



May 2023

Dear Applicant

Re: Teacher in charge of Food

Many thanks for expressing an interest in the above position. I hope you find the enclosed Job Description, Employee Specification and following information useful in preparing your application.

Wetherby High School is a vibrant and welcoming school with inclusive values at the centre of all our work. We believe all our students deserve to have adults around them that are committed to doing all they can to help them succeed in all areas of life. Wetherby High School is in an exciting phase of development, with a new state of the art building for the school community that will be ready in the near future.

- Know our children well
- Character for achievement
- Partners in learning
- Enjoy and aspire

The staff at Wetherby High School work exceptionally well together as a team and this post is a key role in providing support to colleagues in a number of different roles. This is therefore a very exciting position that will appeal to an ambitious individual seeking a varied and interesting opportunity to utilise and develop key skills.

If you believe that you have the skills and attributes required of this role, please forward a covering letter outlining the reasons for applying for this position, a copy of your CV and Application Form, via email to hr@wetherbyhigh.co.uk

Yours faithfully

A handwritten signature in black ink, appearing to be 'S. Jefferson', enclosed within a hand-drawn oval.

Samantha Jefferson
Headteacher



JOB DESCRIPTION

Job Title: Teacher in Charge of Food

Grade: TLR2a

Responsible To: Subject Manager of ADT

1. Purpose:

- 1.1 To raise standards of pupil attainment and achievement within the whole curriculum area.
- 1.2 To be accountable for, regularly monitor and support pupil progress, development and academic outcomes within the curriculum area at KS3, KS4 and KS5.
- 1.3 To provide the vision, leadership and practical direction for the development and delivery of high quality learning and arising from excellent and consistent teaching to meet the needs of all learners, including through regular, systematic and rigorous self-review and quality assurance procedures.
- 1.4 To share accountability for pupil progress and development through management of pupil behaviour and its impact on learning within the curriculum area. To follow the school's agreed rewards and sanction procedures to support effective learning.
- 1.5 To be accountable for raising the learning outcomes of both staff and pupils in the curriculum area.
- 1.6 To support and uphold the school ethos and to play a key role in the implementation of the School Improvement Plan objectives, standards, teaching and learning, and leadership and management.
- 1.7 To effectively manage and deploy resources (teaching and support staff, financial and physical) within the curriculum area, supporting agreed targets in curriculum area action plans and supporting learning, teamwork and development for pupils and staff (e.g. booster classes, trips and visits).

2. Responsible for:

- 2.1 Teaching staff and other relevant personnel within the curriculum area including performance management reviews.

3. Liasing with:

- 3.1 Subject Manager for ADT, Year Managers, and other staff as required, particularly support staff.

4. CORE DUTIES

- 4.1 To regularly monitor pupil progress using the school procedures and data. To direct and support the Year Managers identifying and targeting support strategies for pupils at risk of under achievement. To be responsible for ensuring progress targets are achieved.
- 4.2 To set high standards and expectations within the curriculum area for staff and pupils to follow
- 4.3 To implement school policies and procedures. To follow Health and Safety procedures.
- 4.4 To direct and support the maintenance and development of appropriate syllabuses, resources, schemes of work, programmes of study, assessment for learning procedures, marking and homework procedures and teaching and learning strategies within the curriculum area.
- 4.5 To share responsibility for the further development of resources and strategies to raise achievement for BME, EAL and SEN pupils.
- 4.6 To lead and manage the curriculum area on a day to day basis including the effective deployment of staff and resources and the maintenance of a high quality learning environment (graffiti free rooms with good quality display).

5. Quality Assurance:

5.1 To follow rigorous programme of self-evaluation including:

- Lesson observations which involves a drop in procedure to ensure high quality day to day teaching.
This process supports identifying professional development needs.
- Ongoing scrutiny of pupils books, including marking and presentation
- Ongoing scrutiny of teacher planning
- Support for peer coaching – through performance management

5.2 To set informal targets with curriculum area staff in the autumn term, CPD, teaching methodology and curriculum area performance targets. Review progress ½ termly.

6. Personnel:

6.1 To share accountability for the performance management of curriculum area staff (where appropriate) including non-teaching staff. To set challenging objectives/targets with staff that are cohesive with the school priorities, their CPD and raising pupil progress. To advise and participate in matters relating to Threshold, UPS and references.

6.2 To lead the successful implementation of a coherent programme for the application of ICT within the curriculum area, leading to enhanced pupil learning.

6.3 To be responsible for the communication of curriculum area and school priorities and actions. To chair curriculum area meetings and foster a sense of shared direction and expectation.

6.4 To represent team views at appropriate meetings.

7. General duties:

7.1 To actively promote and foster links with parents and to encourage parents to take an active responsibility for their child's learning and adhere to the school's safeguarding policy.

7.2 To lead the effective links with partner institutions including partner Primary Schools and wider community.

7.3 To lead curriculum area liaison across the wider school, including other curriculum areas and with the support teams.

7.4 To actively plan and participate in celebrating successes in the curriculum area, both internally, within the school and in to the wider community.

7.5 To be (when required) a coach and to play a full part in promoting the school ethos

7.6 To act as a personal mentor for specified pupils.

7.7 To carry out supervisory duties as required.

7.8 To continue personal development.

7.9 To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

NOTES

This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time, after consultation with the post holder.

Signed : _____

Date : _____



Personal Specification –Teacher in Charge of Food

Qualifications / Experience	Desirable	Essential	How evidenced
Recent school experience	Experience of managing staff.	Successful experience in using a range of strategies for raising attainment. Successful experience in quality assuring and developing the teaching practice of others. Successful experience of liaising with the wider staff team.	Application / interview / references
Employment		Successful teaching experience in a secondary school. A range of teaching experiences in secondary education, leading to improved attainment.	Application / interview/ references
Communication Skills		Communicate with a wide range of pupils and colleagues. Experience of using of ICT.	Application / interview/ references
Education & Training	Further qualifications relevant to Food teaching at KS3 and 4.	Teacher qualified, recent training in use of new technologies and other raising attainment initiatives, Awareness of CPD needs.	Application / references
Personal Skills & Qualifications	Desirable	Essential	How evidenced
Ability to learn	Able to initiative new ways of working, to learn new processes and approaches to problem solving.	Quick learner, able to be flexible and adapt to nature of initiatives – able to learn from mistakes and develop effective learning strategies for pupils and staff.	Interview / references
Organisation	Able to work in teams and embrace transformational change, take initiative and leadership opportunities.	Efficient and well organised. Able to operate high reliability procedures. Able to plan and prepare thoroughly, in advance and collaboratively.	Application / Interview / references
Personal qualities	Able to work at pace, bringing along colleagues and not afraid to take calculated risks and strive for the best.	Excellent interpersonal skills with a robust sense of humour, able to reflect on performance and find solutions. Able to see opportunities and complete.	Interview / references
		Confidently able to provide clear, supportive, challenging feedback, identifying and supporting actions for future improvement.	Interview/references
Working under pressure	Able to predict pressure points and plan ahead.	Able to complete under pressure and to deadlines. To lead pupils, staff, parents & stakeholders to closure.	Application / interview / references
Positive attitude	Able to predict need for initiative, read trends and lead change.	Can do attitude, ability to complete tasks and to present alternative solutions where appropriate.	Application / interview / references
Attendance & Punctuality		Excellent attendance and punctuality.	References
Health record		Record of good health, highly reliable and with the capacity to work effectively independently and in a team.	References
General		This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment. All staff will be subject to an Enhanced Disclosure and Barring check and satisfactory references.	



Privacy Notice for Applicants

Data Protection Legislation

In accordance with UK data protection law individuals have the right to know what personal data we hold about them, and for what purpose.

The school is registered with the information Commissioners Office (ICO) under the provisions of the UK GDPR and Data Protection Act 2018. We take our responsibilities under data protection law very seriously.

This Privacy Notice explains how we collect, use, store and share personal data about job applicants. In data protection law, these activities are called data processing.

What is this information?

We may collect some or all of the following information about you as part of our recruitment process:

- Name, address and contact details
- Application data and application history
- Education and employment details
- Gender, ethnicity, disability, sexual orientation and religion/belief
- Date of birth and national insurance number, Identification, Immigration and Asylum details, i.e. right to work in the UK
- References if you are invited to interview
- Right to work in the UK and supporting documentation if you are invited to interview
- Copies of qualifications if you are invited to interview
- Your online activity (social media sites such as Facebook and Twitter)

Who uses this information?

People involved in the recruitment process for example, School Business Manager, Headteacher and Governors.

What authority do we have to collect and use this information?

Under the GDPR we collect and use this information under powers given to schools for the legitimate interests of the controller or third party, where applicable in accordance with the statutory framework for safeguarding children and safer recruitment in education.

The following categories of lawfulness apply:

- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract
- Processing is necessary for compliance with a legal obligation
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement

- Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity

In rare circumstances where no legal authority exists to use your information, we will obtain your express consent first.

What is 'personally identifiable data' (PII)?

The term PII relates to any data that could potentially identify a living person. The following fields in Human Resources are classified as PII: name, age, address, place of birth, date of birth, gender, national insurance number, any application data and any information about an individual that can be used directly, or in connection with other data, to identify, contact or locate that person.

Why do we use this information?

We use this information in the course of recruiting members of staff.

Who are we likely to share this information with?

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, for the following reasons:

With the local authority and our HR services provider to allow managers to manage recruitment processes.

How do we keep this information secure?

Your information may be stored securely in electronic and paper document management systems with stringent limited access. All access to documents is limited to only those staff involved within the recruitment process.

How long do we keep this information?

Documents are kept for a period of 6 months following the end of the recruitment process. If you are successfully appointed into a post, your data will be held in line with school policies. A copy of the staff privacy notice will be provided to you upon appointment with full details.

What are your rights?

You have the right to request that we stop processing your personal data. Wherever possible, we will seek to comply with your request but we may need to hold or process information in connection with one or more of the school's legal functions.

If you have any questions about our use of this data, or you wish to request a copy of the information we hold about you, or you wish to discuss your rights in relation to opting out from these processes, please contact our **Data Protection Officer, Richard Lewis-Ogden** who can be contacted by email at dpo@bywaterkent.co.uk.