

Bishop Justus CE School

www.bishopjustus.bromley.sch.uk

Application Pack

Teacher of Design Technology

Required: September 2024 (Flexible for the right candidate)





Teacher of Design & Technology

Bishop Justus is seeking to appoint an enthusiastic, energetic and adaptable Teacher of Design & Technology, who can demonstrate excellent subject knowledge. We have a preference for teachers with a specialism in Resistant Materials or Food Technology. As a school, we are driven by a commitment to providing our students with access to an excellent education and we are excited for the impact the successful applicant to this position may have.

Design & Technology is being restarted as a provision in September 2024 and as such this position represents a unique opportunity to have a real impact on the development and delivery of a popular part of the national curriculum. We are seeking a practitioner that is interested in helping to grow a department alongside a supportive and invested School.

We are open to applications from experienced teachers or ambitious newcomers. As a gesture of our commitment to the success of this post, a £1,500 annual recruitment & retention allowance will be awarded to the successful candidate.

Our ideal candidate will:

- Be an excellent Teacher of Resistant Materials, Food Technology or Product Design;
- Have a love of the subject and desire and ability to convey this to students;
- Be enthusiastic, energetic and open to innovation;
- Possess effective communication skills and be emotionally intelligent;
- Possess effective ICT skills and be open to new uses of technology in the workplace;
- Be committed to extra-curricular activities including lunch time activities;
- Be committed to continuing professional learning;
- Have integrity, optimism and a good sense of humour;
- Hold a good honours degree along with qualified teacher status.

In return, we offer:

- A happy community committed to the professional development of all colleagues;
- A distinctive local context ensuring we place inclusivity at the heart of all we do;
- A skilled and experienced team of teachers and other professionals;
- A motivated leadership team leading rapid improvement to the students' life chances;
- A school in which the students are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit prior to application.

We are committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



THE APPLICATION PROCESS AND TIMETABLE

CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- Closing date for applications: **19th February 2024**
We reserve the right to withdraw a Vacancy advert, should we find a suitable candidate

SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

INTERVIEWS

Candidates will be invited for interview.

- Interviews: **Week Commencing 19th February 2024**

APPOINTMENT

All candidates will be contacted following interview.

- Appointment to commence: **September 2024 or sooner**

APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to recruitment@bishopjustus.bromley.sch.uk.

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates will have their references taken-up before any interview.

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JOB DESCRIPTION

DETAILS

Job Title:	Teacher of Design Technology
Grade:	MPS/UPS + £1,500 R&R allowance
Hours:	Full Time, Permanent
Accountable to:	Head of Department

THE ROLE

To provide outstanding teaching and learning of Design Technology to secure high attainment of students. To collaborate effectively with colleagues to design and deliver an engaging curriculum.

CURRICULUM

- Plan and prepare lessons and resource materials that lead to an appropriately differentiated curriculum to meet the needs of all students.
- Ensure that department POS is followed and that work is planned well in advance of delivery.
- Ensure that the progress and achievements of each student is monitored and recorded. Overseeing details of individual and group assessments with reports, references being provided as necessary to agreed deadlines.
- Take account of students' prior levels of attainment and use them to set future targets.
- Set and monitor homework assignments regularly in accordance with school policy.
- Monitor and assess student achievement in accord with school policy.
- Ensure that students are entered for appropriate examinations consistent with their achievements to date and their potential.
- Prepare constructive and developmental reports for parents, attending relevant parents' evenings and meeting parents at other times necessary for ensuring maximum student achievement.
- Maintain data files (e.g. mark books and registers) to a high standard making them available for regular review by curriculum/subject leaders.
- Differentiate work to meet individual needs and to promote equal opportunities.
- Set appropriate and challenging work for all pupils.
- Identify and work appropriately with 'special educational needs' students and 'gifted and talented' students.
- Communicate effectively with form tutors, Year Coordinators, parents, department heads and senior staff as appropriate, in order to maximize the opportunities for effective learning to take place.
- Set work when required for absent pupils.
- Establish a purposeful working atmosphere during all learning activities.

STUDENTS

- Ensure the safety and welfare of the students is accorded top priority in the planning and delivery of each lesson.
- Ensure that any sanctions imposed are in accordance with school policy.



- Ensure that each lesson begins and ends punctually and that students are properly supervised at all times.
- Maintain good discipline by following the school's pupil disciplinary policies and procedures.
- Ensure that students' work is marked, corrected and returned promptly. Provide constructive comments and feedback as appropriate, promoting high standards of content and presentation in accordance with appropriate departmental criteria.
- Monitor any concerns with student achievement and take the appropriate action.

STAFF

- Work in line with whole staff and departmental policies.
- Support NQT work in the department or year team as appropriate.
- Welcome, support and encourage new members of the department/year team.
- Share new ideas and suggestions, reflect on good practice and be involved in lesson/task observation to improve professional practice.
- Produce evaluation reports of all inset attended.
- Participate in departmental reviews, work with external consultants to develop departmental practice.

RESOURCES

- Create and maintain a classroom that is a pleasant, tidy and well organised working environment.
- Promote the use of display of students work and use display as a means of encouraging students, celebrating success and raising levels of achievement.
- Ensure that books, equipment and other resources are properly cared for and that their use is effectively controlled and efficiently organised.
- Take care of equipment and furniture with any damage or defects to fabric or equipment are reported to the Site Superintendent or Curriculum/Subject Leader as appropriate.

OTHER DUTIES

- Attend staff meetings, scheduled inset activities and workshops as published.
- Work in support of whole school, departmental and year group development plans.
- Support whole school activities that benefits the whole community (e.g. concerts, open evenings, sports events etc.)
- Take time to read notices, keep to deadlines and carry out duties to the best of your ability.

ROLE OF THE TUTOR

- Monitor absences, lateness and uniform and maintain accurate details of attendance in accordance with school policy.
- Monitor student planners on a regular basis.
- Ensure that tutorial programmes are planned, recorded and are in accordance with the programme of study provided by the Learning Director.
- Complete individual reports for parents and maintain regular contact.
- Promote students' achievements using praise and rewards effectively in line with school policy.
- Maintain effective communication with students and their parents, and with subject teachers, Learning Directors, Assistant Head, and senior staff as necessary.
- Assist Learning Directors and Assistant Head in the organization of year activities and events.
- Ensure that students new to the school are properly inducted.



APPRAISAL AND PROFESSIONAL DEVELOPMENT

The teacher will be part of the school's appraisal scheme. S/he will have a Performance Manager who will set agreed targets for the year. The Performance Manager will monitor and review performance, including classroom teaching. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.

In addition to the role of a classroom teacher, key responsibilities for the Second in Charge of Design Technology include:

MAIN ROLE PURPOSE

To be responsible for a Key Stage within the department, assist with the responsibility for the professional leadership and management of the department in order to ensure high standards of teaching and learning are delivered, resources are used efficiently and effectively and the curriculum is managed and developed in accordance with academy policy.

POLICY/STRATEGIC DIRECTION AND DEVELOPMENT

- To deputise for the Head of Department in times of absence.
- To manage a Key Stage and contributing where relevant to recruiting, inducting, developing, deploying, motivating and appraising other teachers to ensure that they have clear expectations of their roles, and that high performance standards are achieved and maintained.
- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers etc.
- To track student progress with Key Stage of responsibility and use information to effectively inform teaching and learning.
- To contribute to the process of the ordering and allocation of equipment and materials
- To assist the Subject Leader to identify resources needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, Department and the students

TEACHING AND LEARNING

- Promote excellence in teaching and learning to ensure all students develop their potential and are equipped for life beyond academy.
- Exemplify in own practice the skills of teaching and learning typified by lead professionals, and ensure that good practice is shared throughout the subject.
- Ensure that the schemes of work of Key Stage responsibility are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning.
- Help monitor students work and the classroom practice of those in the department to ensure high standards are maintained.
- Keep up to date with developments in subject area and education in general to ensure that best practice is adopted.
- Ensure the delivery and development of the curriculum is effective in meeting the needs of all students.



- Contribute to the broader life of the academy by supporting and leading curricular and extra-curricular events.

EXTRA-CURRICULAR ACTIVITIES

- Actively promote interest in the subject outside the immediate physical and timetabled confines of the department.

MARKETING AND EXTERNAL LINKS, INCLUDING PUBLIC OCCASIONS

- Actively promote the subject within the academy to encourage student's interest in the subject.
- Contribute to the positive promotion and marketing of the academy in the local and wider community.
- Lead the subject's contribution to marketing events and external links.

MANAGEMENT OF RESOURCES

- Assist with monitoring and controlling the subject's allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.
- Identify future resourcing needs and aspirations for the subject for consideration in the academy budget planning process.
- Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines.

MONITORING, EVALUATION & ASSESSMENT

- Ensure that within the Key Stage of responsibility, individual student progress is regularly assessed, recorded with published deadlines and reported and used to inform future teaching.
- Monitor student progress through the use of performance and benchmarked data to ensure that high standards of learning are achieved and maintained.

TRAINING AND DEVELOPMENT OF SELF AND OTHERS.

- As a lead professional, set personal targets and take responsibility for own continuous professional development.
- Mentor any PGCE student/NQT as agreed with the Head of Dept.
- Assist the development of colleagues with guided support and advise on appropriate teaching and learning methods

At Bishop Justus School staff are expected to work in line with the school's Ethos.

Responsibilities are likely to change over time and you will be expected to perform duties of a similar nature such as the Headteacher may reasonably require



PERSON SPECIFICATION

SUBJECT TEACHER

[a] TRAINING AND QUALIFICATIONS	Essential or Desirable
Qualified Teacher Status	E
Degree or equivalent	E
Commitment to professional learning activities	E

[b] LEADERSHIP COMPETENCIES	Essential or Desirable
Have high expectations of themselves and their students	E
Hold positive values and attitudes, and adopt high standards of behaviour in their professional role	E
Have commitment to ensure every student achieves their full educational potential	E
Use student data to inform progress and attainment	E
Have a commitment to progress and enthusiasm for learning	E
Have diligence, drive and focus to boost standards	E
Have high quality organisational and communication skills	E
Have a commitment to collaboration and co-operative working	E
Demonstrate exemplary professional and personal standards in all their actions	E
Be able to establish fair, respectful, trusting, supportive and constructive relationships with students	E
Have the ability to inform, advise and guide students to ensure progression	E
Know how to make effective personalised provision for those they teach, including those who have SEN, disabilities, or English as an additional language	E

[c] EXPERIENCE OF TEACHING	Essential or Desirable
In a secondary school	D
As a highly effective practitioner	E

[d] PROFESSIONAL KNOWLEDGE AND UNDERSTANDING	Essential or Desirable
Excellent, secure knowledge of their subject and related pedagogy	E
Good, up-to-date working knowledge of a range of teaching, learning and behaviour management strategies	E
Skills in literacy, numeracy and ICT to support their teaching and wider professional activities	E



A range of approaches to assessment, including the importance of formative assessment	E
Assessment requirements and arrangements for the subjects they teach, including public exams and qualifications	D
How to make effective personalised provision for those they teach	E
Up-to-date safeguarding procedures, and the ability to identify and support students as	D

[e] PERSONAL AND PROFESSIONAL QUALITIES AND ATTRIBUTES	Essential or Desirable
Inspire, challenge and motivate colleagues and students towards a shared vision	E
Teach challenging and well organised lessons across the age and ability range	E
Promote and maintain effective relationships	D
Prioritise, plan and organise self and others	E
Think creatively in order to anticipate and solve problems	D
Listen to and reflect positively on feedback	D
Demonstrate an ability to communicate to a range of audiences	D
Willing to be flexible to meet the needs of the college	E
Lead assemblies or collective worship	D

[f] CONFIDENTIAL REFERENCES AND REPORTS	Essential or Desirable
A positive recommendation from current Headteacher or employer	E
A supportive reference from one other source	E
Enhanced DBS check undertaken and acceptable to the Headteacher	E



Benefits of Working with Aquinas

TREATING YOU AS A PROFESSIONAL...

Aquinas committed to national and local agreements affecting employment as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for associate colleagues unless superseded by statute or revised editions, or by local provisions. This includes salary scales; period of notice and end of contract; maternity, paternity and adoption leave; leave of absence; and annual leave.

TRAINING YOU THROUGHOUT YOUR CAREER

Aquinas offers colleagues a unique 'Five Stage Career Plan' which includes specific courses for NQTs; NQTs +1 (NQTPlus); Teachers (AquinasTeach); Leaders (AquinasLead) and Professionals at qualification stage (e.g. NPQH). These courses have been uniquely crafted to re-enforce our distinctive ethos and support colleagues in their roles across the trust.

HELPING YOU STAY RELAXED...

Working with us gives you discounted access to a range of leisure activities. CSSC is an exclusive membership for public sector employees. For less than £5 a month, families and individuals can save much more on a range of pursuits including...



- Free entry to 280 English Heritage sites for you and your family;
- Cinema tickets from £5 including all top chains;
- Reduced price days out, trips and theme parks;
- Subsidised sports training and entry into select events;
- Special offers on new and used vehicles;
- Discounts in high street shops, on holidays, eating out and more.

LOOKING AFTER YOUR WELL-BEING...

We believe well-supported, valued colleagues with a clear and shared purpose are best placed to provide for the emotional well-being of children in their care. Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.

