



Sheldon School  
Chippenham

# Candidate Information



## Teacher of Design and Technology

**Closing Date: 12<sup>th</sup> June 2023, Noon**  
**Interview Date: To be confirmed**

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## Cover Letter

May 2023

Dear Colleague,

**TEACHER OF DESIGN AND TECHNOLOGY  
FULL-TIME  
PERMANENT  
MPS/UPS  
REQUIRED FOR SEPTEMBER 2023**

Thank you for your interest in this full-time, permanent position. We are seeking to appoint a suitably qualified and enthusiastic teacher of Design and Technology for September 2023 to join a highly successful and committed faculty team. It is anticipated that the successful candidate will teach across the age and ability ranges, including work at GCSE and A Level. The candidate will need to be able to teach all areas of D&T and Food at KS3. We are looking for a teacher who is committed to the principles of the D&T National Curriculum and who will be able to successfully facilitate pupils' achievement in the field of Design and Technology.

We wish to appoint a teacher who will be able to teach D&T at all levels and have the ability to link teaching and learning to industry and the community. In delivering the Year 7 curriculum, all D&T teachers are required to flexibly teach Resistant Materials, Graphics, Food and Textiles to a single D&T group for the whole year. In addition, we require that you are well organised and have good attention to detail. Ideally, but not essentially, candidates will have a good working knowledge of ICT and CAD/CAM that can be applied to the D&T curriculum.

We are a school committed to excellence of achievement and try to ensure that pupils reach their full potential, at whatever level they are working, by delivering inspirational and stimulating lessons. Sheldon's policy, therefore, is always to appoint the most suitable person for the post.

Sheldon is a high-achieving school with a strong record of success. Irrespective of league tables and Ofsted ratings (in which Sheldon has always fared well), it is my belief that Sheldon is a great school. Now in my eleventh year here and this being the sixth school in which I have taught, I continue to enjoy working in a school that is relentlessly positive, with staff who routinely go the extra mile. Despite the obvious challenges that have faced people in all walks of life over the past two to three years, staff and students at Sheldon have remained very upbeat. Students appreciate the efforts of our staff and there is a real sense of community.

Supporting this, we offer all colleagues who join us a full programme of induction and support, and there is a continual focus on staff development and wellbeing. You would be joining a very hardworking and supportive faculty which has a strong collegiate atmosphere and I can assure you that, were you to join us, you would find immense satisfaction in the job that you do here.

Hardenhuish Lane, Chippenham, Wilts. SN14 6HJ

**Headteacher:** Neil Spurdell BSc (Hons)

**Tel:** 01249 766020 **Fax:** 01249 766030

**Email:** admin@sheldonschool.co.uk **Web:** www.sheldonschool.co.uk



Further details concerning the faculty and the school are enclosed from Gary England, Head of Faculty together with an application form; in addition, we have included other information to outline the all-round offer.

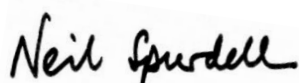
However, please also take the time to look at what happens in the school day-to-day by visiting our website and I hope that, having read the information, you will be keen to apply.

The successful candidate will be required to safeguard and promote the welfare of all pupils in the school. The post will be dependent on a successful enhanced DBS check.

Please complete the application form and return it with a supporting letter, (no more than two sides of A4 please), by post or email to [hr@sheldonschool.co.uk](mailto:hr@sheldonschool.co.uk) . Closing date for applications is **Monday, 12<sup>th</sup> June 2023 (12 noon)**.

We hope to interview by the end of June, so if you have heard nothing by the end of this week, date, please assume you have been unsuccessful on this occasion. If this proves to be the case, thank you for your interest in Sheldon School and best wishes for your future career.

Yours faithfully,



Neil Spurdell  
Headteacher

## Design and Technology Faculty

The Design & Technology Faculty consists of ten specialist teachers and three technicians. Within this team there are areas of particular responsibility for the curriculum, under the overall management of the Head of Faculty.

Design and Technology has an important role to play in the lives of our students and they are supported by a D&T team who were proud to be awarded the Design Mark, and where teaching and learning takes place in a wonderful purpose built environment which has excellent design and make facilities. Our Roll of Honour Board logs the increasing number of students who have achieved excellent exam results and who have chosen to follow a career in design.

### Faculty Courses

At Key Stage 3 all pupils study Design and Technology for approximately 2.5 hours/week (i.e. 10% of curriculum time on a 30-period week). A number of projects are delivered in each year group which encourages a multi-disciplinary appreciation of Design and Technology. Throughout the key stage, pupils receive a regular experience of:

- The Design Process
- Food and Nutrition
- Resistant Materials
- ICT inc. CAD/CAM
- Graphics/Modelling
- Textiles Technology
- Systems and Control
- Health and Safety

At Key Stage 4, typically 60%-70% of pupils choose to study one of the following internal D&T endorsements at GCSE (AQA) for 2.5 hours/week in Year 10 and 2 hours/week in Year 11:

- D&T Graphic Products
- D&T Resistant Materials
- Food Preparation & Nutrition
- D&T Textiles

In the 6<sup>th</sup> Form, each year group of students has the opportunity to follow A Level (AQA) courses in Product Design and Fashion & Textiles or a Post 16 Level 3 course in Food Science & Nutrition.

### Accommodation

Due to the growth of Design and Technology at Sheldon School the building of a purpose-built Design and Technology Centre became the cornerstone when developing the Sheldon site to its current capacity. The building offers the following accommodation:

#### *Teaching spaces*

- 5 multi-media RM rooms including mezzanine design areas
- 2 x Food rooms
- 2 x Textiles rooms
- 1 x ICT room

#### *Non-teaching spaces*

- Faculty room
- RM Preparation workshop
- Food Preparation room
- Textiles Preparation room
- Foyer/Atrium/Display



- 1 x Laser Cutting Room
- Storage rooms
- Staff and pupil toilets
- Plant room

### **Induction programme**

The staff at Sheldon are committed to the implementation of the design curriculum and are both friendly and supportive. New members of staff are invited to participate in whole-school and faculty-based induction programmes as well as engaging in a variety of social events.

### **Other Information**

The faculty takes a responsible view about staff recruitment and development and, in particular, we play an active role in Initial Teacher Training Programme, and the support of staff in other schools.

Candidates wishing to seek further information should not hesitate to contact me.

Gary England  
Head of Design and Technology  
May 2023



## Job Description

*Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires a satisfactory enhanced DBS disclosure.*

<b>Job Title:</b>	<b>Teacher of Design and Technology</b>
<b>Salary:</b>	<b>MPS/UPS</b>
<b>Responsible to:</b>	<b>Head of Design and Technology Faculty for teaching and learning Head of Year for role as a form tutor</b>

### Key responsibilities:

- To teach allocated groups according to the faculty/subject scheme of work and in accordance with the general methodology of the faculty/subject area and school.
- To plan and prepare lessons to meet the needs of all learners referring to the SEND register, medical needs reports and information for disadvantaged pupils.
- To be responsible for the academic performance and behaviour of groups taught, in accordance with the stated aims of the school and faculty/subject area.
- To undertake the duties of a form tutor (or attached staff member to a year group) as allocated by the Headteacher.
- To keep accurate records of the work covered by all teaching groups including records of homework and coursework set as part of the scheme of work.
- To keep accurate records of students' progress and prepare such assessments and reports as are required by the faculty/subject area, school or National Curriculum.
- To maintain accurate records of students' attendance at lessons and highlight any unusual absence.
- To complete the organisational tasks related to normal teaching duties.
- To liaise with, and set appropriate tasks for, Teaching Assistants allocated to groups or individuals taught.
- To undertake responsibilities appropriate to a main scale teacher within the faculty/ subject area as indicated in this job description.
- To contribute to the schemes of work and the improvement plan for the faculty/subject area.
- To carry out tasks allocated in accordance with the faculty/subject area improvement plan and meet the targets set within the faculty/subject area plan.
- To communicate and consult with parents in accordance with school policy and practice including attendance at parents' evenings and school events.
- To participate in the meetings programme of the school.
- To cover for absent colleagues when called upon, in accordance with school policy and practice within the national guidelines for workforce reform.

**Other:**

- To be proactive in safeguarding all pupils in line with school policies and procedures
- In addition to the specific duties listed above, ensure that the professional standards for teachers with QTS are met
- To take part in the school's staff continual professional development programme and appraisal process
- To support the aims and ethos of the school
- To comply with the school's health and safety policy
- To support the Head of Faculty/Head of Year, undertaking any other reasonable request not specified in this job description but that is commensurate with the role.

*While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.*







# Sheldon School

Chippenham



**Headteacher:** Neil Spurdell BSc (Hons)  
Hardenhuish Lane, Chippenham, Wilts. SN14 6HJ