

**WLD High School**

**Head of Design and Technology (TLR2\_2)**

**Job Application pack**

Dear Applicant

Thank you for your interest in the post of Head of Design and Technology at Walton-le-Dale High School from 1st September 2022.  I hope that our website [www.waltonledale.lancs.sch.uk](http://www.waltonledale.lancs.sch.uk/) will give you a good overall “flavour” of the school.

Walton-le-Dale is a relatively small school which gives us a distinctive atmosphere. Many visitors comment on the warmth and friendliness of the school.  It is a school where the students and staff know each other well.  Our smaller size allows us to see each child as an individual and to cater for them individually. We are proud to be one of only a few secondary schools in Lancashire with the Inclusion Mark, achieved in 2008 and renewed many times since. We currently have Flagship status for the Inclusion Mark and this reflects the importance of this to our ethos.

This is, and will continue to be, a student-centred school. Everything we do must have the interests of our students at the heart of it.  The strengths of Walton-le-Dale lie in the relationships within the school. Our challenge is to ensure that we make use of these strong relationships to get the best out of our students in terms of achievement. A great education is more than exam results and I believe our success is also reflected in the way our students turn out after 5 years at Walton-le-Dale. Everyone in the school works hard to make this happen.

Our students come from a wide catchment area. Around a third of the students come from the Blackburn area, whilst the rest are local or from the Preston area. We have a large number of feeder schools. We are truly a comprehensive school, with a mixed ability intake. It is noticeable that we have a significant number of students who join the school late. These are often vulnerable students with a wide range of educational, social and emotional needs. We believe they are attracted to us because of the quality of care and learning support that we offer.  We place a strong emphasis on trying to deliver a curriculum which is relevant and appropriate to our students.  The school offers Key Stage 4 students a wide variety of options for a relatively small school.   These curriculum developments are matched by a very strong focus on teaching and learning as part of our current school improvement plan (<https://www.waltonledale.lancs.sch.uk/about-us/school-improvement>).

There is a strong team of staff across the school – all staff, not just teachers. They are incredibly supportive of each other, both in a personal and professional sense. Lesson planning is often shared and cross-department sharing of expertise is also common.  Our team of pastoral and learning support staff is exceptionally strong, with Progress Co-ordinators responsible for year groups across the school.  We have a team of 14 teaching assistants at various levels and we are extremely proud of the work that we do to support our students based on need.  Individual continuing staff professional development is a strong focus for us, underpinned by a core belief that individuals matter and that the strength of any school is based on the quality of its staff.

The Design and Technology department has flourished over many years under the long-standing leadership of the current Head of Department.  A strong team of specialist staff teach their specialisms of Resistant Materials, Graphics, Textiles and Food. We currently offer GCSE courses in Design and Technology as well as Food Preparation and Nutrition.   We are seeking a strong leader, focused on brilliant teaching and learning with excellent pedagogical and subject knowledge, to take the department forward in the next stage of its development. The Head of Department will be responsible for teaching the Resistant Materials elements of the subject area in the first instance. We are developing our use of technology across the department, with significant use of our laser cutter and a recent acquisition of a 3d printer.

Ofsted found that our school "requires improvement" having been "good" for a decade.  As you will see from our website we have taken this judgement to heart and we are absolutely focused on ensuring that consistently brilliant teaching is the cornerstone of our community.  We care about our school and what we do and we are determined to regain our "good" or better status in the shortest possible timescale. See <https://www.waltonledale.lancs.sch.uk/about-us/school-improvement> for an overview of our direction of travel.

You will receive high quality support and encouragement from Governors, myself, the senior leadership team and other middle leaders. If you feel you are up to this challenge and believe you have the same educational philosophy as us we would welcome an application.   If not, I wish you good luck in your future career.

Closing Date: Friday 18th February 2022

Interview Date: Wednesday 2nd March 2022

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James Harris

Headteacher

**HEAD OF DESIGN AND TECHNOLOGY (TLR2\_2)**

**Required September 2022**

**Full time, Permanent**

**REPORTING TO: LINE MANAGER FROM THE SENIOR LEADERSHIP TEAM**

**CLOSING DATE: Friday 18th February**

Walton-le-Dale is a very distinctive school. Many visitors comment on the warmth and friendliness and the strong relationships between students and staff.  Our smaller size allows us to see each child as an individual and to cater for them individually. This is, and will continue to be, a student-centred school. Everything we do must have the interests of our students at the heart of it. In order to make the best provision for our students we recruit and develop exceptional staff.

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| **The successful candidate will:** |

* Be a brilliant teacher with a strong commitment to the individual development of each young person
* Be an intelligent, people-centred leader able to support and lead others to develop the best possible provision for our students
* Be able to teach the Resistant Materials element of the Design and Technology curriculum in the first instance**s**

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| **Why Work at Walton-le-Dale?** |

**will:**

Everyone who applies to work with us does so because of the ethos of the school (<https://www.waltonledale.lancs.sch.uk/about-us/vision-and-ethos>). We trust staff, whatever their role, to do their very best for our students and we focus on individual professional development as the best way to develop exceptional provision.

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| **How to Apply** |

Walton-le-Dale is committed to the safeguarding of all students. The successful candidate will be required to undertake the Enhanced Disclosure process via the DBS.

Please consult the application pack for further information, available at [www.waltonledale.lancs.sch.uk](http://www.waltonledale.lancs.sch.uk)

Completed application forms should be submitted to [vacancies@waltonledale.lancs.sch.uk](mailto:vacancies@waltonledale.lancs.sch.uk)

Interviews are scheduled to take place on Wednesday 2nd March 2022

**Head of Design and Technology**

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| Job Description |

**POST TITLE: HEAD OF DESIGN AND TECHNOLOGY**

**RESPONSIBLE TO:** THE HEADTEACHER

**LINE MANAGEMENT:** LINE MANAGER FROM SENIOR LEADERSHIP TEAM

**DURATION:** PERMANENT

**MANAGEMENT ALLOWANCE:** TLR 2\_2

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| Overall Purpose of Post |

* To provide strategic leadership and management of the Design and Technology departmental team
* To carry out the responsibilities of a subject teacher and tutor as set out in the school’s generic job descriptions for these.
* To carry out the duties of a teacher as set out in the School Teachers Pay and Conditions document.

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| Specific Responsibilities |

**To lead the Design and Technology Department in relation to:**

* Maintaining a positive working ethos for staff and students in order to obtain the highest level of achievement for all students;
* Leading in the planning, co-ordination and review of appropriate and challenging courses of study within Design and Technology;
* Monitoring and supporting the work of all staff within Design and Technology, in line with whole school policy, in order to ensure consistency in the application of policies and the achievement of the highest standards;
* Taking a leading role in the implementation of the school’s Performance Management policy;
* Ensuring that staff within Design and Technology support whole school policies, particularly those relating to equal opportunities and special educational needs;
* Leading the department in establishing best practices of teaching and learning;
* Ensuring continuity and progression within Design and Technology courses;
* Managing the financial, physical and human resources available within the department in order to ensure the most effective learning opportunities for all students;
* Managing department meetings as a means of securing improvement within the department;
* Maintaining a department handbook, outlining department policies in relation to the overall aims and objectives of the school, to support consistency amongst staff within the department and to inform others of the work of the department;
* Communicating with external bodies, including exam boards and parents, on matters relating to Design and Technology;
* Liaising with others within the school to ensure effective delivery of the curriculum;
* Liaising with colleagues within feeder schools, sixth form colleges etc. to ensure continuity and progression across key stages within the Mathematics curriculum;
* Liaising with training providers to support effective teaching and learning within the Department;
* Analysing data relevant to the work of the department, using the outcomes to make informed decisions to support school improvement;
* Writing and implementing a department action plan to support the whole school development plan;
* Reporting on the work of the department, particular with reference to exam performance and the department action plan;
* Supporting the school assessment, recording and reporting policies, providing accurate data about the progress of individual students in order to help students raise their expectations and achievements, and to provide useful information for other colleagues and parents as appropriate;
* Ensuring students are given effective support for internal exams;
* Ensuring staff within Design and Technology adopt safe working practices and give due regard to Health and Safety requirements as set out in the school policy;
* Taking a leadership role in the planning, implementation and evaluation of whole school policies;
* Carrying out other reasonable tasks and responsibilities designated by the Headteacher.

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| **Notes** |

* To undertake any other duty as specified by STPCB not mentioned in the above.
* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder 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
* All staff are expected to be courteous to colleagues and students, and provide a welcoming environment to parents and other visitors.

*This job description, and associated responsibilities, is subject to annual review.*

*January 2022*

**  
Head of Design and Technology**

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| Person Specification |

This is a summary of the skills, knowledge and attributes and should be read in conjunction with the job specification.

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|  | **Essential** | | **Desirable** |
| **Qualifications** | * Degree or equivalent in relevant subject * QTS | | * Evidence of further professional development / qualifications |
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| **Knowledge & Skills** | * Understanding of how Design and Technology contributes to the education of children * Knowledge of appropriate syllabi for GCSE / KS4 * Understanding of what makes a brilliant lesson in Design and Technology * Detailed subject knowledge of Design and Technology * Ability to teach the Resistant Materials element of Design and Technology across the KS3 and KS4 age range * Understanding of appropriate assessment strategies * Knowledge of KS3 curriculum in Design and Technology * Detailed knowledge of current educational issues * ICT literate & use of ICT within the teaching of Design and Technology & as a management tool * Understanding of the value of extra curricular activities for students * Ability to work as part of a team * Good communication skills * Analytical / Reflective * Excellent classroom teacher * Ability to lead & inspire others | | * Knowledge of innovative practice in teaching & learning * Understanding of KS2 practice in Design and Technology * Understanding of the needs of the 16+ sector in Design and Technology * Knowledge of emotional intelligence within educational settings |
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| **Experience** | * Teaching Design and Technology successfully to GCSE level * Responsibility within a successful department * Providing INSET for fellow professionals * Experience of the monitoring & evaluation of classroom practice | * Teaching in more than one school * Experience of curriculum liaison between secondary school and another phase |
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| **Personal Qualities** | * Like children * Sense of humour * Assertive / Persuasive * Resilience * Self – confidence, self-reliance, Self motivation * Ability to prioritise & manage time effectively * Ability to follow things through to a conclusion * Ability to relate to students, staff, parents etc * Healthy with an excellent attendance record | * Risk-taker * Desire to seek further promotion * Willingness to contribute to other aspects of school life |