



APPLICATION PACK

HEAD OF DESIGN & TECHNOLOGY

AT WESTFIELD ACADEMY



Westfield Academy

Seeing the qualities in every child

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Westfield Academy has made significant progress in recent years. It was judged ‘Good’ by OFSTED in 2014 and again in May 2018. Student numbers have grown along with its reputation within the area and we were heavily oversubscribed in the last three year’s intake.

There has been significant investment in the site, over the last few years, including new sports facilities and Creative Arts spaces. Yeovil is a growing town and the Academy has seen its student numbers increase to 1025 this year. We also believe in investing in our staff and have dedicated significant time and funds to professional development.

We are a school that has invested in technology and all students have chromebooks, which enabled a smooth and efficient transition to distance learning when necessary during the pandemic.

Please return your application form, including the names and addresses of two referees, to Lisa Jeffreys, Headteacher’s PA, (lisa.jeffreys@westfieldacademy.co.uk) by 12:00pm on Monday 7 February 2022. Interviews will take place on Tuesday 15 February 2022. Shortlisted candidates will be contacted by 5:00pm on Tuesday 8 February.

Detailed references will be requested for all shortlisted candidates prior to interview.

Westfield Academy is committed to safeguarding and promoting the welfare of children & young persons. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.

I look forward to hearing from you.

With best wishes



Simon Dallimore
Headteacher



THE ACADEMY

Westfield Academy is a successful school judged as 'Good' at our most recent Ofsted inspection in May 2018. We are proud of what we are as a school, and consider ourselves to be at the heart of the community in the town of Yeovil and surrounding villages. Our site is used and valued by a range of community groups.

We are a friendly and welcoming school, occupying a green and attractive site where parents know their children will be well looked after and encouraged to reach their potential. The Academy is well resourced and financially secure. An increase in funds has occurred due to the improvement of income per student following the introduction of the National Funding Formula and growth in student numbers. Improvements included new sports facilities, Dance Studio, music facilities, and upgrades to Design & Technology.

We are one of four 11-16 schools serving the town and surrounding villages. Relationships between schools are good and, together with primary schools, meet as the Yeovil Federation on a regular basis. The reputation of Westfield Academy is good and improving. In the summer of 2021, 176 Year 11 students left us, with 229 new Year 7 students joining Westfield in September, reaching our published admission number. This pattern of growth is set to stay for the next four years, at least.

The town itself has its roots in the aircraft and defence industries, although in recent years the economy has diversified significantly. The town is set to expand over the next ten years and we expect the Academy to reach close to 1050 students by next year. Yeovil sits in a delightful part of the country, close to the World Heritage Jurassic Coastline and the Somerset Levels. The town has its own theatre, The Octagon, as well as a range of arts and cultural activities in the area. The annual Glastonbury Festival is also close by.



Our Values and Ethos

Our motto is “Seeing the qualities in every child”, with our aim being to ensure all of our students become successful lifelong learners, confident individuals and responsible citizens. Our teachers and support staff work hard and are fully committed to challenging and supporting the students in their care.

Students are encouraged to make the most of a wide range of extracurricular opportunities, including The Duke of Edinburgh Award Scheme. We run fixtures in all major sports and have a wide range of clubs and leisure sports activities. Students benefit from working with specialist coaches and enjoy good access to community clubs on and beyond the school site. For elite performers, there are a variety of further opportunities including sports psychology, training and nutrition.

Performing Arts are a real strength of Westfield. Students take advantage of a wide range of specialist Music tuition together with our choir, orchestra, string group and contemporary music groups. Students have the opportunity to perform in three concerts each year. Drama and Dance opportunities include an annual school play and two shows a year, all hosted in our theatre.

Westfield Academy is committed to using new technologies to support both teaching and learning. From 2019 all students at both Key Stage 3 and Key Stage 4, have their own Google Chromebook. These chromebooks are used to support learning across the curriculum. All teaching staff have their own chromebook.

Learning beyond the school site includes theatre visits, Geography field trips, ski trips and visits to Spain and France.

Regular rewards assemblies and annual awards evenings are where we recognise and celebrate the very wide range of student achievements. Students are also encouraged to take on roles of responsibility such as Prefects, House Captains and Form Captains, and to help further improve their own school through our School Council. All students are members of a tutor group and one of four houses, (Darwin, Einstein, Franklin and Galileo). Houses form the basis of inter-house sporting activities and fundraising events. Students are encouraged to understand, respect and celebrate diversity, not least through our annual ‘Diversity Week’ programme.



HEAD OF DESIGN & TECHNOLOGY

Main Purpose of Job

- To lead the Design and Technology team.
- To contribute to the strategic leadership and development of the school as a whole as part of the middle leadership team.
- To be accountable for the performance of students in examinations.
- To be responsible for all aspects of learning and teaching within the team.
- To be responsible for the provision and delivery of a wide range of courses suited to the abilities, interests and learning styles of the full range of learners.
- To monitor the work of the team in order to be able to:
 - Identify and celebrate success
 - Identify best practice and ensure it becomes an entitlement for all learners
 - Be responsible for the management of behaviour of students within the team
 - Challenge underperformance within the team and support underperforming team members

Main Responsibilities & Duties

Lead a Team

- Lead by example – act as a positive role model to students and staff and be an effective classroom practitioner.
- Strategically direct the work of members of the team through effective appraisal and team development planning.
- Identify the CPD needs of the team and plan to meet those needs.
- Manage the work and utilise the skills of UPS teachers within the team to develop the practice of others; ensuring that they make a contribution beyond their own classroom.
- Delegate roles and tasks appropriately.
- Ensure high standards of conduct, classroom management and teaching.
- Ensure school and team protocols and procedures are adhered to.
- Report three times a year to the Headteacher, the progress made in implementing the team development plan, progress made towards targets and any issues arising from monitoring.
- Meet regularly with a line manager to report progress made in implementing the team development plan, progress made towards targets and any issues arising from monitoring and to seek advice over day-to-day team management issues.
- Report progress within the department directly to governors as required.
- Ensure the team budget and resources are deployed effectively.

Contribute to the strategic leadership and development of the school as a whole as part of the middle leadership team

- Attend middle leader meetings in order to help formulate whole school policy and practice.
- As the “lead professional” in the team area within the school, to advise the Headteacher and SLT when required.
- Devise and implement the annual team development plan with reference to the priorities outlined in the school development plan.



JOB DESCRIPTION (*continued*)

Be Accountable For The Performance Of Students In Examinations

- Ensure students across the department are well prepared for examinations.
- Be relentless in ensuring students take all possible steps to achieve or beat their target grades.

Be Responsible For All Aspects Of Learning And Teaching Within The Team

- Have overall responsibility for the attainment, achievement and behaviour of students in the department area.
- Ensure the school's policies and procedures on learning and teaching, homework, assessment and reporting, and behaviour management are implemented by the team.
- Ensure suitable schemes of learning exist, are updated and are followed by all members of the team.
- Ensure lesson planning is of a high standard and suitably meets the needs of all learners, including those with special or additional learning needs.
- Ensure safe practice within the team area, including ensuring that health and safety risk assessments are carried out and adhered to by all members of the team.
- Ensure Safeguarding procedures are fully embedded in the work of the team.

Be responsible for the provision and delivery of a wide range of courses suited to the abilities, interests and learning styles of the full range of learners

- Ensure a suite of suitable, accredited courses at entry level, level 1 and level 2 are provided by the team – typically these may include GCSE and BTEC.
- Ensure that the arrangements for delivering these courses meet with the specifications outlined by awarding bodies.
- Ensure the team keeps up to date with the latest curriculum developments within the team area.

Monitor The Work Of The Team

- Ensure robust quality assurance procedures are in place, including formal classroom observations, informal classroom observations, monitoring of regular assessment data, work sampling, moderation or agreement trialling and stakeholder surveys.
- Act on any issues raised through quality assurance.
- Ensure successful performance by students and staff is recognised and celebrated.
- Ensure best practice within the team is recognised and quickly becomes accepted normal practice and an entitlement for all learners.
- Seek out best practice in other team areas and other institutions and, where appropriate, adapt and implement it into practice within the team.
- Ensure that procedures within the team ensure high standards of behaviour.
- Know where there is underperformance within the team and be responsible for challenging underperformance and supporting underperforming team members.

To be an effective tutor

- Ensure the agreed tutor time programme is carried out effectively, as specified in the school's Learning & Teaching Policy, so that tutor time is used to support learning in lessons.
- Be involved in the induction programme for new students.
- Be the "first port of call" for students with day-to-day pastoral issues.
- Support vulnerable students in the tutor group.
- Carry out effective individual Advice and Guidance (IAG) sessions for students in the tutor group.
- Report to parents through the written tutor report and through appointments at parent/tutor meetings.

Facts and Figures

- Number of teaching periods—41
- Number of management periods—4
- Number of PPAs—5

JOB DESCRIPTION (*continued*)

Supporting Processes

Problem Solving and Creativity

- Be receptive to innovative ideas that offer developmental opportunities to the department area.
- Be creative in developing new initiatives that support identified whole school priorities and improve standards and achievement in department area – within the constraints of the whole school priorities.
- Be ready to deal with unexpected and urgent situations on a daily basis.
- Work to competing deadlines, prioritise and plan time carefully, identifying what outcomes will have the most impact on student progress.
- Work independently and take responsibility for decisions made within agreed good practice boundaries.
- Analyse data available to monitor attendance, behaviour and attainment, identifying and addressing concerns that arise within the department area.
- Provide advice and guidance to colleagues; sharing appropriate information and implementing solutions to resolve identified problems.

Decision Making

- Will make day to day decisions about the operation of the department area and will refer key strategic decisions to line manager.
- Be involved in budget planning and deployment of resources.
- Be involved in the recruitment, deployment and development of staff.
- Take appropriate actions to improve the behaviour and attainment of students in the department area.
- Know when to delegate and empower others to make decisions about actions to be taken

Physical Effort & Working Conditions

- Classroom / workshop based.
- Access to office facilities, desk and computer.

Contacts & Relationships

The postholder will need to:-

- Meet and communicate verbally and in writing with a number of people in order to build positive relationships and deliver the quality of provision required.
- Work closely with teachers and support staff at every level in the school; students, parents/carers to provide information and advice; direct, guide, motivate, monitor, praise and sanction.
- Develop effective links with colleagues at other schools and colleges; local business and community contacts; LA; Consultants.
- Provide information or advice for governors, inspectors and visitors to school.

Additional Information

In addition to the above responsibilities and duties the post holder will carry out the professional duties expected of all teachers as laid out in the Teachers' Standards document 2012, The Westfield Standards document 2017, the Westfield Staff Code of Conduct and Dress and Appearance document.

Westfield Academy is fully committed to safeguarding and promoting the welfare of children and follow best practice procedures to ensure their safety.



PERSON SPECIFICATION

Qualifications

Essential

- A degree in a relevant subject
- Qualified teacher status
- A proven record of success against targets in Design & Technology/Engineering

Desirable

- Higher degree or similar

Knowledge

Essential

- Uses effective learning and teaching strategies
- Uses strategies to promote good student relationships, attendance and behaviour
- Has knowledge and understanding of new curriculum initiatives or willingness to obtain these where appropriate
- Good understanding of effective safeguarding procedures

Desirable

- Has knowledge and understanding of developments within Design & Technology
- Knowledge of BTEC Engineering

Leadership & Management Skills

Essential

- Ability to develop the talents and potential of all students and colleagues
- Ability to communicate effectively and foster good relationships with colleagues, students, parents and community partners
- Ability to use evidence to make decisions and prioritise actions
- Evidence of commitment to safeguarding children

Desirable

- Budgeting
- Evidence of successfully leading a team
- Evidence of fostering positive relationships

Professional Development

Essential

- Committed to own personal development
- Evidence of recent relevant CPD

Desirable

- Evidence of middle leadership training

Experience

Essential

- Effective classroom practitioner
- Has collaborated with other staff to develop initiatives
- Has worked successfully with students of all abilities
- Record of raising achievement

Desirable

- Evidence of positive impact on achievement beyond own classroom
- Work as a marker, moderator or examiner for a GCSE exam board

Personal Qualities

Essential

- Professional integrity and a deep commitment to education
- High, realistic expectations
- Committed, passionate and driven
- Excellent oral and written communication skills
- Competent user of ICT
- Ability to work independently, manage own workload and get things done effectively
- Resilience and ability to work under pressure
- Enthusiastic, positive and optimistic
- Excellent interpersonal skills



DEPARTMENT INFORMATION

Design & Technology at Westfield Academy

The Design & Technology Department comprises the following personnel:-

Vacancy	Head of Design & Technology
Stuart Wright	Teacher
Andrew Osborne	Design & Technology Technician

Accommodation

The department is located in a suite of 2 adjacent ground floor classrooms, with each teacher having their own classroom. The department is well resourced with five 3D printers, a laser cutter and laser router within a specialist area of the department. Each classroom has a whiteboard and digital projector.

There is an additional technician and storage area.

Courses

At Key Stage 4 students study BTEC Engineering. Engineering is a popular course at Key Stage 4 with 3 groups in both Year 10 and 11.

At Key Stage 3 students study Design & Technology in a carousel with Food.

Student Groupings

All students are taught in mixed ability groups at KS3 and KS4.



INFORMATION FOR APPLICANTS

Thank you for expressing an interest in this post at Westfield Academy.

Please complete the attached application form in full. Please note that CVs are not accepted as part of the application process.

We are committed to protecting the safety of all students within our care and our selection process is designed to minimise any risk. Part of the selection process will be to explore a candidate's motivation for working with students.

Detailed references will be taken up of all shortlisted candidates prior to interview.

Westfield Academy is committed to safeguarding and promoting the welfare of children & young persons. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.

All shortlisted candidates will be required to bring evidence of identity and proof of qualifications to interview.

The selection process may involve a number of different aspects including tests and observations where appropriate, as well as a panel interview. We will endeavour to ensure that you are able to gather as much information as possible regarding the school and you will also be able to ask questions relating to the post during the interview process.

The closing date for submission of applications is **12:00pm on Monday 7 February 2022** with interviews taking place on **Tuesday 15 February 2022**.

Please mark your application for the attention of Mrs Lisa Jeffreys, Headteacher's PA, and return it via email to lisa.jeffreys@westfieldacademy.co.uk

We look forward to receiving your application.



Terms and Conditions of Employment

Westfield Academy Trust's normal terms of conditions of employment apply to the post of Head of Design & Technology. Final detailed terms and conditions are subject to agreement between the Trust and the successful candidate and will be reflected in the formal employment contract.

Employer Westfield Academy Trust

Position Head of Design & Technology
Westfield Academy, Stiby Road, Yeovil, Somerset, BA21 3EP
The position is full time and permanent

Reporting to Deputy Headteacher

Location Westfield Academy and any other place operated by the Academy.

Start Date 1 September 2022

Salary Mainscale Teacher plus TLR 2a

Holidays You are entitled to take holiday during normal school holidays except where your presence is required for the proper execution of your duties.

Safeguarding Westfield Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS (previously CRB) check is required for the successful applicant.

Pension Scheme This post is eligible to be a member of the TPS.

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