Collingwood College

Collingwood College Recruitment Information

Teacher of Design & Technology

Dear Applicant,

Our vision for Collingwood is to be the College of first choice for all our parents and we are currently on a journey to move from Ofsted Good to Outstanding!

Collingwood College is committed to developing responsible, aspirational, independent, happy and well-rounded young people with the self-belief to reach their goals.

Our students are the focus of everything we do. We have found that by listening to students' views and offering them the opportunity to work with each other, staff and governors, they are an integral part of our relentless drive for improvement.

Collingwood College offers all students an inclusive, flexible and stimulating educational experience. With a strong emphasis on personal development and a very wide range of leadership opportunities and extra-curricular activities, we are able to offer challenges that motivate and appeal to all individuals.

Our academic performance is consistently high and in recent years students have achieved excellent results at pre and post 16 level. In 2019, the percentage of students who gained 5+ good passes at GCSE was 74% and in the sixth form 56% of qualifications were at A*-B (or equivalent). This continued level of success is down to the hard work of our students and their teachers.

We believe that our staff are the foundation upon which the success of the College depends and recognise that our employees are the most important asset of the college.

Collingwood welcomes and encourages applications from Newly Qualified Teachers (NQTs). We have an outstanding induction programme for NQTs and we were recently awarded 'exceeding expectations' for provision and support provided to NQTs by our Appropriate body, Hampshire County Council.

We empower our employees to utilise their talents and skills to make a positive and significant contribution to the quality of teaching, learning and personal development that the College provides for its students.

We look forward to receiving your application for this post.

Yours sincerely

Mr Eden Tanner
Principal

Introduction

Collingwood College is Surrey Heath's first high-performing Academy. Collingwood is one of Surrey's largest and most successful secondary schools for students aged 11-19. We have more than 1700 students, including a Sixth Form of well over 250 and 250 teaching and support staff, all of whom are dedicated to ensuring that all our students fulfil their potential and enjoy to the full their secondary education.

As a comprehensive school specialising in Technology and Applied Learning, we welcome students of all abilities. The College offers an outstanding range of educational and extra-curricular opportunities, which few other schools can match. The website provides you with an insight into the many benefits and advantages that a Collingwood education offers.

Technology specialism means that at Collingwood every subject area uses technology to enhance student learning within their curriculum and particularly the STEM subjects (Science, Technology, Engineering and Mathematics). Our wide range of alternative qualifications reflects our second specialism in Applied Learning.

The College's very successful OFSTED inspection in January 2017 confirmed it to be a good school with outstanding leadership and management. Collingwood's breadth of curriculum and the quality of the Sixth Form received particular praise. Academic performance at GCSE and A Level is impressive. Our relentless focus on English and Maths ensures results at GCSE are consistently high. Able students are stretched with, on average, 20% of the cohort achieving 5 or more 7-9 grades each year.

The diverse talents of our students supported by committed and highly experienced staff are key factors in the success of the College. All Collingwood students are offered a wide range of personal development and leadership opportunities within their curriculum. The contribution of extra-curricular activities such as the College's Duke of Edinburgh Award Scheme, the PiXL Edge Leadership programme, the wide-ranging educational visits programme, which includes visits to our partner school in Shanghai, ski trips to Europe and the USA, student visits to France and Spain and annual international expeditions are significant.

We have a thriving Sixth Form based in a purpose-built teaching centre. The majority of our students progress into our Sixth Form and from there into higher education. We offer extensive academic and vocational programmes of study.

Working with us at Collingwood

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Collingwood College is an Equal Opportunities Employer.

Collingwood College employs around 130 teaching staff which are supported by colleagues within the following areas: Administration, Laboratory, Art and Technology Technicians, Learning Support Assistants and our Site Team.

The College's commitment to our staff confirms:

- We believe that our employees are the foundation upon which the success of the College depends;
- We recognise that our employees are the most important asset of the College and we ensure that their talents and skills are well managed, nourished and developed;
- We believe that every employee should be empowered to make a positive and significant contribution to the quality of teaching, learning and personal development that the College provides for its students.

Further, at Collingwood College we take our **Staff well-being** very seriously. Our staff are our biggest asset and we therefore want to take steps to ensure that staff are looked after and that **workload** is manageable.

We have taken the following measures to look after staff well-being:
- All staff have access to a 24-hour helpline from Health Assured
- We have an electronic absence management system which allows us to monitor and support staff with their attendance at work.
- Introduced 3 well-being weeks in the College calendar whereby there are no staff meetings and instead a range of activities such as Mindfulness, Yoga and Power Walking are available to staff.
- We have used our INSET time in a creative way to allow for greater flexibility with term dates.
- We hold a dedicated Staff Development Group meeting who meet half termly and organise social events
- We run regular staff theatre trips
- We hold staff competitions such as Bake Off and Sewing Bee
- Staff are served a Christmas lunch and a Summer BBQ at the end of terms 1 and 3.

We have also taken steps to reduce Teacher workload:
- We regularly review the timetable and have reduced the number of classes that staff teach. In addition, we aim to give staff a classroom base where possible
- We changed our Marking policy to a Feedback policy
- We have reduced the frequency of when detailed written feedback is expected
- Staff will be issued with a **Microsoft Surface Pro** to allow for collaborative planning and **reduced workload**
- Over the last three years we have reduced the instances when assessment data is uploaded which is in line with recent DfE guidelines.
- We have reduced the number of meetings staff are expected to attend as well as completed an analysis of the calendar to ensure that non PPA events are spread out evenly throughout the year.

- We have introduced a Referral Room system to support with in class behaviour management and decrease the amount of administration with setting a detention

If you are looking to further your career within a stimulating, challenging, rewarding and caring environment.

The Role

To support the successful implementation and development of the school's academic and pastoral programme as a member of the Technology Department. The role is Full Time & NQTs will also be considered. We also welcome applications from those returning to work after a career break.

We would also be interested in applications from teachers who have the ability to teach A level Product Design at KS5 and Cambridge Nationals Systems and Control at KS4, or experience of teaching any legacy Electronics Specifications to at least GCSE level.

The Department

Collingwood College has a flourishing and modern Design & Technology department. Our aim is for all students to become confident problem solvers and independent thinkers, using technology and practical skills as a means to enrich their personal, physical and emotional development. We value teaching practical skills where possible and embrace modern technology, with use of high-level IT forming a core part of our strategy.

The Department prides itself on excellent results, with 92% Grades 9-4 (or equivalent) at GCSE & L2 last year. The popularity of Design & Technology is growing within the school with numbers taking A Level increasing year on year. In the Sixth Form we offer A Level D&T Product Design. At KS4 we offer D&T (Product Design & Textiles routes), L2 Engineering, L2 Systems & Control, L1 Engineering and GCSE Food & Nutrition.

The department is very well resourced, with 2 laser cutters, 8 3D printers, and workshop machinery capable of manufacturing high level products in a wide range of materials. We have access to equipment for casting, welding, electrical circuit production, milling/Lathe work, CNC machining, plastics forming equipment and a wide range of traditional workshop machines and tools.

In addition, we have 4 workshops and 2 IT rooms dedicated exclusively to the departments use, 2 Food rooms and a dedicated textiles room.

We are particularly proud of our extra-curricular provision, and this is something that all team members get involved in. We operate a highly successful Greenpower Electric Racing car team who have built 5 cars and are currently ranked 6th Globally out of 300+ teams. In addition, we have a very popular Robot Wars Club, built from our school team's appearance on the relaunched Robot wars on BBC2 in 2017.

We also offer a wide range of enrichment events and extra-curricular More Able workshops for our students throughout the academic year.

There are currently 6 members of the Design & Technology Department, teaching from KS3 to A Level, with a mix of full-time staff with additional responsibilities within the school. Additionally, we have 1 Full time D&T Technician who works with the department

Application Process

An application form can be obtained on our website www.collingwoodcollege.com . Completed application forms should be returned to the HR Department hr@collingwood.surrey.sch.uk

Closing Date: Friday 23rd April 2021

Interview Date: Thursday 29th April 2021.

Suitable candidates may be interviewed before the closing date and Collingwood College reserves the right to withdraw the position if an early appointment is made.

Collingwood College 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 applicant will be subject to an Enhanced DBS check.

Interviews

The format of the interviews will depend on whether the school is open to students. If this is the case then each short-listed applicant will be invited into to the school and asked to complete a lesson observation, have a tour of the school and if successful following this process be interviewed by the recruiting manager and the Principal.

If the school remains closed due to Covid-19, Microsoft Teams interviews will be conducted and this will include responses to a pre-released task, relevant to the role i.e. Planning a Lesson or given a presentation of a subject area.

Probationary Periods

All posts are subject are to a probationary period. For teachers this is 2 full terms, for support staff this is 6 months. Collingwood College's Probationary Policy is available upon request.

Remuneration and Benefits

Collingwood College has its own generous pay scale and the financial package offered will be commensurate with the responsibilities of the post and the experience of the person appointed.

All new staff appointments are subject to verification of fitness to work, receipt of two satisfactory references, qualification verification, clearance from the Disclosure and Barring Service at Enhanced level as well as other checks relevant to the role.

Access to other benefits including:

- Outstanding facilities, including free on-site parking
- All Collingwood College teachers up to the age of 75 are eligible to belong to the Teacher's Pension Scheme,and will automatically become members unless they opt out. Further information can be found at www.teacherspensions.co.uk Member of the Teachers' Pension Scheme
- 24/7 Employee Assistant programme for staff and their families
- Exclusive savings, discounts and offers through My Staff Shop including Cycle to Work Scheme
- Flexible leave of absence policy

Training and Development

At Collingwood we are committed to providing a well-structured staff development programme to enhance personal and team development. All new staff received the following training:

• Collingwood College Company Induction
• Safeguarding and Prevent Training
• Mandatory and Compliance Training including Fire Awareness and Health and Safety at Work
• Training linked directly to the job role, which may be delivered by other colleagues or external trainers

In addition, staff can have:

• An opportunity to access other training as detailed in the termly training calendar
• An opportunity to access training outside the college linked directly to your role or career aspirations
• Other on-line training relevant to the role.

For New Qualified Teachers we have developed a specific training programme to support you through your induction year.

JOB DESCRIPTION

Teacher of Technology

All teachers will be expected to meet the appropriate Teacher Standards

REPORTS TO:	Head of Technology
QUALIFICATIONS:	Qualified to degree level or professional equivalent Qualified to teach and work in the UK
JOB PURPOSE:	Within the framework laid down by current legislation, the School Teachers' Pay and Conditions Document and the Contract of Employment the post holder will: • provide a quality of teaching and learning provision that can be judged to be at least 'good' (according to the Ofsted evaluation framework) and ensures all students make at least good progress; • be accountable for the attainment and progress of all students who are taught by the post holder; • supervise and guide the work of any support staff (including Learning Support Assistants (LSAs) and Higher Level Learning Support Assistants (HLTAs) who are assigned to work with post holder's classes/students; • to provide pastoral support and guidance for all students in the post holder's care, classes or form group;
DIRECT INVOLVEMENT WITH:	Senior staff, Head of Department, Teachers of Technology, support staff (including technician), parents/carers and students

KEY RESPONSIBILITIES	**Teaching of KS3, KS4 & KS5 D&T. Form Tutor.**
1.	To deliver high quality teaching of D&T at KS3 in line with the national curriculum and department planning requirements, delivering RM, Systems & Control & Product Design orientated project in line with department planning.
2.	To deliver high quality teaching of D&T at KS4 to GCSE level (New specs 2017 on) with specialisms in Systems and Control.
3.	To deliver high quality teaching of D&T at KS5 – Product Design.
4.	To create lesson plans, SOWs, exemplars and resources necessary for delivery of the lessons stated in points 1 and 2 and to share and develop these with colleagues. To create and share ideas for new projects/resource and learning methods and share / train colleagues in their use.
5.	To have high aspirations and set challenging targets for all students
6.	To set high expectations for student's behaviour, learning, motivation and presentation of work.
7.	To work in collaboration with Learning Support Assistants assigned to any teaching group/student within the group

8.	To promote and develop literacy and numeracy skills throughout teaching and learning activities so that literacy and numeracy do not present barriers to learning
9.	To conduct regular after school or extra-curricular intervention strategies with students who are underperforming in exam courses and keep HOD and 2IC up to date with student progress. Set work for students absent from school for health or disciplinary reasons.
10.	To ensure that teaching rooms, resources and equipment are maintained in good order with particular regard to Health & Safety and security of property.
11.	To ensure that Health and Safety policies and practices are in place and are observed and, where appropriate, that risk assessments are carried out as necessary
12.	To ensure that a stimulating learning environment is maintained in the classroom including provision of a high quality of display
13.	To be actively involved with HOD and 2IC in promoting and recruiting students in the year 8 options process and to present displays and talks to students looking at undertaking Technology related subjects.
14.	To attend all relevant department meetings, CPD and training as designated by the Head of Department. To contribute to discussions and future planning of department agendas
15.	To assist the Head of Department as and when required in the discharge of general duties to ensure the smooth running of the Department e.g. helping to set cover for colleagues, photocopying, creating department displays, ordering materials or equipment, renovation and upkeep of department facilities, storage of student work and summer clear outs, promoting the subject at open evenings/assemblies
16.	To create suitable promotional displays of student work within the department and promote the subject (and school) at the annual College Open evening.

OTHER RESPONSIBILITIES	
Assessment Recording and Reporting	1. To record students' attendance and attainment 2. To mark, assess and return students work in line with College policy, providing constructive oral and written feedback with clear targets and guidance for future improvement 3. To attend Parents' Evenings, Academic Review Days and appropriate individual meetings to keep parents/carers informed as to attainment and the progress of their child towards targets 4. Be familiar with information relating to students who have additional needs and use this to ensure all students are supported appropriately

Pastoral Responsibilities	1. To take responsibility for promoting and safeguarding the welfare of children and young persons 2. To participate in the pastoral organisation of the school as a form tutor, if required 3. To be the first point of contact for parents/carers in the assigned tutor group 4. To promote good attendance and punctuality and monitor in accordance with the College's Attendance Policy providing support/intervention for those who find it hard to maintain high standards 5. To deliver 'Thought for the Week' to the form group 6. To attend and contribute to assemblies as required
General Professional Responsibilities	1. To attend meetings as part of the agreed meeting cycle 2. To undertake professional development appropriate to identified need 3. To support and implement all relevant teaching and learning area policies 4. To carry out specific break duties as timetabled 5. To ensure proactive ordering and management of resources needed for delivery of their subject area.

PERSON SPECIFICATION

CATEGORY	ESSENTIAL	DESIREABLE	EVIDENCE
Qualifications and Training	QTS or Recognised equivalent	Good Honours Degree, Experience in relevant Engineering or Technology Industry	Application Form Letter of Application
Experience	Teaching experience with the age range and/or subject(s) applying for	Experience teaching KS3, KS4 and KS5 – Ideally for at least 5 years. (but not essential)	Application Form Interview
Skills, Knowledge and Aptitude	Create a stimulating and safe learning environment. Establish and maintain a purposeful working atmosphere. Plan, prepare and deliver the curriculum as relevant to the age and ability group/subject that you teach, other relevant initiatives and the school's own policies. Assess and record the progress of pupils' learning to inform next steps and monitor progress. Demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote the diverse cultural and equality issues in the classroom. Teach using a wide variety of strategies to maximise achievement for all children including those with special educational needs and high achievers and to meet differing learning styles.	High level CAD user – Ideally Autodesk Inventor Experienced in using laser cutters, 3D printing (machines and slicer software) and CNC equipment (plus associated software) Wide range of competent practical skills across machinery and in working with timbers, polymers, metals and composites. Embrace use of technology and competent in use of ICT and computer based equipment and software	Letter of Application Interview Lesson Observation Portfolio of work

	Encourage children in developing self-esteem and respect for others. Deploy a wide range of effective behaviour management strategies, successfully. Communicate to a range of audiences (verbal, written, using ICT as appropriate). Use ICT to advance pupils' learning, and use common ICT tools for their own and pupils' benefit.	Recent certification in basic workshop equipment use from DATA or equivalent. Experience of Microsoft OneNote used as a class teaching and monitoring aid.	
Personal Attributes	Demonstrate a commitment to: -equalities -promoting the school's vision and ethos -high quality, stimulating learning environments -relating positively to and showing -respect for all members of the school and wider community -ongoing relevant professional self-development -safeguarding and child protection	A personal passion and enthusiasm for good design and for making/creating things Imagination and creativity – Problem solving and proactive mindset Enthusiasm to work with students in an extra curricular setting A 'handy' person, keen on DIY or their own practical hobbies with transferrable skills they can share with students	Letter of Application Interview Lesson Observation Presentation (if requested) Portfolio of work, or prior projects.