and young people is everyone's responsibility. We follow Shropshire Safeguarding Community Partnership (SSCP) procedures and acknowledge that the welfare of the child is paramount.

At Meole Brace School it is our duty to respond promptly and appropriately to all concerns, incidents or allegations of abuse or neglect of a child. We work in partnership with Children, young people, their parents, carers and other agencies. Our statutory duties and supporting guidance are set out in 'The Working Together to Safeguard Children 2018 and Keeping Children Safe in Education 2021.



Design & Technology Department

The Design & Technology Department is one of the larger departments in the school, comprising of 7 teaching and 2 support staff. The department is led by a Head of Department and a Second in Department.

Design and Technology offers students the opportunity to access a wide variety of courses in KS4, including Food and Nutrition, Hospitality & Catering, Product Design, Graphical Communication, Textiles and Engineering Manufacturing. Computer Science is a recent addition to the department - at KS4 it is offered as a discrete GCSE, whilst in KS3 it forms part of the carousel of subjects that students are taught. Currently in Year 9 there is a degree of optionality in the courses that students are studying. Engineering Manufacturing was added to the curriculum for 2021 and has proved incredibly popular.

Design and Technology is taught to all students in key stage 3 from the very beginning of Year 7, with a curriculum allocation of 4 hours per fortnight in Years 7, 8 and 9. As with all optional subjects at key stage 4, students have 5 hours a fortnight of lesson time in all of the courses offered. Students enjoy their lessons in Design and Technology at Meole Brace School and a significant number of students choose to follow one of the many courses on offer at key stage 4.

The departmental accommodation is excellent and includes 2 dedicated food rooms, 2 workshops, 2 whole class computer rooms and a textiles room, as well as preparatory areas, storage and a department staff room. (See next two pages for more information).





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Design & Technology Department



A dedicated Electronics lab & Graphics room with twenty-four workstations and twenty four networked computers and an A3 colour printer.

The department also benefits from



The air-conditioned room boasts two lockable store rooms an interactive board as well as a visualis-



Our textiles room has a heat press, CNC embroidery machine, light box, visualiser & interactive board as well as well serviced sewing machines.



Design & Technology Department

Our two food rooms & utility rooms were both re-fitted to a high standard, each with a utility room and blast chiller. They also share thirty networked laptops.



We have two well-resourced workshops, with separate store rooms and a wood preparation/technician room. One workshop is set up as a dedicated Engineering room, the other as a STEM room. Both have a laser cutter, vinyl cutter, 3D printer and heat treatment areas.



Advertisement – Head of Design & Technology

TLR 1-2 (£10,205)

Full Time

Permanent

Required to start Easter 2022

We are seeking a highly motivated and effective practitioner who has excellent subject knowledge and the skills to successfully lead our team of specialists. You will have a proven track record of impact, and be able to inspire and motivate staff and students. In return, you will be joining a school that operates as a team, is driven by a moral purpose and is committed to the professional development of all staff.

The successful candidate will be an excellent teacher, a very good communicator and will be dedicated to the success of all students in and beyond the classroom. You will share our commitment to continually raise standards by providing our students with an excellent education in the broadest terms.

Visits to the school are welcomed, please contact Mrs Julie Richards on 01743 235961, to arrange a visit.

Further information about the school and an application pack visit our website: www.meolebrace.com.

Completed application forms should be emailed to recruitment@meole.co.uk.

Closing date: Wednesday 2nd February 2022 at 12.00 noon

Interview date: Tuesday 15th February 2022

Meole Brace is committed to equal opportunities, safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment. All appointments will be subject to a satisfactory Disclosure and Barring Service (DBS) check.



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Job Description

Job Purpose:

- To raise standards of student attainment and progress in the department;
- To be accountable for student progress and development within the department;
- 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's curriculum intent and the curricular policies determined by the Governing Body and Headteacher;
- To manage and deploy teaching/support staff, financial and physical resources within the department to effectively support teaching and learning and the departmental development plan;
- To represent the department on the Extended Leadership Team;
- To coordinate the work of the second in department and subject teachers;
- To ensure that appropriate cover arrangements for classes are made when staff are absent.

Reporting to: Member of Senior Leadership Team

Responsible for: Teaching and support staff within the department.

Liaising with: Senior Leadership Team, other Heads of Department, SENCo and relevant staff with cross-school responsibilities, relevant support staff, governors and parents.

MAIN DUTIES

Operational/ Strategic Planning

- To develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department;
- To oversee day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources;
- To actively monitor and follow up student progress;
- To implement whole-school policies and procedures;
- 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 the school improvement plan;
- 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, liaising with the Director of Finance and Operations.



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Job Description

Curriculum

- To liaise with the Deputy Headteacher (Curriculum) to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum and extra-curricular programme which aligns with the school's curriculum intent and improvement plan;
- To be accountable for the development and delivery of subject areas in the department;
- To keep up to date with and respond to national developments in relevant subject area and teaching practice and methodology.

Quality Assurance

- To establish the process of the setting of improvement objectives 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;
- To ensure that the department's quality procedures meet the requirements of our whole-school approach;
- To monitor and evaluate student work using student voice, work scrutiny, etc.
- To produce an annual examinations analysis and department review as part of the school's self – evaluation cycle.

Management Information

- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system (SIMs);
- To analyse and evaluate, with the department, performance data provided and take appropriate action in response.

Staff Development / Deployment of Staff

- To work with the Assistant Head in charge of CPD to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs;
- To lead, develop and enhance the teaching practice of department staff, encouraging them to continually improve their teaching;
- To be responsible for the efficient and effective deployment of the department's support staff;
- To undertake performance management review(s) and to act as reviewer for a group of staff;
- 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 make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the relevant staff to secure appropriate cover;
- To promote teamwork and to motivate staff to ensure effective working relations;
- To participate in the school's teacher training programme;
- To be responsible for the day-to-day management of staff within the department and act as a

Job Description

Communications

- To ensure that all members of the department are familiar with the department development plan's objectives within the framework of the school improvement plan;
- To disseminate information from meetings of the Extended Leadership Team and any other relevant meetings;
- 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.

Marketing and Liaison

- To contribute to the school liaison and marketing activities, e.g. the collection of material for the school website, press releases, the Pulse;
- To lead 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.

Resources

- To manage the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the department budget;
- To work with the Deputy Headteacher (Curriculum) and school timetabler to ensure that the department's teaching commitments are effectively and efficiently timetabled and roomed.

Teaching

- To undertake an appropriate programme of teaching on a ratio of 38/50 periods.

Pastoral

- To ensure that good behaviour management is implemented in the department so that effective learning can take place;
- To monitor and support the overall progress and development of students within the department;
- To monitor students' progress and performance, with the class teacher, 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.

Job Description

Standards

- Support the aims and ethos of the school;
- Set an excellent example in terms of dress, punctuality, organisation and attendance;
- Attend and participate in open evenings;
- Uphold the school's behaviour code and uniform regulations;
- Participate in staff training;
- Attend team and staff meetings.

Maintenance of Professional Standards

- Keep yourself fully appraised and aware of educational and other appropriate developments whether national or local, and assess their impact on the school and the team for which you are responsible;
- Ensure the highest standards of professional conduct and confidentiality at all times;
- Ensure the development and maintenance of a team culture that enables all members of your team to be effective in their respective roles.

Other Specific Duties

- To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and students to follow this example;
- To continue personal professional development as agreed; •
- To engage actively in the performance review process;
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate;
- To take an active role in the development of a safeguarding culture within the department and school;
- To undertake any other duty as specified by STPCB not mentioned in the above.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff 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. The School will endeavour to 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 member of staff who develops a disabling condition. This job description is current in January 2022, but, in consultation with you, may be changed by the Headteacher to reflect the changing needs/policies of the school in line with the School Improvement Plan.



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Personal Specification

Qualifications

Essential	Desirable
Degree or equivalent in related subject Qualified Teaching Status	

Experience

Essential	Desirable
Evidence of being able to lead, manage and be responsible for initiatives/developments in a Subject area	Experience of teaching subject to A Level
Evidence of excellent teaching skills, leading to consistently high standards of achievement	Involvement in extra-curricular activities
Evidence of taking responsibility for own Professional development	Experience of more than one secondary school
Evidence of having had a positive impact in a Middle leadership role	Involvement in creative and innovative teaching developments
Knowledge of current generic developments in teaching and learning	
Evidence of working with others as part of a team	



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Personal Specification

Knowledge/Skills (Ability to)

Essential	Desirable
<p>Understand the characteristics of high quality teaching and learning</p> <p>Build, lead, develop and enhance the department team</p> <p>High-level communication and presentation skills applicable to a range of audiences</p> <p>Think creatively and imaginatively to solve Challenges</p> <p>Use ICT effectively to support teaching and Learning</p> <p>Identify problems and develop opportunities Make informed use of assessment information and data to raise achievement</p> <p>Manage resources available to the faculty including funding and human resources</p>	<p>Ability to anticipate problems and identify Opportunities</p>

Personal Attributes

Essential	Desirable
<p>Commitment to excellence</p> <p>Commitment to the highest standards of child Protection</p> <p>Commitment to the principles of a comprehensive, inclusive education</p> <p>Enjoy working with young people</p>	



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Personal Specification

Personal Attributes cont'd

Essential	Desirable
<p>High levels of drive, energy and perseverance</p> <p>Ability to prioritise, plan and organise own work and that of students</p> <p>Ability to work under pressure and meet deadlines and pay attention to detail</p> <p>Consistently high expectations of self and others Self-motivated and self-confident, and the ability to impose calm</p> <p>Ability to build on the experience, advice and contribution of others</p> <p>Sense of humour, good listener and positive outlook</p>	