

# Candidate Information Pack

**Teacher of Design Technology and  
Engineering – KS4 and KS5**



Dear Candidate

Thank you for expressing an interest in the role of Teacher of Design Technology and Engineering – KS4 and KS5 at UTC Heathrow.

UTC Heathrow is a University Technical College (UTC) specialising in Engineering Science & maths, which opened in September 2014 in a 'state-of-the-art' building. The specialist curriculum appeals to secondary school-aged students keen on developing their talent in these areas. A UTC is different from the average school because it is designed with the backing of the local business community and has industry partners involved. UTC Heathrow connects students with industry partners Heathrow, Cisco, Peter Brett Associates, Fujitsu and TfL, offering great access to employment and sponsorship opportunities.

We have created an inspirational learning environment where learning is central, UTC Heathrow offers a unique learning opportunity for young people interested in engineering & STEM, by developing the technical, personal and employability skills needed to progress to university and the world of work.

Our aspiration is for UTC Heathrow to become the leading UK Centre specialising in the broad spectrum of engineering. It will lead the way in establishing engineering as a mainstream school subject with a variety of progression routes into employment and higher-level study.

We have high aspirations and want every student to leave us ready to take their place in the global engineering sectors. A relentless focus on excellence and a leading-edge approach will make that happen.

We recruit a balanced intake of students across the ability range in each year of entry. We currently have 245 students on roll across Years 10-13 and when at capacity will have a total of 500 students; it is anticipated we will reach capacity in 2023.

The information in this pack has been designed to give as much detail as possible to allow you to decide if UTC Heathrow is the right career move for you. Please do feel free to contact the Principal, Wayne Edwards on [wayne.edwards@heathrow-utc.org](mailto:wayne.edwards@heathrow-utc.org), telephone 01923 602130 if you would like to make an appointment to discuss the role in further detail.

Yours faithfully



Wayne Edwards  
**Executive Principal**



## **Teacher of Design Technology and Engineering – KS4 and KS5 with responsibility for the right candidate**

**Dates:** April 2023 or earlier

**Salary:** M1 – M6 (£32,407– 43,193) Plus fixed term coordinator responsibility

**Location:** UTC Heathrow, Potter Street. Northwood. Middlesex. HA6 1QG

**Contract type:** Full Time

**Contract term:** Permanent

We are looking to appoint an enthusiastic Teacher of design Technology who can teach and coordinate GCSE and A Level. You will also have the opportunity to work and teach as part of our award-winning Digital Futures Program, this is working with 10 employers as part of the BTEC Engineering delivery.

All students at UTC Heathrow specialise in Engineering and Digital subjects; at 14 they will also study a broad and balanced curriculum and at Post 16 the curriculum becomes more specialist with A levels in Physics, Design Technology, Mathematics and Computer Science. In addition, students can study a specialist BTEC Level 3 course in Engineering or IT/Computing and. At capacity, we will be educating 500 students who will all have a passion for Engineering or Digital; it is a truly inspirational environment.

This role will provide you with:

- Working with Industry
- Industry CPD and Professional Qualifications
- focussed teaching - only teaching KS4 and KS5 classes
- small class sizes
- passionate students
- opportunities for career development as the UTC grows and across Activate Learning Education Trust
- An opportunity to be at the forefront of STEM education

If you believe that this is an environment where you can thrive, develop and substantially contribute to an exciting future for UTC Heathrow, then you are encouraged to explore further by contacting Nicola Griffiths, [HR@Heathrow-utc.org](mailto:HR@Heathrow-utc.org) for a more detailed discussion, if required.



**Completed application forms with an enclosed supporting letter should be emailed no later than midday on Monday 28<sup>th</sup> November 2022 to [HR@Heathrow-UTC.org](mailto:HR@Heathrow-UTC.org)**

**Interviews will take place at the closing date**

We are an equal opportunities employer and are committed to the safeguarding and promoting the welfare of children. The successful candidate will be subject to an enhanced DBS check.

UTC Heathrow,  
Potter Street  
Northwood  
Middlesex  
HA6 1QG

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*We undertake social media checks on all shortlisted candidates in accordance with DFE statutory guidance 'Keeping Children Safe in Education 2022'*

## **Job Description KS4 and KS5 Design Technology and/or Engineering Co-ordinator's**

### **Main Purpose:**

Support the Principal in providing professional leadership for UTC Heathrow, which strives for success and continuous improvement, ensuring high quality education for every pupil.

- Have a substantial teaching role
- Lead at Teaching and Learning across KS5 Engineering
- To proactively engage and work with Industry
- To line manage designated staff

### **Responsible to:**

Vice Principal in charge of Engineering

### **To play a key role under the overall direction of the UTC:**

- Positively supporting the aims and objectives of the UTC
- Monitoring progress towards pupils' achievement.

### **Strategic Direction and Development of the UTC**

- Support the Principal in providing vision, purpose and leadership.
- Ensure the commitment of all who are involved in UTC Heathrow to its aims and vision.
- Contribute to areas of the Department Development Plan and School Self-evaluation.
- Monitor and take actions under guidance from the Senior Team.
- Take a positive and active part in the Leadership across the UTC.

### **Teaching and Learning**

- Positively contribute to the teaching and learning objectives of the UTC.
- Positively promote differentiation with the aim to ensure the curriculum meets the needs of every pupil who attends the UTC.
- Positively promote communication with the aim that all staff expect and enable every pupil to communicate.
- Exemplify a good standard of classroom practice which meets the aims and objectives of the UTC
- Assist the leadership Team in supporting and monitoring teachers to meet standards set out on the professional development framework.
- Establish, manage and expect high standards of pupil behaviour.
- Undertake a significant teaching timetable and, by example, to provide a good professional model as classroom practitioner.
- Ensure that a high standard of education is maintained at all times for all pupils and that all suitable programmes are developed and kept under review.
- Be the overall co-ordinator for the Key stage of the subject
- Be familiar with current theory and practice relating to pupils with special needs and inform staff of these developments.
- Work in conjunction with the Leadership Team and ensure that the learning needs of all pupils are met.

### **Leading and Managing Staff**

- Assist in the UTC's Performance Management of teachers
- Manage CPD throughout the curriculum areas so that all staff receive training that is appropriate to the current UTC Development Plan.
- Support the Senior Team in ensuring that all documentation is completed and handed in by the agreed date.
- Support teachers to write appropriate behaviour plans. Expect and ensure they are consistently implemented, monitored and evaluated in the agreed format.
- When appropriate lead staff INSET.
- Manage data throughout the UTC, with the aim that there is clarity of pupil achievement. If pupils are not reaching at least the expected level of learning in the curriculum, create and implement a plan to rectify this.

### **Effective Deployment of Staff and Resources**

- Manage the budget and resources for your class and your curriculum area.

### **Accountability**

- Maintain a record of how you have moved your agreed areas forward.
- If appropriate write and deliver a report to the Governing Body and MAT leaders that evaluates the progress that your work has had on supporting the students' learning.
- Assist the Senior Team in ensure that staff understand and support the UTC's aims and objectives
- To hold full accountability for the areas you manage

### **Safeguarding Children**

- UTC Heathrow is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification
- All posts in a UTC are deemed to have a high degree of contact with children and are, therefore, exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the pre-employment checking process.

### **Additional Information**

- UTC Heathrow and its Governing Body are committed to ensuring consistency of treatment and fairness, and will abide by all relevant equality legislation
- This is a job description only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment, after consultation with the post holder.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the UTC and the professional development of the staff.
- This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.



*Due to this post having access to children and/or vulnerable adults, candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.*

*We undertake social media checks on all shortlisted candidates in accordance with DFE statutory guidance 'Keeping Children Safe in Education 2022'*

*The UTC is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment*

*The UTC will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition.*

*This job description is current at the date shown, but in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title*





## **Our vision**

Is 'transforming lives through learning'. Through close collaboration with our academic and industry partners, leading organisations in the engineering and digital sectors, the UTC offers a unique learning opportunity for young people with a strong interest in engineering and digital industries.

Having made a positive choice to join the UTC, students will be well motivated to work hard and benefit from the UTC's innovative and inspirational learning experience. UTC Heathrow's 'graduates' will gain the reputation for demonstrating the skills, attitudes, knowledge and experience sought by the world's leading employers. Through the ongoing links with industry partners, they will be personally known to local organisations such as Morgan Sindall, Peter Brett Associates - Stantec, Heathrow, Fujitsu and TfL, giving them greatly increased opportunities of sponsorship or employment.

## **Activate Learning Education Trust**

UTC Heathrow is part of the Activate Learning Education Trust (ALET), which is a Multi Academy Trust (MAT) established by Activate Learning.

ALET's mission is "to transform lives through learning", bringing to life core values of empowerment, enterprise, connectedness and transformation. ALET work hard to ignite confidence, expand opportunities, energise the community and generate prosperity.

These values are further supported by the learning philosophy, rooted in the dynamics between the brain, motivation and our emotions. Together they shape the learning experience of thousands of students across our group, fostering a culture of high aspirations.

ALET has developed a model for a high-quality learner experience, which:

- Supports student progress, attainment and preparation for progression
- Focuses on secondary education, aligned to regional business needs
- Operates a delegated model of school governance and leadership, striking the right balance between autonomy and sharing.

Activate Learning lead further education colleges and five schools in the region, offering a broad spectrum of vocational courses including Key Stage 4 vocational options, Post 16 vocational and academic courses as well as higher education courses. Developing skills for employability and enterprise is at the heart of the colleges' mission.

## **Industry and academic partners**

### **Our academic partners are:**

- Brunel University

The key industry partners are:

- Heathrow
- Morgan Sindall
- Adkins Global
- Fujitsu
- Stantec

Industry partners are involved in several ways:

- consultancy, advice and guidance on curriculum development
- product and services donations
- employer accreditations
- employer-led projects and challenges
- coaching and mentoring
- work experience.
- Participation in the governance of the UTC.

Industry partners enable students to study specialisms and gain globally accepted industry standard accreditations.

### **Location and facilities**

The UTC provides advanced, best of breed facilities for engineering and digital, giving our students an environment that will feel more like a global company than a school, further preparing them for employment.

## **Curriculum**

The focused curriculum prepares students for a career in engineering sectors while keeping other career routes open. It develops well-rounded and well-educated leaders, professionals and entrepreneurs for the future.

Students are encouraged to take GCSEs and A levels alongside technical qualifications and gain industry standard employer certifications and professional society memberships. They will be able to make the most of their talents and move on successfully to higher education, further education, apprenticeships and employment.

## **Environment**

Students at the UTC learn in an environment more like a workplace than a traditional school. The working day is longer than students usually experience, with on-site learning starting at 8.30am and ending at 3:30pm each day. Equipment and facilities in the UTC will be industry standard as specified by our industry partners.

## **Learning experience**

The learning experience blends different forms of learning. It develops a very broad reach of knowledge and strong practical and social skills. Students are coached by tutors and mentored by industry and academic partner's sessions.

## **The Key Stage 4 programme**

All students study GCSE's in English Language, English Literature, Mathematics, Science (Biology, Chemistry and Physics), EAL Engineering and IT. They also have a choice of studying GCSE Design Technology or Computer Science.

## **The Key Stage 5 programme**

Students are able to join the UTC at 16 or progress to this stage from Key Stage 4. A Level subjects will include in Mathematics, Physics and Computer Science. In addition, students can study technical qualifications in Computing/IT or Engineering through the BTEC qualifications in engineering and IT. There is also an opportunity to take globally recognised employer accreditations from Microsoft and Autodesk through professional qualifications.

Specialisms started at Key Stage 4 can be developed into employer accreditations (e.g. Microsoft and Cisco) and, when combined with work experience, enable students to apply for membership of professional associations. The embedded learning and enrichment activities at this stage are specifically targeted towards developing the skills and attitudes that make students employable.

Students in the 6<sup>th</sup> form can study in one of the following Routes

<b>Route 1</b>	3 A level subjects
<b>Route 2</b>	2 A Level Subjects + BTEC Extended Certificate in IT or Engineering
<b>Route 3</b>	1 A Level Subject + BTEC Diploma in IT or Engineering
<b>Route 4</b>	BTEC Extended Diploma in Engineering or IT

## **Terms and Conditions of Employment**

### **Proposed start date**

Please see advertisement

### **Salary**

Please see advertisement

### **Pension**

Teachers Pension Scheme

### **Holidays**

You will be entitled to receive your normal remuneration for all Bank and Public Holidays normally observed in England and Wales and national school holidays in each year (being the period from 1st September to 31st August).

### **Working hours**

The post holder will be required to work as many hours as are reasonably necessary to fulfil the requirements of the role. Our core working hours are 8:15 – 16:30 Monday to Friday.

### **Place of work**

The principle place of work will be Potter Street, Northwood, Middlesex, HA6 1QG. As part of your duties, you may be required to travel within the United Kingdom or further afield. Such travel may include attendance at conferences or seminars or meetings.

### **Travel to work**

As part of your Contract of Employment you should live within reasonable travelling time/distance of the UTC to fulfil the requirements of the role.

### **Health check**

Confirmation of appointment to the post will be contingent on a satisfactory health check.

### **References**

Confirmation of appointment is also subject to satisfactory references.

### **Background**

In accordance with the criteria defined in and the provisions of the joint Home Office/ Department of Education and Science circular Protection of Children; 'Disclosure of Criminal background of those with access to children' dated 17th July 1986; the appointment is subject to a check by Criminal Records Bureau in respect of any possible criminal convictions.

The Employee warrants as follows:

- 1) The post holder will disclose to the Employer any previous criminal convictions that he/she may have and which are not spent within the meaning of section 1 of the Rehabilitation of Offender's Act 1974 (Exceptions) Order 1975 for example, where the Employee is involved in the teaching, supervising or training of persons under the age of 18.

- 2) That the post holder will disclose to the Board of Governors immediately upon conviction, the fact that he/she had been convicted of any offence during the period of his/her employment.

AND in the event that the Employee fails to disclose any convictions in accordance with paragraphs 1 and 2 above, such failure to disclose may be deemed by the Board of Governors to be gross misconduct.

**The Application Process**

Please see the advertisement