



Warlingham School & Sixth Form College

2 i/c Design Technology
TLR 2 £4,782p.a.

For candidates moving from a school in the 'Outer London' area we will consider a recruitment allowance to mitigate the salary difference from London Fringe

Warlingham School & Sixth Form College
is part of Tandridge Learning Trust.

Tandridge
Learning Trust

Excellent Teaching
Inspiring Leadership
Innovative Training

CONTENTS

CONTENTS	2
WELCOME	3
JOB ADVERTISEMENT	4
THE DEPARTMENT	5
JOB DESCRIPTION	6
PERSON SPECIFICATION	9
CONTACT DETAILS & HOW TO APPLY	10



Tandridge Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to safer recruitment checks, including an enhanced DBS check.

As an equal opportunities' employer, Tandridge Learning Trust is also committed to achieving a diverse and inclusive workplace and strongly encourages suitably qualified applicants from a wide range of backgrounds irrespective of personal characteristics.

WELCOME

Dear Candidate

Thank you for enquiring about this post.

This information pack has been designed to give you, a potential applicant, essential information about our vacancy, school and trust, so you can decide if this should be the next step in your career.

“Wide Horizons, High Aspirations” is our school motto and this underpins our whole school philosophy. We are a school community which does not stand still.

Whilst our expectations of academic performance are high, of equal importance are that students enjoy the experience of coming to Warlingham School & Sixth Form College and have opportunities which enable them to develop into young men and women who will contribute positively to society.

Our students tell us they consider this a place where they are challenged by the work, where they are supported by the staff and fellow students and where achievement is part of the everyday vocabulary. We have high expectations in terms of learning, behaviour and attendance which leads to excellent academic progress. We provide an environment that excites, motivates and challenges our students to place no ceiling on achievement and to develop an interest in the world around them. Our ambition is for students to leave Warlingham as successful, confident young people ready to face all of life’s challenges and make a positive contribution to society. We measure our success by meeting the needs of all our students in this truly comprehensive school and believe everyone has a role to play in achieving this aim.

Should you decide this is not the school for you then we thank you for the interest you have shown; however, if this ethos aligns with yours, then I hope you will apply to join our team, support our drive to become outstanding and I look forward to receiving your application. We hope that this pack provides sufficient information to encourage you to take your application to the next stage.

Do telephone or email, if you wish to discuss any aspect of the post.

We look forward to hearing from you.

Paul Foster

Paul Foster
Headteacher



JOB ADVERTISEMENT

Are you an inspirational, enthusiastic and passionate Teacher of Design Technology looking to progress your career in an innovative and supportive school? We'd love you to join our dedicated team providing exciting and inspirational teaching to students across all key stages. In addition, this particular role offers an opportunity to develop your leadership talents as you will be supporting the Head of Department to achieve our high expectations. Support and development is available for candidates showing management potential and a drive to succeed.

You will be joining a forward thinking Trust at an exciting time in its development and will enjoy our many staff benefits which include: -

- Well established and supportive training and development opportunities
- Family friendly policies and wellbeing initiatives
- Employee Assistance Programme
- Lifestyle and retail discounts
- Staff sports and social events

You will become part of strong and successful team within a well-established department. Our key strength is the experience and knowledge within the team which provides our students with an exciting curriculum and great opportunities up to and including KS5.

Please do not hesitate to contact us if you have any queries. We look forward to receiving your application and welcoming you to our school.

CLOSING TIME & DATE: 12 noon, Friday 3rd February 2023

Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed.



THE DEPARTMENT

Design Technology

Design & Technology is an important subject in a fast-changing technical world; one that makes a distinctive contribution to the curriculum. It gives students an appreciation and understanding of the designed and built world around them and teaches important transferable employability skills not covered in other subject areas. It offers relevant opportunities for a wide range of teaching and learning styles enabling students to achieve, learn and value their schooling.

Our curriculum is about empowering students to be creative, considerate of wider issues and capable of realising their own designs. We provide opportunities for pupils to develop their capability, through combining their designing and making skills with scientific and technical knowledge and understanding. They use this to create products, using a wide range of materials and processes.

Students focus on the areas of Product Design, Textiles, and Food Technology. The creative process in which pupils are engaged is interactive and is centred around the iterative design process.



JOB DESCRIPTION

Job Title Department 2nd In Charge

Phase Secondary Phase

Accountable To Head of Department

Responsible For N/A

Grade / Scale / TLR London Fringe. TLR2

Date September 2022

Job Purpose

To assist the Head of Department in ensuring that the aims and objectives of the department are achieved and to provide outstanding and inspirational leadership

Key Accountabilities and Tasks

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared. These areas of responsibility are in addition to that of a Classroom Teacher/Form Tutor

Teaching, learning and progress

- To meet the requirements of the Teaching Standards as detailed in the STCPD.
- To provide leadership support for curriculum development and delivery that meets the needs of individual students and maximizes the opportunity for each individual to achieve excellent outcomes.
- Motivate students and staff to achieve the highest possible standards and secure the best outcomes
- Support the Head of Department in monitoring the quality of learning and teaching through regular reviews, including lesson observation, work scrutiny and student voice.



JOB DESCRIPTION

- Liaise with Department Head to ensure that student setting and grouping arrangements are accurate and effective.
- Ensure the implementation of the national strategies and ensure that literacy and numeracy are high priorities in curriculum planning and delivery.
- Cope with subject-related questions raised, drawing from specialist subject knowledge To use data and assessment to inform planning and intervention.

Strategic

- Support the Trusts core values, modelling professionalism and integrity within the department and school as a whole
- Support the strategic aims of the school through innovative approaches to learning within the department
- Play an active and constructive role in drawing up departmental development plans
- With the HOD, analyse and report on departmental data to raise standards
- Support the development of the subject team through buddying, mentoring or coaching
- Work in harmony with staff in the department, other subject leaders, SLT and other schools within the Trust

Leading and Managing

- Where applicable, exercise effective staff management, lead and motivate others and generate effective working relationships
- Induction of new staff
- Contribute to the performance management process for any direct reports or team members
- Maximise team improvement, recognising strengths and supporting the HOD in meeting departmental objectives through effective people management
- Support the HOD to plan, manage and moitor the curriculum within the agreed budget
- Deputise for the HOD when and where necessary
- Celebrating success within the department

Assessment, Recording and Reporting

- Support the development of teaching and learning within the department
- Assist the HOD with recording student achievement and assessment data in accordance with agreed timescales
- Assist with the administration of examinations



JOB DESCRIPTION

Other Responsibility

- In some larger department, the 2i/c may also have responsibility for a specific key staff, supporting implementation of the national curriculum.
- Some 2i/c's will also have subject leader or other curriculum leadership responsibility

Safeguarding

- All staff have a responsibility to promote and safeguard the welfare of children in line with the school Safeguarding and Child Protection Policy
- To be up to date on current safeguarding issues
- Promote positive mental health and wellbeing strategies



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> • Qualified Teacher Status/Relevant Degree • At least 3 years teaching experience at KS3, KS4 and preferably KS5 • Have worked closely with parents and willing to respond promptly to parental concerns or questions 	<ul style="list-style-type: none"> • Previous experience of leading or guiding others within a team
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> • Excellent teaching subject knowledge • Use of assessment to promote students learning • Teaching methodology • Current curriculum developments and best practice in subject area 	
SKILLS & APTITUDES	<ul style="list-style-type: none"> • Effective Classroom practitioner • Able to use ICT to support learning and as a communication and management tool • Excellent administration skills • Excellent communicator with effective interpersonal skills and organisation skills • Ability to enthuse students and colleagues • Ability to analyse and present information • Willingness to undertake any training to improve own performance and skills 	
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Excellent and inspirational leader • Approachable, warm and open • Effective team player • Genuine passion and a belief in the subject • Vision, energy and enthusiasm • Pursuit of high standards - both academic and behavioural • Integrity with the ability to exercise sound judgement • Able to analyse situations to achieve win-win outcomes 	<ul style="list-style-type: none"> • Assertive but approachable • Willing to contribute to all aspects of school life
SAFEGUARDING	<ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the school Child Protection and Safeguarding policy and the Staff Behaviour Policy 	

CONTACT DETAILS & HOW TO APPLY

Please complete the Trust's application form and return it electronically together with any supporting documentation requested to HR@TandridgeLearningTrust.co.uk.

CLOSING TIME & DATE: 12 noon, 3rd February 2023

Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed.

Designated Contact for this Vacancy

Name:	Paul Kinder
Job Title:	Senior Deputy Head
Phone Number:	01883 624067
Email Address:	P.Kinder@WarlinghamTLT.co.uk

Please note that in accordance with our Safer Recruitment practices, CV's will not be accepted.

References will be sought for shortlisted candidates prior to interview, unless a specific request is made to the contrary.





Warlingham School & Sixth Form College



Tithepit Shaw Lane, Warlingham, CR6 9YB



01883 624067



Info@WarlinghamTLT.co.uk



www.WarlinghamTLT.co.uk



facebook.com/warlinghamschl



instagram.com/warlinghamschl



linkedin.com/school/warlingham-school/



twitter.com/WarlinghamSchl

Tandridge
Learning Trust

Warlingham School & Sixth Form College
is part of Tandridge Learning Trust.

Excellent Teaching
Inspiring Leadership
Innovative Training