



# Bottisham Village College

Achievement through Inspiring, Caring, Enriching

Principal: Mrs Jenny Rankine M.Ed LLCM

Lode Road, Bottisham  
Cambridge CB25 9DL  
Tel: 01223 811250  
[www.bottishamvc.org](http://www.bottishamvc.org)  
[enquiries@bottishamvc.org](mailto:enquiries@bottishamvc.org)



January 2023

Dear Applicant,

## Head of Food and Nutrition

Thank you for your interest in our vacancy for Head of Food and Nutrition at Bottisham Village College. We are excited to be welcoming a new teacher to our team to head up this department as part of our Creative Design Faculty in September, however we would be interested to also hear from applicants able to start earlier.

In this pack you will find information about the vacancy, including a full job description and person specification, alongside information about our school. To find out more about us as a college, why it's great to work here, and to explore your development opportunities, please visit our website <http://www.bottishamvc.org/college-information/teaching-at-bottisham/>

The closing date for all applications is Midnight, Sunday 19 February, and we are intending to interview within 7 working days of this. Please send your completed application form, together with a letter of application to Stacey Turner (HR Officer) [hr@bottishamvc.org](mailto:hr@bottishamvc.org). Due to our Safer Recruitment procedures, only completed application forms will be considered – CVs can not be accepted.

I hope that this pack gives you all the information that you need at this stage and we look forward to receiving your application.

Yours sincerely

**Jenny Rankine**  
Principal

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff to share this commitment and undergo appropriate checks. Therefore, all staff in regulated activity will be subject to an enhanced Disclosure and Barring Service check as well as a Barred List check. Certificates of Good Conduct and other checks may be requested if applicable. We value diversity and welcome applications from everyone, including those with protected characteristics under the Equality Act. Flexible working considered.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR and Recruitment can be found at [www.anglianlearning.org](http://www.anglianlearning.org)





## Welcome from the Anglian Learning's CEO, Jonathan Culpin



Thank you for your interest in this position at Bottisham Village College, part of Anglian Learning.

We are an ambitious, outward looking school trust consisting of six secondary schools and nine primary schools, the latest to join our community being the new Marleigh Primary Academy which opened in September 2022. While each of our academies retains very clearly their own identity and ethos, we are collectively passionate in our belief that all young people deserve to have access to an outstanding education, and which crucially enables them to thrive in the local, national, and global communities in which they live.

Anglian Learning has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to new ideas and alternative perspectives. We also firmly believe that our most important resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as providing a caring, friendly environment in which to work.

Our mission is to build an innovative partnership of academies that excites, inspires, and empowers our people – pupils, staff, and the community in which we work - to be the very best they can be, to have the confidence to think creatively, and embrace new challenges. Through this we will seek to support and inspire our young people to be dynamic learners who will live, grow, and thrive in the local, national, and global community in which they live and will work.

Currently, the Trust educates more than 8000 pupils and employs 1000 members of staff in 15 schools across three counties, with a 16th school due to open in September 2024. Several of our schools provide adult education opportunities, reflecting our commitment to lifelong learning and we also operate our own sport centres, under the banner of Anglian Leisure. We are recent winners of the NGA Outstanding Governance Award; have a unique partnership with Arts Council England, reflecting our commitment to arts education; and are one of the eight National Creativity Collaborative pilot hubs. We are strategic partners in the local teaching school hub, working closely to provide with other trusts to provide professional qualifications in addition to own very extensive professional learning programmes.

We provide school improvement support to our schools, alongside finance, human resources, ICT, and estates support. Many of our leaders, teachers, and professional services staff are involved in networks across the Trust to share best practice and build skills and knowledge, with some taking on cross-trust leadership positions.

Our most recent staff survey indicated that a high proportion of staff:

- ✓ Feel as though they belong within Anglian Learning
- ✓ Agree that they are provided with relevant opportunities for professional development
- ✓ Feel that there is a positive culture of psychological safety within their school

- ✓ Have high levels of job satisfaction and happiness at work
- ✓ Would recommend our organisation as a great place to work

Almost all staff who responded to the survey feel part a team within their school and can rely on colleagues for support when needed.

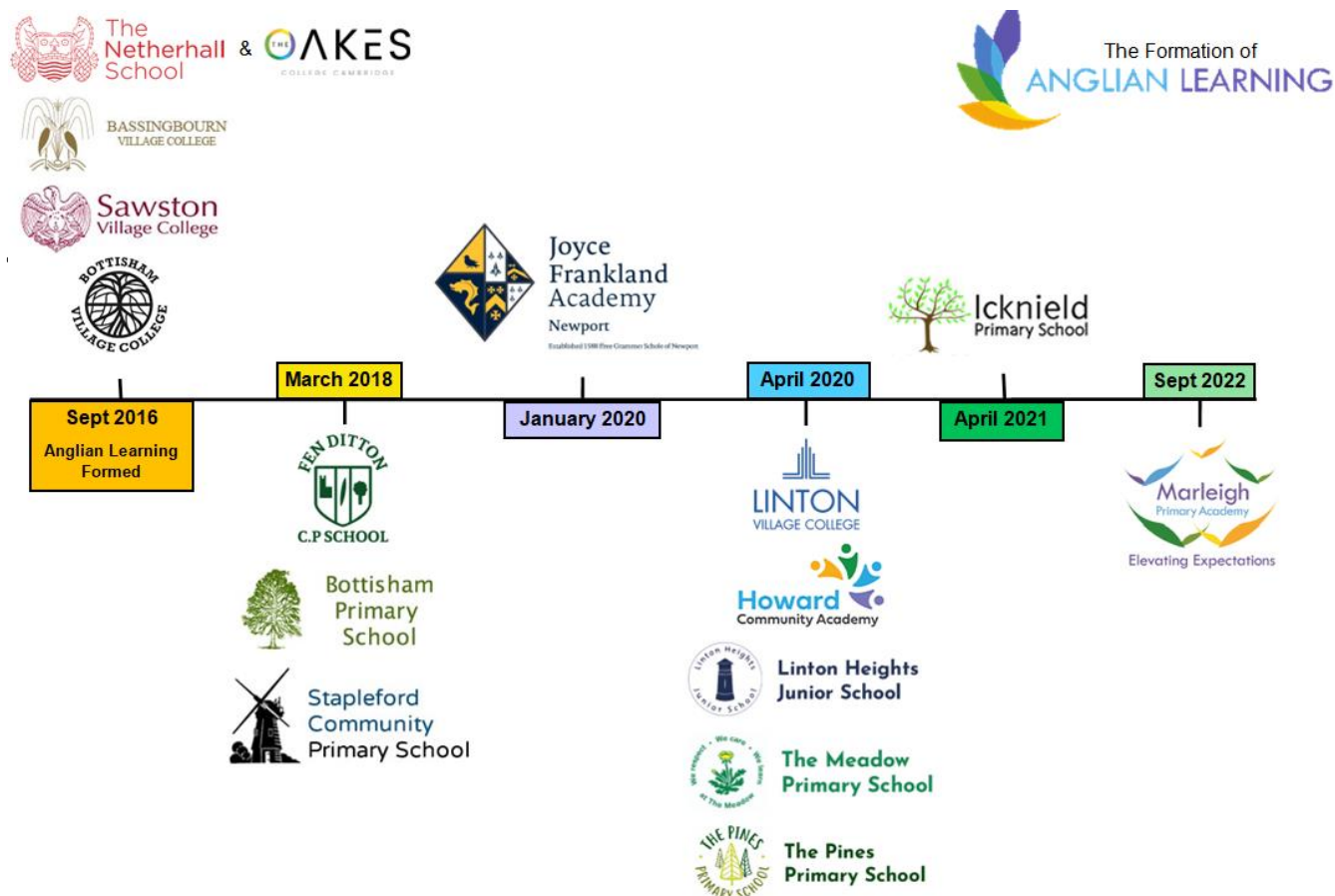
We very much hope that you will consider working with us and look forward to receiving your application.

Yours sincerely,



**Jonathan Culpin**  
**Chief Executive Officer**

This is how Anglian Learning currently looks. It is an exciting time to join our growing Trust:



## About Bottisham Village College

We are a highly-ambitious, highly-innovative and over-subscribed comprehensive school, based in the heart of rural East Cambridgeshire and we take great pride in our vision: to inspire, to care for and to enrich the lives of every student within our community. The pupil admission number is 300 for September 2022 and last year we received 455 applications of which 281 were first preference, meaning we are currently a school of 1410 students.



We are committed to providing an outstanding education to all of our students, enabling them to develop into mature, independent young people, ready to take their place in society.

In addition to our academic rigour, our relationship-driven approach permeates throughout all aspects of college life, from the maths classroom to the sports field, from the music room to the ICT suite and from the library to the auditorium, this is a college where we recognise the transformative power of positive relationships. Students will only succeed if they are happy and we make every effort to achieve this. Further information about us can be found here <https://bottishamvc.org/about-us-2/ethos-cultural-values/>



The College was opened in 1937 as the second of the Cambridgeshire Village Colleges. These were the forerunners of community education in this country and are still committed to lifelong learning in its widest sense. The vision of their founder, Henry Morris, was that schools should be at the heart of their communities, open to all and that they should offer an attractive and stimulating environment for learning. This vision still resonates today.

The college is a focal point for village life and a community ethos: a comprehensive adult education programme, a community sports centre and extensive provision for the arts and physical education as well as a well developed enrichment programme for all. In essence, the facilities, open 364 days a year, are the gateway to connecting all our catchment communities. Our adult learning courses run during the week, offering a rich selection of education for our wider community, from Maths GCSE to Level 2 qualifications in Horticulture. Additionally, our sports facilities help grow sport at grass roots level, with swimming clubs and FA affiliated football clubs all benefitting. Importantly, the college's commitment to the on-site charity "Red to Green" is evident. Working with adults with disabilities and special needs, the college provides the supportive framework for this important community work to take place.



Having undergone significant development since 2018, our new resources are best exemplified by the new “Morris Wing”: auditorium, dance studio, modern bright classrooms and a spacious dining hall. In the same way, our new library, ICT suites, conference spaces and reception area are symbolic of a college embracing the future and providing for its community.



As our college grows, we shall never lose sight of the Henry Morris ideal: community is at the heart of all we do.

## Ofsted

Our most recent Ofsted inspection was in June 2012. We are very proud to have been judged to be outstanding in all categories: Achievement, Quality of Teaching, Behaviour & Safety and Leadership & Management. As an ambitious and aspirational College, we are excited at the prospect of building on this success in the future.

We were particularly pleased that Ofsted commented on the positive relationships that underpin our ethos:



*This is an outstanding college, where a very strong ethos of community, high quality learning and aspirational academic achievement exists throughout. One student commented: 'Bottisham is inspirational. The college helps individuals to shape well, giving us the confidence, determination and skills to succeed.'* Ofsted 2012

## Our Staff

We recognise and value the skills, knowledge and expertise of all our staff.

We are committed to supporting the professional development of all members of staff. To this end, we have a varied Continual Professional Development programme, which is personalised each year to support both our main college priorities and the individual needs of staff. This programme includes opportunities to share excellent practice between colleagues across the Trust as well as drawing on external expertise. Colleagues with management responsibilities are given appropriate time within their timetable to fulfil these duties, and ECTs have a reduced timetable in order to support them in their early stages of their career. The Trust's network of leaders and schools will be able to support you with a range

of opportunities and enhancements. We are equally keen to nurture, grow and celebrate teachers who are willing to share effective pedagogy and practice to support their colleagues.

Our staff-room is a vibrant, sociable and supportive atmosphere and we encourage all staff to come together when possible to build relationships across faculties. We enjoy College events such as staff socials, sporting events (eg charity sports matches) and concerts.

Staff give freely of their time to the broad extra-curricular programme which includes sports, music, drama and a host of trips, exchanges, clubs and other activities. There is a blend of youth and experience among the staff and newcomers have always commented on the warm welcome they have received.



## Our Students

Our catchment area is one of rich contrasts: areas of social deprivation on the fringes of Cambridge, rural communities, some very isolated, areas connected with the stables at Newmarket and pockets of expensive housing in some villages. We have a truly comprehensive intake in every sense, and the inclusive ethos of the College means that we are able to form very positive relationships with them all. We are absolutely committed to supporting each individual student; we want them to feel safe, in an environment where they can grow and thrive and leave us confident in their ability to play a meaningful role in society, as global citizens.

We are very keen to offer students every opportunity to take responsibility; the mentor scheme and the School Council, for example, are strengths of the College. Visitors, including OFSTED Inspectors, are always impressed by the courtesy and confidence of our students and their friendly, open nature. The Student Leadership Team plays a significant role in the life of the College.

## Working in Partnership with Parents and Carers

Parents and carers are very supportive and keen to attend information evenings, school plays and so on. They support the aims of the College and the vast majority send their children to school in correct uniform and with the proper equipment, ready to learn.

The 'Friends of the College' is our excellent PTA, but it is more than that, because it also has an extensive community role.

**It is very difficult to sum up Bottisham Village College in a few pages. Check out our [website](#), [twitter](#), [Instagram](#) and [facebook](#) pages to help bring the school to life or even better [contact us](#) to organise a visit!**



## Equal Opportunities

We value diversity and welcome applications from everyone, including those with protected characteristics under the Equality Act. Flexible working considered.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff to share this commitment and undergo appropriate checks. Therefore, all staff in regulated activity will be subject to an enhanced Disclosure and Barring Service check as well as a Barred List check. Certificates of Good Conduct and other checks may be requested if applicable.

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## **The Creative Design Faculty**

At Bottisham Village College the Creative Design Faculty work together to encourage and actively support students' interests by providing a range of exciting and imaginative opportunities, we aim to inspire students with practical experiences and understanding through trips, workshops, engagement with professionals and through a varied curriculum and extended schools programme.

Reflecting the ethos and priorities of the college, the faculty aims to be inclusive in all curriculum activities and events. We encourage as many students as possible to take part, often involving students to plan and lead activities for others and aim to provide stimulating opportunities for students who need further access or challenge. As a result, students of all abilities and ages are enthusiastic about Food and Nutrition and love to be involved in any activities.

We have an exciting opportunity for the right person to lead a highly successful department within the faculty and to continue to develop Food and Nutrition through an engaging curriculum, extended schools programme and practical engagement with a range of activities and skills.

## **The Food and Nutrition Department**

### **Management Structure**

The Food and Nutrition department is part of the Creative Design Faculty alongside, Art, Design and Technology and Computing. Subjects taught within the faculty include Eduqas Food and Nutrition, AQA Fine art, AQA Photography, AQA Design and Technology, OCR Creative imedia, OCR Computer science and WJEC Level1/2 award in Constructing the built environment. These individual subject areas are all led by specialist teachers and managed by the Head of Faculty.

### **Staffing**

There are two specialist Food and Nutrition teachers, who work within the faculty and several non-specialists who support at KS3. The current leadership structure is as follows;

Mr Graham McGregor	Head of Faculty/Design and Technology
Miss Yvonne Grainger	Head of Art
Mr Liam Sullivan	Head of Computing

## **FACILITIES AND RESOURCES**

Food and Nutrition is taught in a purpose-built block which contains three fully equipped food rooms, including two furnished to commercial standards. We recently invested in new blast chiller and storage solutions. There is also a full-time food technician to support with the preparation and delivery of practical lessons.



Each member of the faculty has their own laptop and iPad with faculty schemes of work and resources stored centrally on the college OneDrive. Every Food and Nutrition classroom is equipped with an interactive whiteboard and staff share resources and ideas on how to make the most effective use of the technology.

### **CURRICULUM – Food and Nutrition**

Our schemes of work at Key Stage 3 are based around the National Curriculum framework.

#### **Key stage 3** – 4 lessons per fortnight

The topics covered are hygiene and safety, nutrition, healthy eating/dietary needs, which leads to students building and applying a repertoire of knowledge, understanding and skills in order to produce high quality outcomes.

Students evaluate and test their ideas, working individually and as part of a team, developing creative, practical and technical expertise needed to perform everyday tasks confidently.

#### **Key stage 4** – 6 GCSE groups (across Year 10 and 11), with 5 lessons per fortnight.

We follow the WJEC/Eduqas Food and Nutrition course. Topics covered include food hygiene and safety, effective and safe cooking skills, the functional properties and chemical characteristics and exploration of a range of ingredients and processes from different culinary traditions. We cover; meat, fish and vegetarian dishes, sauces; different types of pastry and pasta dishes; developing advanced catering skills (knife skills, presentation, finishing techniques, accuracy, teamwork) and the creative and technical skills of advanced dishes.

### **The Vacancy**

We are seeking to appoint an enthusiastic Food and Nutrition Teacher with Head of Department responsibilities. This is an excellent opportunity for a successful teacher to lead and work within a very supportive and forward-looking Creative Design Faculty. The teacher must have high expectations of themselves and their students and be able to establish good working relationship with staff and students with excellent leadership, energy and enthusiasm. They will be expected to deliver a varied curriculum and support with enrichment opportunities.

Due to the College's outstanding Ofsted status and designation as Lead School in a Teaching School Alliance, this post offers many opportunities for staff to take on responsibilities and gain valuable experience. If you are ambitious and want to move your career forwards, Bottisham is for you. We will provide a supportive and dynamic environment in which you can develop outstanding practice.

### **Applications**

**The closing date for applications is Midnight, Sunday 19 February 2023.**

Please send your completed application form to Mrs Stacey Turner, HR Officer at [HR@bottishamvc.org](mailto:HR@bottishamvc.org), together with a letter of application. Please note that CVs will not be accepted.

### **Equal Opportunities**

Bottisham Village College is an Equal Opportunities employer.

Bottisham Village College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.

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## JOB DESCRIPTION

**POST TITLE:** Head of Department (Food and Nutrition)

**RESPONSIBLE TO:** Head of Creative Design

### PURPOSE OF THE JOB:

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

- To raise standards of student attainment and achievement within the curriculum area and support student progress
- To be accountable for student progress and development within the subject area
- To develop and enhance the teaching of others
- To ensure the provision of an appropriately, broad and balanced relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the governing body and Principal of the school
- To be accountable for leading, managing and developing the subject area
- To effectively manage and deploy teaching/support staff financial and physical resources within the department to support the designated subject area
- To communicate and liaise effectively with a range of stakeholders including governors, parents, students and Local Authority about the work of the subject area

### MAIN RESPONSIBILITIES:

#### STRATEGIC DIRECTION AND DEVELOPMENT OF THE SUBJECT

- Develop and implement policies and practices for the subject which reflect the college's commitment to high achievement, effective teaching and learning;
- Create a climate which enables other staff to develop and maintain positive attitudes towards the subject and confidence in teaching it;
- Establish a clear, shared understanding of the subject in contributing to student's spiritual, cultural, moral, mental and physical development, and in preparing students for the opportunities and experiences of adult life;
- Analyse and interpret relevant national, local and college data, plus research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods;

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- Use data effectively to set attainment targets for students and monitor their progress towards these, providing intervention and support for students who are underachieving;
- Establish, with the involvement of relevant staff, short, medium and long term plans for the improvement, development and resourcing of the subject at and monitor the progress made in relation to these plans, evaluating the effects on teaching and learning and use this to inform future planning.

## TEACHING AND LEARNING

- Ensure curriculum coverage, continuity and progression in the subject for all students;
- Ensure that teachers are clear about the learning objectives of the lesson, understand the sequence of teaching and learning in the subject and communicate this information to students;
- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different students;
- Ensure effective development of student's literacy, numeracy, personal learning and thinking and ICT skills;
- Establish clear policies and practice for assessment at, recording and reporting and use these effectively to ensure students are making good progress;
- Set expectations and targets for staff and students in relation to standards of student achievement and the quality of teaching and learning;
- Evaluate the teaching of the subject in the college, use this analysis to identify effective practice and areas for improvement and take action to further improve the quality of teaching and learning;
- Develop effective links with the local community in order to extend the subject curriculum, enhance teaching and learning and develop student's wider understanding

## LEADING AND MANAGING STAFF

- Help staff to achieve constructive working relationships with students
- Establish clear expectations and constructive working relationships among staff involved in teaching the subject;
- Sustain their own motivation and that of other staff involved in the subject
- Participate in the college's performance management system;
- Audit training needs of subject staff and lead professional development of subject staff;
- Enable subject teachers to achieve expertise in their subject teaching;
- Work with SENCO and other staff to ensure that individual education plans are implemented;
- Ensure that the Principal, senior managers and governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets and other subject related development plans.

## EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

- Establish staff and resource needs for the subject and advise the Principal and senior managers of likely expenditure priorities and allocate available

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resources with maximum efficiency to meet the objectives of the college and subject plans and to achieve value for money;

- Deploy subject staff to ensure the best use of expertise;
- Ensure the effective and efficient management and organisation of learning resources;
- Maintain existing resources and explore opportunities for the development of new resources;
- Use accommodation to create an effective and stimulating environment for teaching and learning the subject;
- Ensure that there is a safe working environment in which risks are properly assessed.

## **PASTORAL RESPONSIBILITIES:**

- To monitor and support the overall progress and development of students within the department
- To monitor student attendance together with student progress and performance 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 carry out the duties associated with that role as outlined in the generic job description
- To contribute to PSHE citizenship and enterprise education in line with the aims of the school
- To ensure the Rewards and sanctions policy of the school is implemented in the subject area so that effective learning can take place

## **OTHER SPECIFIC DUTIES:**

- To play a full part in the life of the school, community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by Teacher Pay and Conditions document not mentioned in the above.