



Application Pack

Head of Design Technology

Required for 1st September 2022



Leverhuime
Church of England and Community Trust





May 2022

Dear Applicant

Thank you for your interest in the Head of Design Technology position at Harper Green High School. Harper Green is a dynamic secondary school situated in the South of Bolton and serves a varied community.

Our vision is to ensure that all students achieve the highest possible standards in all they do. At Harper Green we aim to develop well rounded individuals who have the academic success and personal qualities to enable them to be whatever they chose when they leave us. We develop our young people's social, emotional and mental health, we teach them how to be resilient lifelong learners and we encourage and motivate our students to achieve their full potential. Our school climate is calm, supportive and purposeful. We respect the rights and needs of all individuals and support them so that they are able to acquire the necessary skills to be successful adults and world citizens.

We continuously strive to improve outcomes for students. Harper Green School has created an ethos and culture around 'we are HARPER', where students feel a sense of purpose and belonging in our school community. We embrace all things HARPER, we are proud to be HARPER and these are the values by which we behave to enable us to be the best version of ourselves.

Harper Green offers a challenging, yet appropriate curriculum for our young people which supports them to go on to transform their futures. The Design and Technology Department is well subscribed at KS4 and is well resourced and we are looking for a driven leader to ensure success for all our students in this subject area across both Key Stages.

This is a fantastic opportunity to be a pivotal middle leader alongside a middle leadership team who have a drive and determination to make Harper Green School a place which delivers a knowledge rich curriculum, high quality teaching and learning alongside positive pastoral support and guidance.

If you are excited by what you read and share our vision, I would welcome your application and I look forward to meeting you.

Yours faithfully

Sally Heppenstall
Head of School



Welcome to Harper Green High School

Part of Leverhulme Academy Trust

As a school, we are proud of the achievements of our pupils and the successes they achieve. Our highly professional, motivated and creative staff are dedicated to ensuring each child flourishes in a safe and happy environment. Our beliefs are simple: each individual leaves Harper Green with the qualifications and skills needed to realise their ambitions. At Harper Green, we challenge students to explore the furthest reaches of their intellectual, creative, physical and emotional capabilities so that they realise their own infinite potential.

Students at Harper Green foster a love of learning that stays with them beyond leaving the school after year 11. All our staff share a relentless commitment to ensuring that every lesson is engaging, challenging and suited to the learning needs of each individual. This is underpinned by a strong pastoral team that creates an inclusive environment where every child feels supported, safe, happy and valued.

Our Ethos and Values

At Harper Green, we recognise that all pupils are unique with individual talents and needs. As a community, we identify, nurture and develop these talents in an atmosphere of trust and mutual respect. Our students leave Harper Green with the qualifications needed to realise their ambitions and foster a love of learning that remains with them into their adult life. Students of Harper Green make valuable contributions to society as well-rounded citizens.

As a successful school, we challenge students to explore the furthest reaches of their intellectual, creative, physical, and emotional capabilities to realise their own infinite potential. Our students see learning as a lifelong challenge, enabled by a philosophy of boundless opportunities; students take a responsibility to be central to their own development, striving for constant improvement in a safe environment that fosters strong spiritual and cultural understanding and respect.

Harper Green is the platform for young people to develop into global citizens that can make a valued contribution to society. It is the learning, social and cultural experiences our young students have at Harper Green that are pivotal in shaping the people they become and provides them with the aptitude, achievements, and opportunities to access life beyond school.

“I’ve grown by working with excellent practitioners.”

Outgoing Head of Department



“Discovering dreams, achieving ambitions, and transforming lives.”

Harper Green High School is part of Leverhulme Academy Trust with Rivington and Blackrod High School and Sixth Form. As a Trust, we work together to ensure that all students receive an excellent education irrespective of their starting point. We relish the opportunity to be a part of the much-needed regeneration of areas we work in and wish to play a full role in the wider community.

Vision

The vision of Leverhulme Academy Trust is to provide the highest quality of education that creates a community of happy, successful and well-rounded individuals who can flourish and make a difference in our world.

Mission

Discovering dreams, achieving ambitions, and transforming lives.

Staff Values

Our values underpin our mission and provide the basis on which we will achieve our vision.

- **Students First:** We put our students at the heart of all our decisions
- **High Expectations:** We have high expectations of both ourselves and others
- **Integrity:** We do the right thing

Student Values

- **Take part**
- **Work hard**
- **Do the right thing**

Mr Paul Roach

CEO

Leverhulme Academy Trust

“An outstanding community school which has massively positive impact on the local community.”

Outgoing Assistant Headteacher





Our staff benefits

Working for Leverhulme Academy Trust is rewarding in lots of ways.

In addition to a competitive salary, we offer a wide range of benefits to support your career development, health and wellbeing, finances and family.

Pension

We offer an excellent pension scheme with the Local Government Pension Scheme and Teachers Pension Scheme.

Continuous Service

Continuous service will be honoured for candidates moving from local authorities.

Enhanced Family Leave

We offer an enhanced family leave scheme to support our employees.

Enhanced Contractual Sick Pay

We offer enhanced contractual sick pay in line with the Burgundy Book and Green Book.

Salary Sacrifice Scheme

Employees can benefit from salary sacrifice schemes, including Cycle to Work scheme and a healthcare cash plan.

Support Services

We provide access to an occupational health provider for advice and support.

Excellent Career Development

We are committed to providing excellent CPD with access to further training and the opportunity to stretch your abilities and advance your career.

Free Parking on Site

Employees can enjoy the benefits of free car parking across our sites.

Free Access to Office 365

We have a dedicated IT Support Team to assist with any IT related queries.

Free Flu Vaccinations

We offer free flu vaccinations on an annual basis to all staff.

Trade Unions and Professional Associations

We recognise all of the leading trade unions and professional associations in the education sector and share the common objective of maintaining good employee relations.

"The support staff give to students is incredible."

Outgoing Head of Department



Job Description

Job title: Head of Department (Design Technology)

Grade: Mainscale (T1 to T9) plus TLR 2b

Reports to: Assistant Headteacher

Main purpose of the job: To lead and promote the school ethos, vision and mission. To lead and promote high quality teaching and learning across the department. To improve and continually develop the teaching and learning of the department. To ensure the provision of an appropriate and relevant curriculum that is both challenging and differentiated to meet the needs of all students studying within the department.

Key duties and responsibilities

- To have a clear vision for the Design Technology department.
- To monitor, evaluate and report upon the effectiveness of practice in the curriculum area, especially related to examination entry and performance incorporating the use of value added data.
- To implement school policies within the department relating to assessment, recording and reporting and
- To develop strategies for improvement as a result of monitoring performance data and reviewing patterns.
- To use baseline data to set appropriate targets for students
- To track & monitor the achievement of student progress ensuring the effective use of performance data within the department to plan for learning progression.
- To organise interventions to ensure that the targets of individuals and groups of learners are met.
- To lead the development and implementation of appropriate syllabus, schemes of work and resources for Design Technology that reflect national developments in the subject area and teaching practice and methodology.
- To ensure that knowledge of current developments in the curriculum area is up to date and disseminated to colleagues.
- To have high expectations of staff and students within the Design Technology department
- To ensure the effective day to day management of the curriculum including deployment of staff and resources and making appropriate arrangements for classes in the event of staff absences for the effective continuation of students' learning.
- To ensure that teaching groups are organised so that the needs of all students are best met and in which individuals are encouraged to perform at the highest possible level.
- To ensure that the department embraces and fully engages with the school teaching and learning strategy.
- To take responsibility for all internal and external examinations.

Leadership and Management

- To support the Senior Leadership Team in meeting whole school priorities and in realising the school's shared vision.

- To be accountable for leading, managing, deploying and developing the teaching and support staff of the curriculum area.
- To build and maintain effective teamwork within the curriculum area, especially through the establishment of good communication systems, the encouragement of the sharing of good practice and innovative use of meeting, training and non-contact time.
- To undertake appraisal target setting and reviews.
- To identify areas for development within the department and take appropriate action in supporting, coaching and monitoring colleagues to ensure the standard of teaching and learning contributes positively to student progress and achievement.
- To ensure colleagues are aware of the needs of all students and groups and make provision for this in their planning. To use frequent, regular and well-structured meetings to support this.
- To work with colleagues to formulate, monitor and evaluate the department's strategic development plan ensuring it links with the school improvement plan.
- To ensure there is accountability within the department
- To ensure good student behaviour in the department; to support and assist colleagues to ensure that they understand and are actively implementing the key aspects of the school's Positive Behaviour for Learning Policy.

Administration

- To arrange and act as Chairperson at scheduled or essential departmental meetings and to produce the agenda and minutes of such meetings, ensuring that the Deputy Headteacher receives copies.
- To manage the department budget and assess the financial needs of the department, planning for sustainably, contributing to improvements in teaching and learning, student progress and achievement in line with the principles of best value.
- To take responsibility for the ordering, receiving, checking, recording and safe-keeping of all stock, equipment and teaching aids.
- To take responsibility for the care of the fabric in department areas; risk assessments for health and safety, the appearance of rooms and corridors and responsibility for the standards of display in rooms and corridors.

To undertake any other duties appropriate with the level of responsibility, as required.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Leadership Team as required. Trade union representation will be welcomed in any such discussions.

PERSON SPECIFICATION

Job Title: Head of Department (Design Technology)

Qualifications and training	Essential	Desirable
Qualified teacher status	✓	
Evidence of appropriate ongoing professional development.	✓	

Experience, knowledge and skills	Essential	Desirable
A track record of Good or Outstanding teaching	✓	
Experience of teaching Design Tecnology at KS3, KS4	✓	
Good knowledge of current developments in pedagogy and in the curriculum	✓	
Vision for the development of the curriculum area	✓	
Previous experience in the line management of staff	✓	
Proven successful experience being a Head of Department		✓
The ability to use ICT effectively to engage students	✓	
The ability to differentiate materials to meet the needs of learners	✓	
The ability to use effective behaviour management strategies	✓	
Extensive of how to use assessment to inform planning for good teaching/learning	✓	
An understanding of academic data at school, local and national level, and the ability to use it to identify and rectify underperformance	✓	
Ability to listen and effectively communicate and negotiate with a variety of audiences	✓	
Diplomatic, with the ability to develop and maintain effective relationships	✓	
Ability to act quickly and sensitively under pressure, and to manage own and others' workloads appropriately	✓	
A team player with the ability to work collaboratively.	✓	
Knowledge and understanding current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people.	✓	
Knowledge and experience of improving outcomes in your curriculum area.	✓	

Personal attributes	Essential	Desirable
Always prepared to put the students' needs first	✓	
High expectations of students' progress, outcomes and behaviour	✓	
Responsibility for own professional development and be willing to partake in further development.	✓	
A team player with energy, commitment, enthusiasm and resilience.	✓	
A commitment to equality and diversity policies.	✓	
A commitment to Health and Safety.	✓	

A commitment to child protection and safeguarding.	✓	
An understanding of child protection and safeguarding.	✓	

Special requirements	Essential	Desirable
Right to work in the UK.	✓	
Satisfactory enhanced DBS certificate.	✓	
Medical clearance.	✓	
2 satisfactory references.	✓	
Full UK driving license and access to a car during working hours.		✓

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.