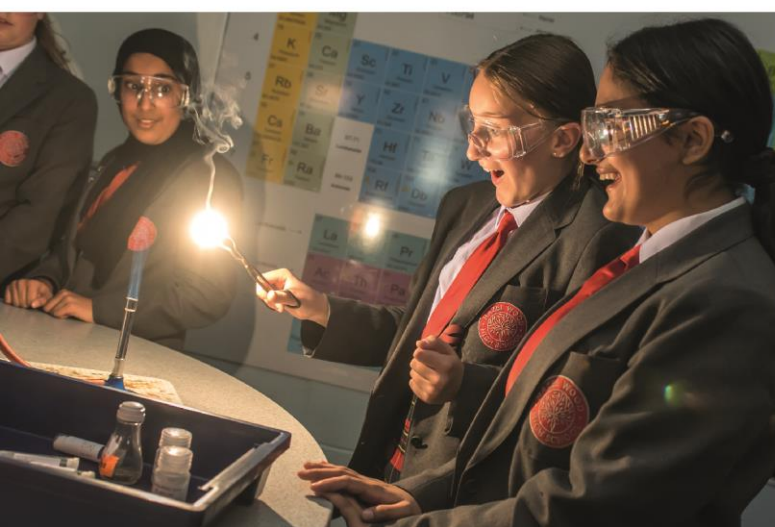




**Hazel Wood**  
High School



# Head of Design Technology Vacancy

## Candidate Pack



Part of the

**Oak**   
Learning Partnership

Please visit our school website for further information.  
<https://www.hazelwoodhigh.co.uk/>

# Welcome from the Headteacher

Dear Candidate,

**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.**

Our school has a good reputation for being caring and inclusive, 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 at Hazel Wood high School 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. At Hazel Wood, we have high expectations around behaviour and learning, and we support staff to actively apply these in the classroom, every day. With a consistent and supportive approach for all staff, this facilitates the student's ability to understand and meet our expectations every day.

We believe that all our students deserve the very best education that we can provide and our teaching staff aspire to raise the standards and quality of teaching and learning. This is encouraged through inspiring and supporting colleagues with bespoke CPD; and by ensuring that best practice is shared and embedded. Having the right team in place is essential to this. Therefore, we thank you for reading through our application pack and considering us as the next step in your career.

The cumulative impact of all our school improvement work has been recognised both by our Ofsted Monitoring visit after academisation, and by many external agencies who have worked with us. 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. This is an exciting time for the school, our students and our staff.

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 [enquiries@hazelwoodhigh.co.uk](mailto:enquiries@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.

Please visit our school website for further information.  
<http://www.hazelwoodhigh.co.uk>

Paul Greenhalgh  
**Headteacher at Hazel Wood High School**





**"I really enjoy working with the Oak Learning Partnership. I feel supported in my role and I am valued and encouraged to reach my full potential by leaders who believe in me. I have a wealth of support that I can access from the central and executive leadership team and their values are evident in raising outcomes for children whilst empowering staff to make, and be, the difference."**

Member of our Admin Team  
at Hazel Wood High  
School



# Head of Design Technology

**Salary:** Qualified Teacher Main Pay Scale – Upper Pay Scale plus TLR2B, actual salary range based on the above pay scales £33,026 to £48,711

**Hours:** 1265 hours per annum worked as per the Teachers Pay and Conditions

**Closing Date:** 9:00am, Friday 3<sup>rd</sup> February 2023

## Required for April 2023

Oak Learning Partnership, on behalf of Hazel Wood High School, are seeking to appoint a well-qualified, hardworking and enthusiastic Head of Design Technology, capable of making a strong contribution to the schools' Design Technology and Food department.

**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 ensure that you develop to your full potential both within this role and beyond.

The successful candidate will have the ability and willingness to teach food at Key Stage 3 and Key Stage 4.

Applicants must have relevant qualifications and experience, please ensure that you meet the person specification before applying.





# How to Apply

**Closing Date:** 9.00am, Wednesday 25<sup>th</sup> January 2023

Applicants must have relevant qualifications and experience, please ensure that you meet the person specification before applying.

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

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Please do not send CVs. Applications should be sent to:

[recruitment@oaklp.co.uk](mailto:recruitment@oaklp.co.uk), For the attention of Mr. Paul Greenhalgh, Headteacher



A young boy with short dark hair, wearing a grey school blazer over a white shirt and a red tie, is sitting at a desk. He is smiling and looking towards the camera while holding a blue pen over an open book. In the background, another student is visible, slightly out of focus. A red circular graphic in the top right corner contains a quote from a teacher.

**"Hazel wood is a fabulous place to work. We are like one big family. Not only do we have amazing pupils and families, we also have the opportunity to develop ourselves and take part in professional development which prepares us for future roles. The Senior Leadership Team are really supportive and we are encouraged to share our ideas in order to make our school a better place."**

Teacher at Hazel Wood  
High School



# Head of Design Technology

**Salary:** Qualified Teacher Main Pay Scale – Upper Pay Scale plus TLR2B, actual salary range based on the above pay scales £33,026 to £48,711

**Hours:** 1265 hours per annum worked as per the Teachers Pay and Conditions

**Closing Date:** 9:00am, Friday 3<sup>rd</sup> February 2023

## Job Description

**Normal place of work:** Hazel Wood High School, although you may be asked to contribute towards Trust wide projects.

**Responsible for:** Faculty staff (Design Technology and Food)

**Responsible to:** Assistant Headteacher and Headteacher

### PURPOSE OF THE POST

- To assist the Headteacher in raising standards of student attainment and achievement within performance in line with national and school policies/prioritise. This will include Leading, Developing and Managing the quality of teaching; mentoring 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

### DUTIES AND RESPONSIBILITIES

#### The head of Design Technology will;

- Maintain a clear vision which demands high expectations from both colleagues and pupils, focused on pupils' achievement
- 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 the progress
- Develop and enhance the teaching practice of others in order to ensure high standards of teaching and learning throughout the department
- Ensure the provision of an appropriate, relevant and differentiated curriculum for pupils studying within the department
- Be accountable for leading, managing, deploying and developing the teaching and support staff of the Design Technology department; together with the accountability for the effective use of financial and physical resources

## **Leadership and Management Responsibilities:**

- 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
- 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
- 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
- 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
- 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
- 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
- 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
- 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
- To support the Senior Leadership Team in meeting whole school priorities and in realising the school's shared vision of continual self-improvement
- To ensure that all colleagues know and understand the school targets from the school development plan and the part they play in achieving these
- 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
- 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)
- 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



- To participate in the selection process for departmental appointments and ensure effective induction of new staff in accordance with school procedures
- To ensure that teaching groups are organized so that the interests of all pupils are best met and in which individuals are encouraged to perform at the highest possible level
- 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
- To ensure opportunities are explored to develop pupils' awareness and use of Design Technology beyond the classroom

### **Class Teacher Responsibilities:**

- Provide an excellent environment and culture for learning in the classroom
- Ensure own practice is of high standard and continue to develop your professional skills and knowledge
- To develop and deliver innovative schemes of learning and assessment in line with new specifications, curriculum requirements and related pedagogy
- 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
- Actively seek student voice/feedback to raise standards
- To involve Teaching Assistant in planning to provide high quality individual support with targeted intervention
- To ensure Health and Safety standards are met and risk assessments carried out and recorded

### **Achievement and Standards:**

- Continually assess pupil progress
- To provide pupils and parents with high quality feedback in order to drive attainments
- To use available data to plan, review and monitor progress of all pupils in order to promote rigorous improvement of attainment
- Promote equality of performance and achievement of all pupils and students groups

### **Other Specific Responsibilities:**

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

# Head of Design Technology Person Specification

CRITERIA	<b>Experience, Qualifications and Training:</b> On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none"> <li>• QTS.</li> <li>• Degree in related discipline</li> <li>• Relevant Qualifications</li> <li>• Relevant in-service training during the last three years</li> <li>• Evidence of involvement in recent Professional Development related to Teaching and Learning</li> <li>• A proven record of successful teaching of GCSE level</li> <li>• Leadership and Management experience within a Design Technology department in a secondary school</li> <li>• Experience of leading a successful whole school initiative</li> <li>• Experience of Curriculum Development, Assessment and/or development and quality assurance of Teaching and Learning</li> <li>• Evidence of work which has led directly to positive outcomes for students at whole school level</li> <li>• Involvement in leading CPD at whole school level</li> </ul>		<ul style="list-style-type: none"> <li>• Good honours degree</li> <li>• Experience in more than one school</li> <li>• Collaborative work with other schools</li> </ul>
CRITERIA	<b>Knowledge and Values:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following knowledge and values:	
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none"> <li>• Ability to articulate a sound educational philosophy consistent with school's aims</li> <li>• Innovative approach to teaching and learning strategies</li> <li>• Enthusiasm for learning</li> <li>• Empathy with young people</li> <li>• A good range of Information Communication Technology skills</li> <li>• Be committed to having a positive impact on the learning and teaching of students in your charge</li> <li>• Use of strategies to promote good pupil conduct</li> <li>• Use of assessment and other data to inform improvement</li> </ul>		<ul style="list-style-type: none"> <li>• A high order of Information Technology skills which have been deployed to support student learning</li> <li>• Understanding of effective practice in the teaching of all areas of the curriculum and cross-curricular themes</li> </ul>
CRITERIA	<b>Leadership and Management:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following leadership and management:	
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none"> <li>• Work effectively both as a leader and as a member of a team.</li> <li>• Initiate, lead and manage change.</li> <li>• Prioritise, plan and organize.</li> </ul>		<ul style="list-style-type: none"> <li>• Motivate all those involved in the delivery</li> </ul>

# Head of Design Technology Person Specification (cont.)

CRITERIA		<b>Communication Skills:</b> On their application form, candidates will demonstrate that they have the following communication skills:	
ESSENTIAL		DESIRABLE	
<ul style="list-style-type: none"> <li>• Communicate the vision of the school and partnership in relation to the development of the local community</li> <li>• Negotiate and consult fairly and effectively</li> <li>• Build relationships with key stakeholders</li> <li>• Ability to communicate to a range of audiences</li> <li>• Chair meetings effectively</li> <li>• Communicate effectively orally and in writing to a range of audiences</li> </ul>		<ul style="list-style-type: none"> <li>• Develop, maintain and use an effective network of contacts</li> </ul>	
CRITERIA		<b>Personal Qualities:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following personal qualities:	
ESSENTIAL			
<ul style="list-style-type: none"> <li>• Inspirational Leadership skills</li> <li>• Ability to work on own initiative</li> <li>• Ability and willingness to work with a wide range of people</li> <li>• Excellent interpersonal skills</li> <li>• Smart professional appearance</li> <li>• Track record of being a team-player</li> <li>• Be ambitious and keen to contribute to whole school development</li> <li>• Energy, enthusiasm and flexibility. Positivity and Resilience</li> <li>• Ability to work under pressure</li> <li>• Ability to lead and motivate a high performing department</li> </ul>			





Aspiration



Integrity



Resilience

# Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Oak Learning Partnership.

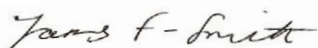
Our trust is a cross phase partnership which consists of primary, special and secondary schools. We have a vision to create a family of world-class schools who transform the lives of young people. The shared principles of our schools have aligned ways of working whilst still retaining their individuality. We are ambitious, supportive of one another and we look to achieve excellence in inclusive education. 'Inclusion is at the heart of our trust'.

Our schools work closely with one another: they collaborate with purpose, support each other, and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

One of our shared principles is 'our people matter', we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and with this, will come multiple development opportunities for our staff. We are committed to making a difference on a wider scale, whilst continuing to build on our current strengths. Above all we are a values driven organisation and we are passionate about doing things in the right way with deep integrity.

If you want to make a difference to young people, want to work in a values driven environment, and this role applies to you, we would love to hear from you.



**James Franklin-Smith**  
CEO of Oak Learning Partnership



[oaklp.co.uk](http://oaklp.co.uk)



# Schools within our Partnership

Find out more on our website: <https://oaklp.co.uk/our-schools/>

**Oak Learning Partnership is a recently-established Trust of schools which currently comprises of a primary, secondary and special school in Bury, Greater Manchester. We are an educational charity which exists to advance education. As a Trust, Oak Learning Partnership is one single organisation to which all our schools belong, and all staff in our individual schools and our central team work for the Trust as a single entity.**

Our schools work closely with one another: they collaborate, support each other and share collective systems across both educational and business provisions. But it's imperative to us that each school has its own individuality and autonomy and we are very keen for schools to be managed by their own leadership team and staff. The Trust's central team is made up of both business and educational professionals, and their role is to support schools to be the best they can be. We are passionate about being part of a family of schools and know the benefits this brings to young people, staff and communities.

Our Trust is committed to improving the life chances of children and young people through the delivery of an excellent, well-rounded education. At Oak we live and breathe inclusion; this is at the heart of our ethos and we aim for it to be a golden thread of strong practice which links all of schools together. Our core values of Aspiration, Resilience, and Integrity drive everything we do.




**Unsworth Primary School** is a 'family' school with the motto 'Together We Build Understanding.' The five chosen values of happiness, honesty, friendship, respect and learning are at the heart of developing children's social and academic understanding and ensuring that they enjoy making progress together.

**Hazel Wood High School** is driven by the core values of Pride, Respect and Aspiration. Pupils are members of a very inclusive school community which offers them the opportunity and encouragement to aim high and excel.

**Elms Bank** is a generic secondary special school for pupils aged between 11 and 19 years old. Elms Bank works in partnership with many other agencies to ensure that the specific needs of each pupil are met so that they can grow in confidence both socially and academically.





**"Our Trust is a really supportive and friendly place to work. Whilst crossing from site to site I get a strong feeling that we are a Trust of schools working with and for each other."**

Member of our Trust  
Estates and Facilities  
staff



At Oak Learning Partnership, we value our staff highly and recognise their contribution with a series of benefits and incentives.

Find out more on our website: <https://oaklp.co.uk/>

# Staff Benefits



## CPD Opportunities

We are committed to helping our staff keep their skills and knowledge up to date.



## Tech Scheme

Tech scheme through [techscheme.co.uk](https://techscheme.co.uk)



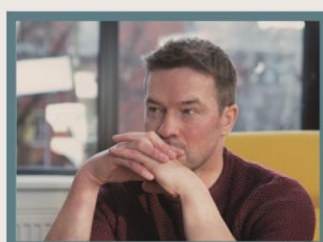
## Cycle Scheme

Cycle scheme through [cyclescheme.co.uk](https://cyclescheme.co.uk).



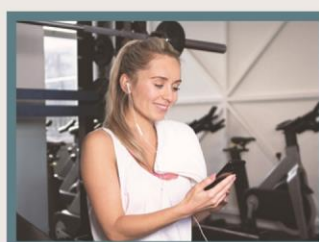
## Medicash Health Cash Plan

An easy-to-use health insurance package provided by Oak Learning Partnership.



## Medicash Wellbeing Services

Oak Learning Partnership values staff wellbeing and offers comprehensive and positive resources for staff.



## Medicash Gym and Health Club Discounts

Oak Learning Partnership supports an active and healthy lifestyle for our staff.



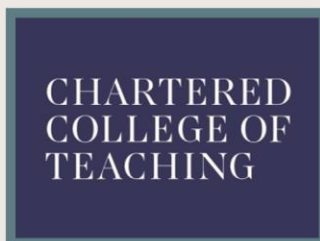
## Medicash Extras

Exclusive discounts available on shopping, travel, entertainment, and more.



## On Site Parking

On site parking is available for staff with level access to the building.



## Chartered Membership

All teaching staff can subscribe to The Chartered College of Teachers through the Oak Learning Partnership.



## Childcare Voucher Scheme

Salary sacrifice childcare voucher scheme With KiddiVouchers.



**Hazel Wood**  
High School

**Hazel Wood High School**

Hazel Avenue  
Bury  
Lancashire  
BL9 7QT

0161 553 0030

[recruitment@oaklp.co.uk](mailto:recruitment@oaklp.co.uk)

[www.hazelwoodhigh.co.uk](http://www.hazelwoodhigh.co.uk)



Part of the

**Oak**   
Learning Partnership