|  |  |
| --- | --- |
|  | **St Mary’s Catholic High School** |

**Information Pack for**

**Head of Design & Technology**

**Required for September 2023**

St Mary’s Catholic High School has been serving the Catholic community in the North East Derbyshire for over 150 years. We are a geographically diverse community, who are united by the messages of Christ in the Gospel and the teachings of the Catholic Church.

It is our mission to ensure that each and every one of our pupils has the opportunity to fulfil their God-given potential, allowing them to ‘Live, Love and Learn in the Light of Christ’. We are committed to realising this through the provision of a highly ambitious but inclusive education rooted in academic excellence, holistic care and religious formation.

Our broad and enriching curriculum sits alongside quality first teaching, outstanding pastoral support, and a comprehensive personal development programme to ensure our pupils go out into the world as knowledgeable, skilled and confident citizens equipped with the capability and desire to contribute to the betterment of society.

|  |  |  |
| --- | --- | --- |
| M:\Site Photographs\IMG_5077.JPG |  | M:\Site Photographs\IMG_5103.JPG |

**“Live, Love and Learn in the Light of Christ”**



|  |  |
| --- | --- |
|  |  |

March 2023

Dear Applicant

**Head of Design & Technology**

Thank you for your enquiry regarding the above vacancy.

I am extremely proud to be Headteacher of St Mary’s Catholic High School. I believe that we are an excellent school and Ofsted judged us to be Outstanding when they visited us in October 2012.

St Mary’s is an 11-18 Catholic Voluntary Academy serving North East Derbyshire. We are a thriving, highly successful and over-subscribed school with a long and well established reputation. Indeed, our record of academic achievements is outstanding, with examination results consistently well above the national average.

Many people talk about the outstanding results achieved by St Mary’s and I am tremendously proud of the examination successes our young people achieve. However, my understanding of education is rooted in laying the foundations needed for life. I believe that school must enable children to build their spiritual life as well as their intellectual and moral capacity.

Through the commitment of all members of the school community and the talents of my outstanding teaching colleagues, we therefore aim to tap into our pupils’ sense of awe, wonder and curiosity and so contribute to their spiritual growth.

I sincerely believe that St Mary’s is a place where faith, hope and love are fostered because the school is part of such a broad and supportive community of families and parishes, who share our belief that teaching is not just about communicating content but about forming young people.

We aim to cultivate a deeply supportive culture in which professional development and well-being are championed and prioritised. Our staff are highly valued and we firmly believe they are the key to our continued success.

You are very welcome to visit our school prior to application – please contact my PA, Mrs Gilding, to make arrangements. If you pay us a visit you will be met with courtesy and politeness from students and staff alike.

All staff employed by the school are subject to disclosure of enhanced criminal records. Applicants must be aware that any issues raised by this process may mean that the offer of employment is withdrawn. Evidence of identity and the right to live and work in the UK will also be scrutinised along with confirmation of the home address, professional status and references before any offer of employment becomes permanent.

The closing date is **9.00 am on** **17 April 2023** and I look forward to receiving your application, which should be returned to my PA, Mrs Rachel Gilding.

Yours faithfully



**Mrs M Dengate**

**Headteacher**

**APPOINTMENT PROCEDURE**

Our appointment procedure will be based on the following:

Shortlisting based upon skills and experience

References and safeguarding checks prior to, during and after the interview process

Lesson observation

Professional discussion

Formal interview panel

Applicants must complete the school’s Catholic Education Service application form and supporting documents (available from the school website or the Headteacher’s PA). We do not accept CVs and references will be sought prior to interview.

Closing date: 9.00 am on **9.00 am on 17 April 2023**

**Interviews to be held w/c 24 April 2023**

Application forms should be returned to [rgilding@stmaryschesterfield.org.uk](mailto:rgilding@stmaryschesterfield.org.uk) or posted to Mrs Gilding at the school’s address.

**FURTHER INFORMATION FOR APPLICANTS**

St Mary’s has a rigorous child protection policy. The successful candidate will receive formal induction to the school, which will include child protection and safeguarding issues. All staff at the school are DBS (Disclosure Barring Service) checked.

The successful candidate will need to provide the following original documents at interview:

* Proof of identity:

One proof of Photo ID:

Passport

or

Photo Driving Licence

* Two utility bills with your name and address
* Qualifications:

Original certificates

or

Proof of qualification (not photocopies)

**EQUALITY STATEMENT**

We will comply with the requirements of the Equality Act (2010) and are committed to ensuring that throughout our recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.

**SALARY**

You will be employed on the appropriate point of the main scale or UPS plus a TLR 2:3 (£6,284).

**SAFEGUARDING**

St Mary’s Catholic High School is fully committed to safeguarding and protecting the welfare of its students. All offers of employment are provisional until such time as the school has undertaken appropriate safeguarding checks and is satisfied that all successful candidates are suitable to work with children. All members of staff and volunteers are expected to familiarise themselves with the school’s child protection and safeguarding guidance and procedures and act accordingly.

**TEACHNG, LEARNING AND THE CURRICULUM**

Ensuring a broad, academic, knowledge rich experience that prepares students for the next stages of their lives is central to our provision. Our three-year Key Stage 3 enables pupils to study as broad a programme as possible for as long as possible and we offer a full suite of traditional GCSE and A level subjects, alongside arrange of vocational qualifications, to ensure that our curriculum meets the needs and aspirations of our students. This curriculum is driven and underpinned by the knowledge and expertise of our highly capable staff.

At St. Mary’s we recognise that good and outstanding teaching takes many forms. The pursuit of excellence in Teaching and Learning is at the heart of our provision and we celebrate the wide variety of teaching styles and pedagogical approaches that our staff take in ensuring outstanding pupil progress. We believe that pedagogical diversity is an asset and we are committed to maintaining and celebrating this through our approaches to professional development.

**PROFESSIONAL DEVELOPMENT**

St Mary’s prides itself on the way in which it welcomes and supports new staff. Each new member of staff is allocated a mentor who, alongside the line manager and other colleagues, can provide support and guidance, ensuring a smooth transition. A programme of weekly induction sessions provides the opportunity to meet key members of staff and to be introduced to school policies and procedures. Bespoke ongoing professional development is a priority, and all staff are able to access high quality, carefully tailored training and development opportunities, including the observation of teaching and the sharing of practice. New staff are also warmly invited to join in a range of staff social activities and clubs.

A comprehensive programme of support is also in place for ECTs and each ECT receives the guidance of an induction tutor, a departmental mentor and a ‘buddy’, in the form of a recently qualified teacher. Training is highly personalised and a weekly programme of CPD offers a wealth of opportunity for professional development. Regular one to one meetings support an ECT through the induction process.

**MISSION AND ETHOS**

At St Mary’s, we are a community inspired the belief that we are all God’s creation and as such we should ‘live, love and learn in the light of Christ’. We are an inclusive and welcoming school where students receive high quality teaching in an environment underpinned by Gospel values such as compassion, care, and justice. The school’s mission is centred on the principle that as teachers we are helping both ourselves, and our students to become the people that God intended us to be. It is vital, we believe, that student progress and wellbeing is considered at all levels. By taking this holistic view, we believe that we are enabling our students to get the very best out of every opportunity provided here. Throughout the academic years at St Mary’s, we offer religious retreats and trips which enable our pupils to engage with their spirituality and to further embed their own key beliefs. The prayer and liturgical life of the school is important too and as such we follow the liturgical calendar of the Catholic Church and celebrate Mass at key points throughout the year. New staff are supported at all times by the Head of Chaplaincy.

**STAFF WELLBEING**

Staff wellbeing is important to the Headteacher and is of the utmost concern when key decisions are taken regarding the life of the school. The Headteacher operates an open-door policy and at all times staff are able to meet with their senior link colleague to discuss any concerns or issues they might have. Throughout the year, opportunities are given to develop and support the wellbeing of staff and each department will offer their own wellbeing opportunities.

**PASTORAL CARE**

St Mary’s strives to be a Catholic community in which the principles of care and respect are valued, with emphasis on the development of the young person through academic achievement, holistic personal development and religious formation. We aim to give every pupil the most appropriate opportunities to learn and develop to become the best that they can be. We take our ethos from Gospel values and work to draw out the potential in every young person.

The most important influences on a child’s values, attitudes and standards are those of family, home and community. We aim therefore, to work in close partnership with parents and carers to encourage all our pupils to have good manners, be kind and develop a sense of responsibility, self-discipline, respect for themselves, for others and for their environment. We recognise that education is a collaborative and cooperative enterprise and that although we emphasise our role in meeting individual needs, those needs must be met within the shared community life of the school and within an atmosphere which is positive, supportive and conducive to learning.

It goes without saying that every member of staff has a role to play in Pastoral Care in St Mary’s.  Every teacher is expected to be interested in a child’s overall development and should be trying to encourage good social and moral habits as well as academic potential. Good relationships between staff and pupils are extremely important. The key to any successful Pastoral System and to the success of the school are the qualities, abilities and commitment shown by the Form Tutor.   With such a large pupil population the form teacher is the “lynchpin” of the Pastoral System in St Mary’s.  The Form Tutor is supported by the Head of Year, the Head of Key Stage and the Leadership Group.

**Key Pastoral Staff**

Deputy Headteacher (Behaviour & Attitudes) Mr A Breedon

Designated Safeguarding Lead Miss H McKay

Deputy Designated Safeguarding Lead Mrs M Bowerman

Head of Conduct Miss L Hood

Head of Key Stage 3 Years 7 – 9 Miss A Pimblett

Head of Key Stage 4 Years 10 – 11 Miss E Drury

Head of Key Stage 5 Years 12 - 13 Mr P Maydom

Head of Sixth Form Pathways & Personal Development Mrs E Smith

**Heads of Year**

Year 7 Mr J Slater

Year 8 Mr R Hancock

Year 9 Mrs D Shaw

Year 10 Mr B Frost

Year 11 Miss S Murray

Year 12 Miss E Beesley

Year 13 Mr M Bigg

**Wellbeing Team**

Counsellor Mrs R Kaunhoven

Head of PSHE & Careers Dr E Dando

Family Resource Worker & Early Help Co-ordinator Mrs M Bowerman

Medical Welfare Assistant  Miss K Harding

**PUPIL BEHAVIOUR, SUPPORT AND DISCIPLINE**

At St Mary's positive behaviour is recognised and rewarded at every opportunity; everyone is encouraged to achieve and success is celebrated at all levels. The value of service and *giving back* is promoted by all to help our young people understand that our core duty throughout life is to do our best for one another; and in doing this we may open our young people's minds to the inner meaning and coherence in life and all creation.

A high standard of behaviour and courtesy is demanded from pupils both inside and outside school.

Our pastoral system at St Mary's provides the framework to ensure behaviour and welfare policies are applied fairly, appropriately and consistently across the school. Our behaviour and welfare policies underpin all aspects of school life and our Catholic ethos is imbued through their robust and rigorous procedures to reward, support and guide pupils; underpinned and executed by the gospel values of compassion, tolerance and forgiveness. Our behaviour policy provides the firm foundation to support the delivery of a first-class education for all.

It is the Headteacher's responsibility working with the Leadership Group and Heads of Key Stage to make judgements and interpret the behaviour policy on the day to day issues which the school faces in meeting our Mission Statement to ***live, love and learn in the light of Christ***. It is for **all staff** to play their part in making sure that the standards of discipline, behaviour, appearance and attitude of our pupils are of the highest order.

St Mary's Catholic High School believes that achieving success is a shared responsibility between the pupil, parents and staff and as such, parents are asked to sign the home-school agreement. School will notify and involve parents/carers when a pupil is being successful, as well as when things go wrong. Parents/carers are asked to alert school to anything that may affect their own child’s behaviour or that of other pupils. Teachers will try to provide learning opportunities that are interesting and challenging and which match the ability of the pupils. Staff will model the behaviour and attitudes they expect from pupils. Staff will listen to pupils when they have a problem and will try to help.

**EXAM RESULTS**

Pupils at St Mary’s Catholic High School have achieved excellent results in 2022. The school’s Attainment 8 score is 60.25 with 87% of pupils achieving English and Maths at grade 4 and above. 65.5% of pupils also achieved 9-5 passes including English and Maths. Our A Level results are outstanding with an average grade of B-.

**GCSE (Or Equivalent) – Key Stage 4 Results**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2020** | **2021** | **2022** |
| **Progress 8** | 0.50 | 0.59 | **0.28** |
| **Attainment 8** | 62.52 | 58.61 | **60.25** |
| **Basics (9-4 English & Maths)**  **(9-5 English & Maths)** | 91.4  74.7 | 87  65.5 | **84.2**  **69.8** |
| **Entering the English Baccalaureate** | 89 | 89 | **94** |
| **Gaining English Baccalaureate**  **(GCSE in English, Maths, 2 Sciences, humanity and a language) %** | 44.9 (Std Pass)  37.9(Stg Pass)  Avg. point score 5.63 | 42.0 (Std Pass)  36.0(Stg Pass)  Avg. point score 5.39 | 45.0 (Std Pass)  40.1(Stg Pass)  Avg. point score 5.50 |
| **Destinations -students staying in education or employment after KS4** | 100% | 100% | **100%** |
| % Grades 9-7 | 51.0 | 41.2 | **45.4** |
| Number of Students in Year 11 | 198 | 200 | **202** |
| Girl / Boy ratio | 53%/47% | 51.5/48.5 | **56/44** |

**Post 16 – Key Stage 5 Results (A level)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2020** | **2021** | **2022** |
| **The progress students have made compared with students across England** | 0.48 | 0.48 | **Not measured in 2022** |
| **Average points per entry** | 42.6 | 41.29 | **38.09** |
| **Average grade per A Level entry** | B+ | B | **B-** |
| **2+ A\*AB in facilitating subjects** | 36.4% | 33.9% | **19.7%** |
| **Best 3 A levels** | B+  42.55 | B +  41.80 | **B-**  **37.81** |
| **Achieving A\* - E grades %** | 100% | 100% | **99.4%** |
| **Achieving A\* - B grades %** | 72.4% | 71.7% | **59.6%** |
| **Number of students at the end of Y13** | 145 | 135 | **167** |
| **Girl / Boy ratio** | 64%/36% | 55%/45% | **63%/37%** |

**INFORMATION ABOUT THE DESIGN & TECHNOLOGY DEPARTMENT**

The Design and Technology Department is currently led by Mr Tim Fagan and is a very friendly, energetic, and successful part of the school.

In Design Technology at St Mary’s, we equip our students with the ability and the confidence to take an active part in creative, problem solving, and practical activities. The Design Technology curriculum enables allpupils to enjoy and achieve success in putting their own ideas into practice.

Pupils develop their ability to:

* Plan and implement complex practical projects
* Develop, test, evaluate and communicate their design ideas
* Make products, systems, and food
* Draw upon their understanding of materials, technology, and food processes.
* Manage resources with a concern for the environment

Pupils work as individuals and in groups, developing both their teamwork and their ability to function completely independently.

All lessons are delivered in well-equipped classrooms (2 food rooms, 2 workshops, an engineering room, a machining room, a CAD CAM room, and access to a computer room that is shared with other subjects). We are a well-resourced department with a wide range of materials, tools, and equipment to offer students a wide range of experiences. This includes 2 millers, 4 centre lathes, MIG welding and oxy acetylene equipment, 2 laser cutters and 3 3D Printers as well as the usual array of standard workshop equipment. There is a full-time technician in DT and in Food.

**Key Stage 3** - In Years 7 to 9, students currently engage in a 36-week rotational course covering all material areas of Design and Technology. Lessons are 50 minutes and each project is planned to take between 12 and 18 lessons. Students cover all material areas and follow the programmes of study set out by the national curriculum. The projects currently delivered to each KS3 year are:

|  |  |  |
| --- | --- | --- |
| Year 7  · Photo frame (mixed)  · Note holder (wood)  · Endangered species (CAD CAM)  · Food | Year 8  · Gadget (electronics)  · Phone holder (mixed)  · Maze (CAD CAM)  · Food | Year 9  ·  Bird feeder (wood)  ·  Lamp (Electronics)  ·  Food |

**Key Stage 4** - We currently offer four subjects within Design and Technology: GCSE Design and Technology*(Pearson)*, Level ½ engineering (WJEC), Level ½ Hospitality & catering (WJEC), BTEC Child Development *(Pearson) -* delivered in three fifty-minute lessons per week.

**Key Stage 5** - We currently offer *GCE Design & Technology* ***– Product Design (Edexcel) -*** delivered in six fifty-minute lessons per week.

Exam results for the past 3 years are:

**GCSE DT**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **9** | **8** | **7** | **6** | **5** | **4** | **3** | **2** | **1** | **%9-4** |
| June 20 | 3 | 7 | 3 | 15 | 11 | 10 | 6 | 1 | 0 | 87.5% |
| June 21 | 4 | 4 | 3 | 6 | 11 | 7 | 2 | 1 | 0 | 92.1% |
| June 22 | 8 | 3 | 5 | 5 | 5 | 10 | 7 | 1 | 1 | 80% |

**BTEC Child Development**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **L2D\*** | **L2D** | **L2M** | **L2P** | **L1D** | **L1M** | **L1P** | **No entered** |
| June 20 | 2 | 3 | 4 | 6 | 0 | 0 | 0 | 15 |
| June 21 | 2 | 5 | 10 | 6 | 0 | 0 | 0 | 23 |
| June 22 | 0 | 6 | 7 | 7 | 3 | 0 | 0 | 23 |

**BTEC Engineering and Hospitality & Catering will be examined for the first time in 2023.**

**A Level DT**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **A\*** | **A** | **B** | **C** | **D** | **E** | **U** | **No entered** |
| June 20 | 0 | 1 | 1 | 2 | 1 | 0 | 0 | 5 |
| June 21 | 1 | 0 | 1 | 1 | 1 | 0 | 0 | 4 |
| June 22 | 0 | 1 | 1 | 2 | 0 | 0 | 0 | 4 |



St Mary’s Catholic High School

**Job Description & Person Specification**

**Head of Design & Technology TLR 2:3 (£6,284)**

***Safeguarding***

St Mary’s Catholic High School is fully committed to safeguarding and promoting the welfare of its students. All members of staff will be vetted according to established procedures. All members of staff will familiarise themselves with the school’s child protection and safeguarding guidance and procedures and act accordingly.

**Purpose of the Post:**

To be responsible for all aspects of strategic leadership, standards, and Teaching and Learning within the Design and Technology Department, together with the general management of the department, staff and post-holders.

**Generic responsibilities:**

* To promote and emphasise the distinctive Christian/Catholic ethos of our school.
* Where appropriate - to be a form tutor (as set out in a separate job description).
* To carry out a share of supervisory duties and cover duties in accordance with published lists and rosters.
* To carry out the duties of a general classroom teacher as set out in a separate job description.
* To abide by the generic terms and conditions as set out in the contract of employment and conditions of service.
* To comply with the requirements of the Equality Act (2010) and the school’s commitment to ensure that no employee is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.

**Main Areas of Responsibility and Accountability:**

* To provide strategic leadership and ensure that the highest standards of pupil progress and achievement are secured.
* To deliver ongoing improvements in the attainment and progress of disadvantaged and LAC pupils.
* To work collaboratively with colleagues to develop the curriculum and all work of the department.
* Regard for, and support of, the distinctive ethos of our school.
* The maintenance and improvement of high standards of learning and teaching across all years 7 to 13.
* The active use of school data in order to implement effective strategic decisions and intervention.
* The analysis of national, whole school and departmental data in order to monitor and improve levels of progress across all key stages.
* To lead on inclusion within the department.
* The development of appropriate classroom management techniques and teaching methods to implement the delivery of the curriculum.
* The development of a culture of high expectations within the department.
* The creation of a climate whereby excellent teaching and learning is the norm.
* The establishment and maintenance of standards of pupil welfare, behaviour, and discipline and its impact on learning.
* The line management of the work of the department, its day-to-day operation and its evaluation in response to external requirements, the requirements of the school, and of Ofsted.
* The development and delivery of an agreed marking and assessment policy.
* The establishment of policies in line with school requirements and initiatives for the assessment, recording and reporting of students’ achievements.
* The development of departmental schemes of work and overall strategic leadership of trips.
* The monitoring (including lesson observation) and evaluation of the work of the teachers in the department, via appropriate quality assurance.
* To be a positive role model for both staff and pupils at the school.
* The deployment of all staff in the department, and advising the time-tabler thereof.
* The establishment and implementation of policies concerning staff development, departmental INSET requirements, induction of staff new to the school, programme for student teachers and other personnel visiting the school.
* The organisation and effective use of the departmental budget, including the allocation of departmental resources.
* Liaison with the Learning Support Department and any other relevant persons for proper and effective provision for students with special needs.
* The evaluation and analysis of departmental statistics including target-setting.
* The liaison with the Leadership Group on all matters connected with the department.
* The attendance at all meetings as directed by the Headteacher.
* The completion of administration required by external examination boards.
* The overseeing of all departmental rooms, timetable, and other resources.
* To keep abreast of subject knowledge, national developments, inspection findings etc.
* The full participation in the Appraisal scheme as set out by the Headteacher.

**Person Specification**

**Head of Design & Technology**

|  |  |  |  |
| --- | --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** | **How identified** |
| Qualifications | * Qualified Teacher Status * Good honours degree & PGCE | * Relevant CPD | * Application * Certification |
| Experience | * Values driven * Outstanding teaching ability, backed up by outstanding outcomes * Tailored teaching that challenges and supports students * High quality curriculum development * Some leadership experience, eg Head of a Key Stage within Design and Technology |  | * Application * Interview * References |
| Knowledge & Skills | * High expectations and empathy which motivate and challenge students and staff * Understanding the importance of holistic education * Excellent subject and curriculum knowledge * Hold others to account * Highly tailored planning * Effective use of summative and formative assessment * Behaviour management to ensure a disciplined and holistic culture * Support colleagues to bring out the best in them * Ability to offer Construction and/or Engineering | * Strong analytical skills * Simplify complex issues and communicate with clarity | * Application * Interview * References |
| Character | * Strong moral purpose and drive for improvement * Willingness to offer extra-curricular provision * Mission-focussed * Confident humility * Motivated, enthusiastic and flexible * Excellent interpersonal skills * Good sense of humour * Desire to develop yourself * Ability to give, receive and act on feedback * Strong attention to detail * Ability to work under pressure * Commitment to the full life of the school * Student-focussed * A role model |  | * Application * Interview * References |

How to find us:

St Mary’s Catholic High School

Newbold Road

Chesterfield

Derbyshire S41 8AG

Telephone number: 01246 201191

We are situated in North East Derbyshire close to Chesterfield town centre, a thriving and popular market town in the Derbyshire Peak District. We have good access to Sheffield, Derby and Nottingham via the M1.





BY CAR

Exit M1 Junction 29 or 30, following signs towards Chesterfield

If you wish to use your Sat Nav to find us, use postcode S41 8AG. Please park in the main car park (overflow parking available in the Bus Bay until 3.00 pm)