

# Richard Hale School

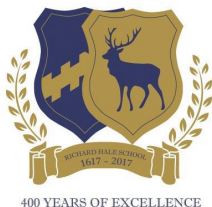


## Application Pack

Head of Food Preparation and Nutrition  
(MPS/UPS & TLR 2A £3,214)

Full or part-time

September 2024



# Richard Hale School

## Head of Food Preparation and Nutrition (MPS/UPS & TLR 2A)

**Start date: September 2024**

Thank you for your interest in the post of Head of Food Preparation and Nutrition. The Application Pack consists of the following documents and an application form can be found on our website <https://www.richardhale.herts.sch.uk/vacancies/> under Teachers Application Form.

- Copy of the advertisement
- Information about the school
- Information about the Department
- Job Description
- Person Specification

Please note:

- **Closing date**

The closing date is **9am on Monday 13<sup>th</sup> May, 2024**. Please note that we reserve the right to close the Vacancy early if sufficient applications are received. Therefore, early applications are essential.

- **Electronic version of the application form**

The application form can be found on our website <https://www.richardhale.herts.sch.uk/vacancies/> under Teachers Application Form and guidance notes are provided to assist you.

- **References**

Please ensure that you provide **email addresses** for all your referees as we may request references by email. A **mobile number** for them would also be useful. Referees are likely to be contacted after shortlisting, but before the interview stage.

- **If you have any queries regarding this post**

For general enquiries about the recruitment process, please contact Sue Homan, HR and Office Manager on 01992 583441 ([sho@richardhale.co.uk](mailto:sho@richardhale.co.uk)). If you would like to discuss the role or find out more about the school, please contact Ian Hawkins, Headteacher, on 01992 583441 ([ih@richardhale.co.uk](mailto:ih@richardhale.co.uk)). **Visits to the school are most welcome.**

- **How to apply**

Please complete the application form and return it to the school by the closing date, together with a letter of application, on no more than two sides of A4, which outlines the skills and abilities you could bring to the post. Please forward these by email to Sue Homan at [sho@richardhale.co.uk](mailto:sho@richardhale.co.uk). Please accept our apologies as we may not be able to notify all candidates of the outcome of their application.

- **Criminal Declaration Form**

All applicants invited to interview will be required to complete a Criminal Declaration Form prior to interview. This is available on the website under the vacancies tab.

We look forward to reading your application and thank you for your interest in our school.



# Richard Hale School

## **Head of Food Preparation and Nutrition Full or Part-time (MPS/UPS & TLR2A) Required for September 2024**

We are looking for a well-qualified and enthusiastic Teacher of Food Preparation and Nutrition, to join this high performing school. Students are taught Food Preparation and Nutrition in mixed ability groups throughout Key Stage 3 and have the option to continue into Key Stage 4. The successful candidate will be the sole teacher of the subject and will therefore take responsibility for the day to day management of resources and facilities.

The post is suitable for newly qualified or experienced teachers. We have a good induction programme for all new staff.

The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced DBS (Disclosure & Barring Service).

The Application Form and further information can be downloaded from the School's website or you may contact Mrs Homan by email, [sho@richardhale.co.uk](mailto:sho@richardhale.co.uk). The application form, together with a letter of application of no more than two sides of A4, outlining the skills and abilities you could bring to the post, should be emailed to Mrs Homan. Closing date for applications is 9am on Monday 13<sup>th</sup> May, 2024.



# Richard Hale School

## Information about the school

Richard Hale School, called after its original wealthy benefactor, has stood on its present site since 1930. It was founded as Hertford Grammar School in 1617 on a site behind All Saints' Church nearer the town centre and changed its name in 1974 when it became a comprehensive school. A door from the original school can be seen in the main foyer when you enter the school giving that sense of history that we are very proud of.



Richard Hale is an 11 - 18 year old boys' comprehensive school with a six-form entry in Year 7. The school has 1200 students with 180 in each year group and over 300 in the sixth form which is mixed. We are heavily oversubscribed with 500 applications for 180 places.

Year 7 students are drawn from approximately 50 primary schools with admissions based on the post coding of traditional parishes. The intake comes from a large area of East Hertfordshire, particularly Hertford, Ware and the surrounding villages. The Sixth Form has continued to grow since becoming co-educational in 2005. It is now one of the largest in the area, attracting boys and girls from further afield than the immediate locality.

The school's buildings have been improved extensively over the years. Facilities include a Sixth Form Centre with tutorial rooms and a large study room. We have improved the facilities on site with a refurbished Engineering block. During 2017 a 3G all-weather football pitch was added to provide improved sport facilities for the students and in September 2022, we opened our brand-new Sports Hall, which includes a fully equipped gym. We play Rugby games at Hertford Rugby Club; this provides a real experience for the students playing in front of a good crowd and under floodlight during the winter evenings. We run a complete set of Saturday morning fixtures in rugby, football, and cricket over the year.



Underpinning all the work done within the school is a steadfast commitment to develop our students into thoughtful, respectful, and focused individuals who are able to make a positive contribution to the community and wider world.



We are a Good School as Ofsted confirmed in our Ofsted Inspection from 2019. The feedback and report reflect the many strengths of the school. The report is available on the website, but the following quotes really show what the school is like, "Pupils are proud to tell their friends that they attend the school. Parents typically say, 'My son loves coming to school. We are proud that our son is a Richard Hale pupil,'" and "Staff and pupils explained to inspectors that they feel like they are part of a large, supportive family."

### **The school curriculum and extra-curricular activities**

Our curriculum is traditional in principle, but also provides innovation where possible. Some key characteristics:

- We teach KS4 over three years so we can develop skills and enrich the students' learning experience alongside the increased content the new qualifications require.
- Approximately 70% of students take a modern foreign language and individual sciences at GCSE, placing the school in the top 20 percentile for these subjects.
- Our Design and Technology provision includes Engineering, which is very popular at KS4.
- We have a garage on site allowing the students to experience motor engineering, this is alongside the other D&T disciplines.
- We offer a broad and balanced curriculum which provides a range of opportunities for our students catering for all interests and aspirations.
- Students in the Sixth Form have access to two learning pathways, academic or vocational. The Advanced Level offer is extensive with 21 subjects taught on site. BTEC Business, Science and Sport provide students with a more focused vocational curriculum.



At KS5 we teach a linear syllabus with students sitting examinations at the end of the two-year course. Our destination data is strong with all our students achieving offers for university, many of these from the Russell Group, or successful entry into apprenticeships or employment.



Student achievement is high with 92% achieving 9 to 4 in English and Maths in 2022 and 69% achieving 9 to 5 in these subjects. The progress of students is an area which has been a focus over the last few years, and we were delighted to achieve a progress score of 0.4 in 2022.

Our aim is to create a learning environment in which all students can develop their learning, intellectual and personal abilities, both inside and outside the classroom. To this end we provide an extensive extra-curricular programme, with the school excelling in sport, music, drama, science and engineering competitions. Our Duke of Edinburgh's Award programme is strong with large numbers of students taking bronze or gold awards. The school's ethos is one of encouraging the participation of students in the wider school community through a diverse range of opportunities at all levels.



Much of the school activity is centred on the House system. Each pupil is allocated to one of the six houses (Cowper, Croft, Hale, Kinman, Page, Wallace) and throughout their school lives enjoy and compete in many activities, mainly organised by themselves and supported by the Heads of House. These range from sport, music and drama competitions to chess and other types of activity.

Further information on the school and its history and achievements can be found on our website at [www.richardhale.herts.sch.uk](http://www.richardhale.herts.sch.uk)



# Richard Hale School

## Information about the department

### Staffing

Tom Gleed	Head of Department
Neal Turner	Second in Department and Teacher of Engineering
Martin Barrett	Teacher of Design and Technology
Leila Marr	Teacher of Design and Technology (Part-time)
Position advertised	Head of Food Preparation and Nutrition (Full/part-time)
Rob Powell	Design and Technology Technician
Kieth Graham	Automotive Workshop Technician (Part-time)

### Accommodation

Large Food Preparation and Nutrition Room	Engineering Design Teaching area
Computer Suite	Engineering Workshop
Systems and Control Room	Heat Treatment Area
Large Design and Technology Room	Electronics/Engineering Room
Design and Technology Workshop	Automotive Workshop

### Curriculum

In Key Stage 3 the curriculum is delivered through a rotation system with students having the opportunity to experience and learn across a range of Design Technology disciplines, which includes Food and Nutrition. This is delivered in Year 7 and 8 and whilst delivered across two years the number of hours that students experience Design Technology for is above the National and Hertfordshire average at KS3. Students have the option to choose food and nutrition at KS4 and is often oversubscribed.

Key Stage 3	Students are taught in a nine group carousel consisting of Design and Technology, Engineering and Food Preparation and Nutrition.
Key Stage 4	GCSE's in Design and Technology, Engineering (single and double option) and Food Preparation and Nutrition.
Key Stage 5	A Level in Design and Technology with both Product Design and Design Engineering route offered.

### Developments

The Department is a large and well-equipped one with much up to date equipment and technology. Most areas have been recently redecorated and re-organised. We have a wide variety of machines and a Systems and Control room. Our use of CAD/CAM has continued to increase and we are now recognised locally as a centre to help support other schools in this area. We have laser cutting and 3D printing facilities that are used across all key stages. All students in Year 9 experience a day of automotive engineering in the school garage.

The food room is well equipped and is currently subject to a Condition Improvement Bid in order to improve the fabric of the building. If successful, this will build on the renovation that was completed last summer to the Engineering block.

**Enrichment Projects and Competitions:**

We have increased our participation in Local and National competitions and have achieved success with these. For Example:

- Land Rover 4x4 in Schools Competition - a team of 5 Year 12 students reached the World Finals
- F1 in schools Competition
- Vex Robotics Competition
- MBDA Glider Challenge
- Rotary club Design and Technology Challenge
- After school garage classes for Years 9, 10 and 11, run by Mr Graham.
- Year 10 Food Technology students competed in a Young Chef of the Year competition.
- Chef club which was completed by a gala dinner for parents.
- The department runs a "Bake off", results of which contribute to the House Points tournament.





# Richard Hale School

## Job Description: Head of Food Preparation and Nutrition

### Job Purpose

- To fulfil the professional standards for a teacher
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate
- To monitor and support the overall progress and development of students as a teacher and as a form tutor including the personal development dimension
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to raising standards of student progress and attainment within the subject area
- To plan and deliver the curriculum across KS3 and KS4 in food and nutrition
- To actively promote the school's ethos of participation in extra-curricular activities

### Principal Responsibilities

To meet all requirements as appropriate of the Teachers' Standards, to lead and manage the food and nutrition aspect of the Technology Department.

### Teaching & Learning

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- To ensure that ICT, literacy, numeracy are reflected in the teaching and learning experience of students
- To undertake a designated programme of teaching
- To ensure a high quality learning experience for students which meets internal and external quality standards
- To prepare and update subject materials
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus
- To maintain discipline in accordance with the school's procedures, and to encourage good punctuality, behaviour, standards of work and independent study
- To undertake assessment of students, underpinned by the principles and practice of AfL and as requested by external examination bodies, and school procedures
- To mark, grade and give written/verbal and diagnostic feedback as required

### Planning & Quality Assurance

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the department
- To assist the Head of Department to identify resource needs and to contribute to the efficient and effective use of physical resources

- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students
- To contribute to the department's development plan and its implementation
- To plan and prepare courses and lessons
- To contribute to educational enrichment activities
- To help implement school quality procedures and to adhere to those
- To contribute to the process of monitoring and evaluation of the subject area in line with school procedures
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

### **Curriculum Provision and Development**

- To lead this aspect of the curriculum in Technology, providing a range of teaching which complements the school's strategic objectives
- To assist in the process of curriculum development and change to ensure continued relevance to the needs of students, exam boards and the school's objectives
- To manage the resources in food and nutrition to ensure the best learning opportunities for students

### **Staff Development**

- To take part in the school's CPD programme
- To continue personal development including subject knowledge and teaching methods
- To engage actively in the performance management review process
- To ensure the effective and efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school

### **Communications**

- To communicate effectively with the parents of students as appropriate
- To communicate and co-operate with bodies outside the school where appropriate
- To follow agreed policies for communications in the school
- To take part in open evenings and parent consultation evenings
- To contribute to the development of effective subject links with external agencies

### **Care Guidance and Support**

- To be a form tutor to an assigned group of students and to contribute to the pastoral programme
- To promote the general progress and well-being of individual students and of the tutor group
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- To evaluate and monitor the progress of students and keep up-to-date student records
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To communicate with the parents of students and with bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To apply the classroom behaviour code so that effective learning can take place

### **General Duties**

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example

- To promote actively the school's policies and to comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- To carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions document currently in operation
- To comply with any reasonable request from the Headteacher or their manager to undertake work of a similar level that is not specified in this job description

NB. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**Responsible to:** Head of D&T Department (as teacher) / Head of Year (as form tutor)

**Working Time:** 195 days / 1265 hours per year pro rata

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check will be required for this post.

*The job description is current at the date shown, but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.*



# Richard Hale School

## Person Specification: Head of Food Preparation and Nutrition

Qualification	Essential	Desirable
A good honours degree (2:2 or above)	Y	
Qualified teacher status	Y	
Relevant further qualification in subject		Y
Professional development focused on acquiring a middle leadership position		Y

Experience of teaching /Management	Essential	Desirable
On appointment, at least three years' experience as a successful teacher in a 11-18 secondary school		Y
An outstanding practitioner across all Key Stages	Y	
Experience of management within faculty or department		Y

Knowledge, skills and attributes	Essential	Desirable
Thorough knowledge and understanding of current curriculum issues specific to the department.	Y	
Maintains a high standard of discipline in the classroom through well focused teaching and good classroom management	Y	
Keen to promote the subject in all Key Stages, including willingness to offer, and participate in, subject-specific field trips and educational visits	Y	
Proven ability to bring about improvements in the quality of teaching and learning across a group or key stage that results in improved outcomes for students	Y	
Application of a range of AFL techniques	Y	
Experience of using IT effectively and innovatively to improve the quality of learning in the subject	Y	
Ability to analyse a wide range of performance data	Y	
Understanding and knowledge to apply and support the safeguarding policies and processes in the school.	Y	

Personal qualities and attributes	Essential	Desirable
Ability to build and maintain effective relationships with students	Y	
Ability to build and maintain effective relationships with staff	Y	
Ability to communicate effectively to staff, parents and students, orally and in writing	Y	

Ability to work in a team, enthusiastically and deliver stated aims and vision	<b>Y</b>	
Ability to manage conflict	<b>Y</b>	
Ability to prioritise, plan, manage time effectively, and to organise self and others	<b>Y</b>	
A clear sense of professionalism, and a commitment to upholding standards and to setting an appropriate example	<b>Y</b>	
Loyalty, enthusiasm and a sense of humour	<b>Y</b>	
Willingness to offer and participate in extra-curricular activities	<b>Y</b>	

Evidence assessed from: Application form (F), Interview (I), References (R)