BURNHAM GRAMMAR SCHOOL





Teacher of D&T

JOB APPLICATION PACK

Embracing Challenge

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This application pack includes:

- Headteacher's Letter to Candidates
- Job Advert
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How to apply:

Please download an application form from our website and send your completed form to:

Mrs Anjna Pankhania

Burnham Grammar School

Hogfair Lane

Burnham

Buckinghamshire

SL1 7HG

Or email to vacancies@burnhamgrammar.org.uk

http://www.burnhamgrammar.org.uk/231/vacancies

Please note we do not accept CVs

Closing Date: 10am on Thursday 26 May 2022

Interviews: Friday 27 May 2022

It is the normal practice for references to be obtained before any formal interview.

Burnham Grammar School as part of the Beeches Learning Development Trust is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. Successful candidates will be required to undertake an enhanced Disclosure and Barring Service (DBS) check

We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race

Thank you for the interest you have shown in this vacancy

HEADTEACHER'S LETTER

Dear Applicant

Thank you for your interest in applying for this role at Burnham Grammar School. I do hope that the information attached encourages and inspires you to make a formal application for this post.

Our diverse community of staff, students and parents believe that this is a truly unique school. Our students are bright and eager to do well. They are hardworking, but also full of personality and a joy to teach, reflecting the diversity of their backgrounds and cultures. They contribute fully to school life, are proud of the part that they play and continue to surprise me on a daily basis with their acts of kindness and their generosity of spirit. We frequently receive comments from the local community about the fantastic contribution that our students make and visitors to our school are always quick to compliment us on our caring and inclusive ethos. We have continued to build upon this community atmosphere, which was noted by Ofsted in March 2017:

"The learning atmosphere is very positive and pupils are confident, self-motivated, keen to learn and not afraid to make mistakes. They exemplify the school's motto of 'Embracing Challenge' "

The staff are a uniquely close-knit, supportive and considerate team and the caring ethos makes this a rewarding place to work and develop. I was pleased that Ofsted recognised that "The headteacher's commitment to involving staff at all levels in the school's development is nurturing a loyal and dedicated staff." Staff opinion and involvement is highly valued and if appointed you will find that you are fully supported in successfully fulfilling your role and gain experience to help your career progression through personalised and targeted professional development. The involvement of the staff in the running of the school and in the development of key policies, and our efforts to support a work-life balance, have been reflected in us retaining the prestigious Investors in People Gold Award in 2021. The successful candidate will play an active part in the further development of both learning and teaching and other aspects of school life.

You will see from our last Ofsted inspection of February 2017 that we were judged at the time to be a Good school (Ofsted Inspection February 2017). Whilst our community was pleased that Ofsted recognised the improvements that we had made in all areas in the previous five years, they were also unanimously resolute in continuing on the journey of improvement. Since this time the standard of teaching and learning has improved even further. Through our tailored CPD programmes we support many teachers on the difficult transition from good to consistent and sustainable outstanding practice. This has increased the quality of learning, which is also reflected in our significantly positive progress measures at both GCSE and A level . We are now entering an exciting stage in the school's development with a unwavering determination to be rightfully recognised as an Outstanding school and a national beacon of best practice that provides inspirational learning experiences to every student every day , both inside and outside of the classroom.

In June 2017 Burnham Grammar School created a multi-academy trust called the Beeches Learning and Development Trust in which it is the lead school and currently comprises Burnham Grammar school and Dorney School, a primary which is sponsored by the trust. In October 2021 we will move into our brand new school which will provide staff and students with world class facilities to inspire and support their learning and ambitions.

Not every candidate will be suited to the ethos of the Burnham Grammar learning community or able to fully contribute to our journey to be recognized as an exceptional school leading the development of practice nationally . Candidates for this post will already be exceptional and reflective practitioners or possess the qualities and desire to become exceptional.

HEADTEACHER'S LETTER

We are, of course, proud of our examination results but students' education at Burnham Grammar goes far beyond the academic. The exceptional and diverse range of extra-curricular opportunities and activities inspires and develops students' characters and resilience and exposes them to a range of unique experiences and challenges. We are passionate about the wider development of each individual student to ensure that they positively contribute to their communities now and in the future. This outstanding practice is reflected in us achieving a number of national awards such as the Music Mark Award, Gold Kitemark for Sport, the International School Award and winning the Stonewall School Award.

We welcome applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race and want members of staff who have interests and expertise that goes beyond the classroom and physical boundaries of the school. With 61 different first languages spoken by students we are a very diverse school and would want our staff to reflect this diversity.

Quite simply Burnham Grammar School is an idyllic learning community where the relationships and teamwork between staff and students are exceptional, fostered with care and the key strength of the school. We provide the support and reassurance for our students to develop the resilience and mindset to strive to be their very best. Our school aims are summarised by the overarching motto of:

"Embracing Challenge"

Our students are constantly challenged and supported to learn from their mistakes to ensure that they fulfil their potential at each key stage and have the confidence and resilience to aspire to and achieve their dreams.

I do hope that you will decide to make an application to join us and that we will have the opportunity to welcome you to our learning community and meet you in person.

Yours sincerely

A Gillespie

Dr A Gillespie

Headteacher

BENEFITS OF WORKING AT BGS

- Enthusiastic, motivated and intelligent students
- An outstanding culture & ethos where students & staff enjoy & achieve
- A socially and culturally diverse school community
- End of Term Socials – Christmas/Summer cricket etc.
- Friday treats
- Free lunch provided on INSET Days for all staff
- Generous Pension Schemes for staff – TPS for Teachers and LGPS for Support staff
- Day off for Religious observance e.g. Diwali, Eid, Vaisakhi, Hanukkah etc.
- CPD opportunities for all staff
- Gold IIP Award & IIP Champion reflects personalised and nationally

  recognised CPD
- Free Parking

BENEFITS OF WORKING AT BGS

- Free tea/coffee for all staff
- State of the art facilities in our brand new building
- A bespoke induction programme for all staff joining the school, tailored to individual requirements such as for those new to the teaching or working in schools.
- Cycle to work scheme

Employee Assist Programme which is available to ALL employees free of charge and offers:

- Emotional Support with Relationship and family issues or worries
- Loss, including loss of job, friend or family member through bereavement
- Financial concerns, budgeting, borrowing or tax credits
- Work life & Health including Stress Management

JOB ADVERT

Burnham Grammar School

Teacher of D&T

(Full Time)

Maternity cover from September 2022

(MPS/UPS + London fringe)

"Pupils are confident and proud of their school and are keen and resilient learners." (Ofsted March 2017)

Required for
September 2022 or earlier

11-18 Mixed Grammar School
NOR 1247
(6th Form 344)

"The learning atmosphere is very positive and pupils are confident, self-motivated, keen to learn and not afraid to make mistakes. They exemplify the school's motto of 'embracing challenge' " (Ofsted March 2017)

Lead school in small MAT

2021 A Level:
87% A*-C grades
75% A*-B grades
49% A*-A grades

2021 GCSE:
96% Grade 5-9
64% Grade 7-9
40% Grade 8-9

72% of students achieved 5 or more 9-7 grades at GCSE over the last 3 years

We are offering you:

- State of the art facilities in our brand new building
- An outstanding culture & ethos where students and staff enjoy and achieve
- Dedicated D&T rooms all with Clevertouch boards
- A well-resourced department with modern technology including a laser cutter and two 3D printers
- A socially active and culturally diverse school community
- An enthusiastic, supportive and friendly department
- Personalised & effective CPD as evidenced by the school's IIP Gold (2014, 2017 & 2021) & Champion status.

We want from you:

- A dedication to be an outstanding classroom practitioner
- Commitment to developing the highest standards of Learning and Teaching
- A passion for D&T
- A team player who is consistently able to deliver high quality lessons to KS3 & KS4 students
- The ability to also teach Food and/or Art is desirable
- An enthusiastic and energetic manner

"The personal and social aspect of the curriculum is particularly strong and helps pupils to stay safe, prepare for examinations and to become responsible citizens of the future" (Ofsted March 2017)

Closing date for applications: 10am on Thursday 26 May 2022

Please download an application form from our website or telephone the school for more information: 01628 604812. Applications should be sent to Mrs A Pankhania by email or post. Please note we do not accept CVs.

As part of the Beeches Learning Development Trust, Burnham Grammar School is committed to safeguarding & promoting the welfare of its students & staff & expects all staff & volunteers to share this commitment.

Successful candidates will be required to undertake an enhanced Disclosure & Barring Service (DBS) check.

JOB DESCRIPTION

A. Name

B. Job Title - Teacher of D&T

C. Job Purpose - To ensure high standards of teaching and learning in the appropriate subject(s), in line with the schemes of work, objectives and policies of the relevant department(s) and pastoral team so that assigned students make the greatest possible progress and to support students in their personal development.

D. Accountable - To the appropriate line manager(s) and, through, her/him, the governors and senior leadership of the school, for the effective discharge of all duties.

E. Responsibilities

1. School improvement and school self-evaluation

Participate as appropriate and as required by the line manager in school improvement and school self-evaluation activities, including Department Line Management Proformas.
Participate in departmental and whole school preparation for inspections by OFSTED and other accredited bodies.

2. Teaching and learning and student development

Have a secure knowledge and understanding of the subject(s) taught.
Plan, prepare, deliver and review lessons and other activities with the aim of ensuring the effective learning of assigned students in the agreed syllabus (es).
Ensure that planning stays abreast of policy changes within the school.
Participate with other members of the department in interpreting syllabuses and developing materials and schemes of work, which include clearly identified aims and objectives which are shared with students.
Employ varied methods of teaching and learning, appropriate to the abilities and aspirations of the students and which enable them to take maximum responsibility for their own learning.
Ensure that citizenship, cross-curriculum themes and spiritual, moral, social and cultural dimensions are delivered appropriately according to the departmental schemes of work.
Ensure that lessons provide opportunities for Assessment for Learning (AFL) and reflect principles as outlined in the Learning and Teaching Policy recommended practice.
Use prior attainment data to plan appropriately differentiated work, ensuring sufficient challenge for all assigned students.
Be a Form Tutor to an assigned vertical group of students, with responsibility for promoting the well-being of individual students as well as the whole group, and for daily organisation communications with the group.
Register the assigned students in the relevant tutor group and accompany them to assembly according to the school's policy and practice.
Implement, as appropriate, the school's policy and practice on daily collective worship in registration time.

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JOB DESCRIPTION

3. Student assessment, reporting and support

Maintain effective records of the attendance and progress of assigned classes and individual students in accordance with school and departmental policies.
Consult with and inform relevant school staff regarding the progress, attainment and attitude of assigned students, especially where barriers to learning have been identified.
Complete annual & interim reports for all assigned students, according to published deadlines, in line with school policy.
Guide assigned students with self-assessment and appropriate target-setting in the relevant subject(s).
Monitor the progress of the assigned students in the relevant tutor group with regard to achievements & difficulties, both academic and pastoral, including attendance, punctuality and uniform/dress.
Keep appropriate records and intervene as appropriate to address problems.
Guide the students with personal target-setting and review both on and between Academic Review Days.
Oversee the completion of all interim, progress and annual records, including work and conduct reports and other references, for the assigned students in the relevant tutor group.
Implement the Academic Review Day process for the assigned students in the relevant tutor group and monitor their targets.
Monitor through a range of data the progress of the assigned students in the relevant tutor group.
Monitor through a range of data the progress of the assigned students in the relevant tutor group and implement and co-ordinate extra support for those students identified by Heads of House.
Provide information to the relevant member of staff for the awarding of relevant Celebrations Assembly Certificates

4. Finance and resource management

Ensure that the accommodation, equipment and resources provided are maintained in safe working order and contribute to an educationally stimulating environment.
Immediately report any damage to equipment that could pose a health and safety risk to the health and safety officer, and the head of department.

5. Personnel

Participate as appropriate in induction programmes for new staff and staff undertaking new responsibilities.
Participate in the school's agreed staff appraisal or performance management system(s) as appropriate.
Comply with the school's health and safety policy whilst in school and on all school connected activities.
Participate in the school's continuing professional development programmes as required.

6. Liaison within and outside school

Alert appropriate staff to difficulties experienced by assigned students in the relevant tutor group.

Keep the relevant Head of House informed about the progress and development of the assigned students in the relevant tutor group, seeking guidance from him/her as appropriate.

Contact parents of the assigned students in the relevant tutor group and other recognised persons or bodies concerned with student welfare, as directed by the HOH or SLT when necessary, to address academic or pastoral matters.

Complete **Parental Contact forms** of these contacts on SIMS.

Participate in school publicity and recruitment events as appropriate.

Positively represent the school in the community at large.

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JOB DESCRIPTION

7. General duties

Participate in appropriate meetings with colleagues, students, parents and governors relative to the role of Teacher and Form Tutor.

Carry out a share of supervisory duties in accordance with published rosters.

Comply with and promote school policies and procedures.

To abide by and promote the school's Child Protection Policy and Procedures and Safe Working Practice for the Protection of Children and Staff in Education Settings.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of School Teachers' Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post hold must use Directed Time and have regard to clause 4(1)(f) of the School Teachers' Conditions of Employment.

The school operates under a "local agreement" for Remodelling of the Workforce. The School Change Team reviews this regularly. Teachers in this school work to the "local agreement" and may make their views known to the School Change Team for its consideration.

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PERSON SPECIFICATION

Qualifications	Essential	Desirable
A good honours degree in a relevant subject	✓	
A teaching qualification together with Qualified Teacher Status (QTS)	✓	
An infectious passion for your subject and subject knowledge sufficient to challenge all students and achieve high outcomes	✓	
A good understanding of curriculum developments	✓	
Evidence of participation in professional development or further study	✓	
Previous Work Experience		
A record of consistent good and outstanding teaching resulting in high levels of attainment and achievement for students at each key stage taught	✓	
Experience or desire to work in a socially and culturally diverse school community	✓	
Professional Knowledge Skills & Experience		
To fulfil and a possess a commitment to exceed the GTC code of conduct and the TDA standards relevant to experience and stage of career	✓	
Have the flexibility to employ a range of teaching styles and activities to inspire and engage students to ensure effective learning	✓	
Awareness of the strategies available for improving the learning & achievement of all students	✓	
Familiarity with and a strong commitment to Assessment for Learning approaches	✓	
A confident & competent user of ICT to support all aspects teaching and learning	✓	
A willingness and commitment to ensure that current and future ICT, and other resources and new technologies, can be used to enhance the quality and experience of student's learning	✓	
The skill to ensure that students understand in detail how to improve and are consistently supported in doing so through all forms of teacher, self and peer assessment	✓	
Ability to communicate proactively and appropriately to a high standard to a variety of audiences	✓	
Ability to interpret student data in order to modify lesson planning and personalise support	✓	
A commitment to contribute to the wider education and support of all pupils as outlined in the school aims	✓	

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PERSON SPECIFICATION

People Management Skills		
The ability to work independently and collaboratively as a member of a team and to contribute to team development	✓	
Understand and value the processes of planning, monitoring and evaluation as a aid to raising standards		✓
Other Personal Qualities		
A firm and active commitment to safe guarding and child protection	✓	
A commitment to helping students identify, explore and expand their talents	✓	
A firm belief in the untapped potential of all students	✓	
Creativity in problem solving together with a willingness to take on or try new approaches & ideas		✓
A willingness to support, take part in or run wider and extra-curricular opportunities for students		✓
A strong belief and recognition of the vital role and diverse skills of all members of staff	✓	
The school is fully committed to the DfE guidance on Safeguarding Children and Safer Recruitment in Education. All candidates will be subject to vetting procedures following Buckinghamshire Council's guidance on Safer Recruitment and Selection in Schools including a DBS check.		

DEPARTMENT INFORMATION

THE D&T Department

Department Ethos

Our department is characterised by its passion and enthusiasm for our subject areas and our desire to enable all students to achieve their full potential. We enjoy a strong sense of department collaboration and also have excellent working relationships with staff from other departments both at our school and at others.

The department's main aim is to achieve the highest possible standards for all of our students and our main priority is for students to be self-motivated and confident learners who are not afraid of making mistakes. We hope that pupils will both enjoy and be proud of their work in D&T and strive to ensure that our curriculum offers a rich and diverse range of learning experiences.

The D&T Department is a popular and academically successful department achieving excellent results at both GCSE and A Level.

Department Accommodation & Staffing

The D&T Department has three dedicated and specialist classrooms in a state of the art brand new building. All D&T rooms have Clevertouch boards and our Year 7 & Year 9 all have chromebooks to use in lessons. We also have exclusive access to an ICT rich room. We benefit from a full time D&T technician and part time food technician. The department is well resourced with a variety of modern equipment including a laser cutter, two plotter cutters and two 3D printers.

D&T Teaching

All pupils in Years 7 to 11 follow the National Curriculum for D&T. All pupils are taught in mixed ability.

At GCSE we follow the EDEXCEL Design & Technology course, with a timber focus.

D&T at A level continues to be a popular subject choice in the school. A programme of able, gifted and talented activities exists across the age range as part of our aim to inspire and extend all abilities.

Extra Curricular

Our belief is that engaging students is key to sustainable success as a department and as such we seek to provide extra-curricular opportunities for pupils to engage with, as well as local and National competitions.

MAKING AN APPLICATION

How to Apply

To apply for this position, you will need to complete our application form which you can download from our website :

https://www.burnhamgrammar.org.uk/231/vacancies

Completed applications should be sent to vacancies@burnhamgrammar.org.uk by the closing date and time on the job advert.

Please note only fully completed application forms will be considered and we do not accept CVs.

Shortlisting

Applications will be assessed based on the information provided on the application form and will be shortlisted if they fulfil the criteria for the role and the person specification. Shortlisting may take place before the deadline for applications has passed.

If you are shortlisted for interview you will be sent a self declaration form about any criminal disclosures. You will need to complete and return this disclosure form at least one day prior to interview. If we have not received this, we reserve the right to withdraw the offer of interview.

If you have not been contacted within 3 weeks of the closing date, you must assume that your application has, on this occasion, been unsuccessful.

MAKING AN APPLICATION

References

It is the normal practice for references to be obtained before any formal interview.

You will need to provide details of two people who have knowledge of you in a working / educational environment, paid or unpaid.

The first reference should be your present or most recent employer and a contact at your last post working with young people if you are not currently doing so.

If you are a student give appropriate school or college referees.

References must cover a 5-year consecutive period.

Interview

If you are shortlisted for interview you will be sent an invite to interview letter with all the interview details via email. Interviews will include a panel interview, a tour of the school, a student panel interview and a chance to meet members of the team informally over either coffee or lunch.

Teaching posts will include teaching a lesson and support staff roles will include an administration task relevant to the role in which you are interviewing for.

Successful Appointments

All successful appointments are subject to satisfactory references, Disclosure and Barring Service (DBS), Health Checks, proof of Right to Work in the UK and satisfactory checks on the Teaching Regulatory Agency.

PRIVACY NOTICE

Short Form Privacy Notice For Application Forms

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice as well as our privacy notice which can be found at on our website under Vacancies which detail how we use your information.

Why Do We Collect This Information?

Once you have submitted an application form, the School use this information in order to take a decision on recruitment and to take steps to enter into a contract.

What Information Do We Collect?

We collect the following information from the application form in order to take a decision as to recruitment: surname, forename(s), previous surnames, preferred title, address for correspondence, home, work and mobile telephone number, email address, national insurance number, details of current and past employers, details of previous employment details including salary, details of your qualifications, details of your relationship with the Teaching Regulation Agency and your induction period (where applicable), your referees, right to work in the UK status, any disabilities, religion, gender, ethnicity and any criminal convictions. We will also collect any other information you choose to share with us during the process.

How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data

retention policy.

Please find below the link to our vacancies page on our website where you can find the full Privacy Notice for Job Applicants

http://www.burnhamgrammar.org.uk/231/vacancies

Please find below the link to our vacancies page on our website where you can download our application form for completion.

http://www.burnhamgrammar.org.uk/231/vacancies

Please find below the link to our policies page on our website where you will find our Child Protection policy.

https://www.burnhamgrammar.org.uk/203/policies

We are just west of London, near Windsor & Maidenhead & convenient to the M40, M4 & M25.

Burnham station (mainline Paddington & Crossrail) is a short walk from the school.

Headteacher: Dr A Gillespie

Investors in People Report

We are proud of our development of our staff

INVESTORS IN PEOPLE | Gold

Investors in People Gold Award in 2014, 2017 and 2021

People Gold award.

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BEECHES LEARNING AND DEVELOPMENT TRUST