



# Teacher of Design and Technology

## Candidate Information Pack



**Sackville School**

TOGETHER WE ACHIEVE

Dear Applicant,

We are delighted that you are looking to join our team.

Sackville is a vibrant school, with supportive families, colleagues and students who behave well and are a genuine delight to be around. This is a harmonious and happy place to work, with colleagues who want the very best for our students and work hard to achieve it. Our motto of 'Together We Achieve' very much resonates throughout the school.

Our academic standards are high, and our students make good progress with Progress 8 consistently being above average. We regularly have students achieve places at Oxbridge, with many more going on to Russell Group and other universities. However, as a truly inclusive and comprehensive school, we are equally proud of the students who successfully move on to apprenticeships, and into employment or training to meet their personal ambitions.

Pastoral care and the support we give students to achieve in life and in learning is of equal importance to us. We believe that every member of our team has a part to play in this and is central to the success of our new smaller Communities system, putting student engagement, wellbeing and success at the heart of all that we do and aspire to.

We believe in offering a broad and balanced curriculum in which trips, visits, clubs, charity work and competitions play a vital part. Our ambition is for our students to leave us with the best grades possible to support the next step of their journey, but we will only have fully achieved our vision if they also leave as well rounded, confident and curious young adults who believe in themselves, that anything is possible and go on to achieve great things in their future.

We offer a wide variety of extra-curricular provision. Art, drama, music, sport and debating are all very strong at Sackville and we are very proud of the level of success that has been achieved in these valuable curriculum areas, as well as the opportunities given to provide inclusive and enriching activities for all.

We are a 'Leading Edge' school, with recent awards from the SSAT for our work on Professional Learning, Principled Curriculum Design, Engaging with Evidence and Research and Leadership Through Moral Purpose. The provision of high quality teaching and learning is fundamental to our success and staff really value the collaborative opportunities for professional dialogue and training, both within our own school, across our Federation of schools and through national networks such as the SSAT, Challenge Partners and PiXL.

"Our vision is for a safe and inclusive community that enables every student to reach their full potential and develop a love of learning, by living our values every day".

Our fundamental belief is that every student has potential, gifts, and talents. It is our job, no matter what role we have in school, to provide the opportunities, challenge, guidance, and support that enables them to truly flourish. We have high expectations of our students who we expect to work hard, live our values and fully engage in school life every day.

- Are you an inspirational teacher and/or leader with the ability to inspire young people and colleagues alike?
- Do you share our philosophy of high aspiration and expectations for all students?
- Are you someone who believes that by fostering positive and collaborative relationships between students, families and school, there are no barriers to learning that cannot be overcome?

If so, then we would love to hear from you.

If you think this could be the role for you, we encourage you to come and visit to see for yourself or arrange to have an informal conversation with us. Visits can be arranged by contacting [kdawson@sackvilleschool.org.uk](mailto:kdawson@sackvilleschool.org.uk) or telephoning 01342 414900. An application pack is available from our school website at [www.sackvilleschool.org.uk](http://www.sackvilleschool.org.uk).

Yours faithfully



Jo Meloni  
**Headteacher**



## Teacher of Design and Technology

Required September 2025

Full or Part time MPS/UPS

Are you an enthusiastic and talented teacher of design and technology wanting to teach classes across Key Stages 3, 4 and 5 in a great school and a well resourced and successful department?

Sackville School is a popular and oversubscribed large, mixed, 11-18 comprehensive with 1700 students on roll. We are looking for someone with the skills, enthusiasm, and ambition to join our team and to achieve our ambitious aims for all our students.

We are proud of our friendly and supportive community built on strong relationships which allow every student to thrive. We invest in our staff, enabling them to pass on their knowledge and love of their subject such that our students are given the very best experience and opportunities to succeed. We have acquired a deserved reputation for fighting for every child, to support every student in achieving their full potential and developing a lifelong love of learning.

Our GCSE results are consistently strong with extremely positive progress 8 scores. Our A level progress is at the top end of all local authority providers.

The department is very well resourced and has its own block with a suite of classrooms and a large staffroom. The Curriculum Team Leader is well supported with a subject leader of Food and Technology and the wider team. There is strong collaboration and support amongst the team, with joint planning and CPD at the centre of team meetings.

We welcome applications from experienced colleagues looking for a new challenge in a large and popular school, as well as ECTs looking for a school that will provide excellent support so that you can really flourish at the start of your career. The school has an outstanding induction programme for new staff and bespoke CPD opportunities for career progression.

**Closing Date:** Monday 31 March 2024 08.00am

**Interview date:** Thursday 3 April 2025

We reserve the right to shortlist and interview prior to the closing date, so early applications are encouraged.

Further details are available on our website <https://sackvilleschool.org.uk> or from Mrs K Dawson PA to the Headteacher, on 01342 414900. An application form, safer recruitment form and letter of application addressed to the Headteacher, should be sent to [HR@sackvilleschool.org.uk](mailto:HR@sackvilleschool.org.uk)



Sackville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is covered by the Protection of Children Act and any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service. It should be noted that it is a requirement of the Governors of Sackville School that candidates should, whenever possible, name as referees current and former employers (via Heads or Principals where employment at educational institutions is concerned).

# JOB DESCRIPTION - TEACHER

## CORE PURPOSE:

- To develop and enhance the teaching and learning of your subject.
- To raise the levels of attainment and progress of all students in your subject.

## TEACHING:

- Deliver high quality lessons that meet the needs of all students.
- Ensure subject knowledge is up to date and refreshed as necessary.
- Participate in all internal CPD sessions and attend external CPD as required to develop pedagogy.
- Participate in the appraisal review process following the completion of the ECT induction process.

## MONITORING STUDENTS' EXPERIENCE:

### Attendance:

- Ensure effective practice in accordance with the school policy.

### Behaviour:

- Effectively manage students' behaviour in accordance with the school Culture for learning policy, applying appropriate departmental rewards and sanctions, including promoting the use of restorative approaches to behaviour management and establishing positive relationships with students and families.

### Records:

- Ensure that students' records are accurate, updated and accessible e.g. attendance registers, internal communications, and reports.

### Reporting:

- Complete effective report writing to parents, as identified in the school calendar.
- Record attainment and progress data as required.
- Attend parent/carers Consultation and Information Evenings as required.

### Uniform

- Monitor the standard of uniform in accordance with school policy and deal with any uniform variations.

## CURRICULUM:

- Attend subject meetings.
- Contribute to the planning for departmental improvement and cross curricular links.
- Contribute to the development and regular revision of appropriate schemes of learning showing adaptive teaching and assessment in accordance with school guidelines.
- Contribute to the wider life of the school through extra-curricular activities.
- Liaise closely with Community Teams and Form Tutors to monitor student progress and agree interventions to raise achievement.

## ASSESSMENT:

- Contribute to the clear and effective methods of assessment in line with national and school policies.
- Use all relevant prior and current performance data to monitor individual student progress in your classes.
- Ensure KS3, KS4 and KS5 attainment targets are met using all appropriate strategies for improvement and student support.

## **HEALTH AND SAFETY:**

- To ensure the health and safety of all students and to report concerns to the line manager promptly.

## **SAFEGUARDING**

- Follow all school safeguarding procedures and policies.

*To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending School is promoted and safeguarded and to report any child protection concerns to the designated Child Protection Officer using safeguarding policies, procedures and practice.*

*Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.*

*Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.*

*This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with, 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers'.*

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually. 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.

# PERSON SPECIFICATION

## Teacher of Design and Technology

You will be required to have full commitment to all school policies and to safeguarding and protecting the welfare of children and young people.

<b>Education and Training</b>	<b>Essential</b>	<b>Desirable</b>
Qualified teacher status	✓	
Willingness to develop own expertise	✓	
Knowledge of all recent developments in your subject area	✓	
Recent relevant in-service training	✓	
<b>Experience</b>		
Secondary school teaching	✓	
Understanding of curriculum design		✓
Involvement in extracurricular activities		✓
<b>Abilities and aptitudes</b>		
Clear communication skills (spoken, written and use of ICT)	✓	
Good organisational skills	✓	
Good interpersonal skills	✓	
Ability to work well as part of a team	✓	
Ability to plan and manage work effectively	✓	
Willingness to make a positive contribution to the wider life of the school	✓	
<b>Other requirements</b>		
Commitment to promoting our school vision and values	✓	
Commitment to the school and Local Authorities Equal Opportunities Policy and Practice	✓	
Excellent attendance and punctuality record	✓	
A commitment to ongoing personal development and willingness to undertake appropriate training	✓	

Appointment to the post is subject to a satisfactory enhanced DBS check. The post is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974, as the duties give access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes

# Design and Technology Department

Design and Technology is a highly successful department, which continually delivers on results year on year.

All disciplines, including food technology, textiles technology, resistant materials and systems and control use engineering as a focus. The team are developing strategies to work collaboratively with the mathematics and science faculties as well as across the school. A creative but rigorous approach to design and problem solving using up to date technology is central to the developing identity of the faculty.

The Department is extremely well resourced. All rooms have 70 inch touch screen TV's. There are around 80 computers within the faculty, available for student use. CAD/CAM is a major resource within the department and we try to emulate industrial and commercial practices whenever possible. Our department include: one laser cutter, one CNC lathe, one CNC milling machine, a 3D printer, two small CNC milling routers, one Roland plotter/cutter and two Stika machines, one sublimation printing unit with large bed heat press, four computer embroidery machines and 20 sewing machines. Food technology rooms are well equipped and also have a blast chiller.

There are currently 5 teaching staff in the faculty. Technical support is provided by a team, which includes a full time Design & Technology Technician and a part time Design & Technology Technician, and one full time Food Technician dedicated to food technology.

Design and Technology is taught across years 7 to 11. Students are then able to opt to follow an A level route. At Key Stage 3, students study all areas of Design & Technology. They have three 60-minute lessons a fortnight using a carousel arrangement, to teach food, textiles, resistant materials and systems and control and are taught by their specialist subject teacher. We offer a 2-year KS4. At KS4, we offer AQA GCSE Design and Technology, following the timbers or textiles route and WJEC Hospitality and Catering. At Post-16 AQA Product Design and WJEC Food Science and Nutrition are taught. The faculty are looking to broaden the range of courses on offer, particularly at Post-16.

Staff in the faculty are highly motivated and their hard work and commitment have made the subjects within the faculty a great success within the school. They have worked within the local community on a range of projects including "Engineering days" with local primary schools and CAD evening courses for parents. Students have also entered local and national competitions, including Advanced Androids, Hope Extreme Engineering Challenge, Young Engineers, Engineering Education Scheme (England), Rotary Club for Food and Arkwright Scholarships. Textiles and Resistant Materials students have been very successful for many years with the Young Craftsman of the Year award, winning in both areas.

# Why Sackville?



## CONTINUED PROFESSIONAL DEVELOPMENT

- We are committed to developing all of our staff
- Comprehensive programme of CPD is available to all staff
- Tailored approach to fit the individual and their own needs and ambitions
- Membership of a number of external organisations designed to aid training and development across the school



## COMMUNITY

- A supportive and friendly staff group who will always go the extra mile for each other
- Weekly 'Staff tea' to bring colleagues from across the school together
- The school plays an important part in the local community, and is committed to working with local groups and charities



## STAFF WELFARE

- We subscribe to the Employee Assistance Programme
- Supportive community based on support and wellbeing
- Full free access to our fitness suite



## MID SUSSEX FEDERATION of SCHOOLS

- We work in close collaboration with our Federation schools including
  - Joint INSET
  - Cross federation coaching to support leaders & teachers



## LOCATION

- Beautiful historic town with a positive town identity
- Easy access to London, Brighton and Tunbridge Wells
- On the doorstep of the South Downs National Park and the Surrey hills
- A few minutes from the stunning Ashdown Forest, home of Winnie the Pooh and friends.



## FINANCIAL

- We offer competitive salaries at all levels
- Staff have access to the Teacher's pension or Local Government Pension Scheme
- Access to the West Sussex Choices platform with an array of discounts and savings across major brands





Sackville School

TOGETHER WE ACHIEVE

Our vision is for a **safe** and **inclusive community** which enables every student to reach their full **potential** and develop a **love of learning**, by living our **values** every day.

Our Vision

Our Purpose

- ✓ To ensure students develop a **lifelong love of learning**
- ✓ To provide an **engaging, broad, and knowledge-rich curriculum** through **high quality teaching and assessment**
- ✓ To ensure all students achieve their **potential** regardless of their ability, we **fight for every child**
- ✓ To plan an **ambitious programme of professional learning** for all staff, using **research and evidence** to guide their development
- ✓ To prepare students for the **world of work** and to live **fulfilling adult lives** as **global citizens**
- ✓ To work closely with other professionals and agencies to **serve the needs of our community**

Together We Achieve

Sackville Way

Our Values

#SWAY

- ✓ RESPECT
- ✓ KINDNESS
- ✓ PREPARED



CURIO **S** ITY  
**A** MBITION  
**C** OMMUNITY  
 TEAMWOR **K**  
 POSITI **V** ITY  
 INTEGR **I** TY  
 RESI **L** ENCE  
 EXCE **L** ENCE  
**E** QUITY

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