



Jack Hunt School (Trust)

A Specialist Language College and Sports College

Bradwell Road, Peterborough, PE3 9PY
Tel. 01733 263526 Fax 01733 330364
email info@jhs.pkat.co.uk
website ~ www.jackhunt.net

CEO & Headteacher: Ms P J Kilbey, BEd (Hons), PG Dip Ed, NPQH
Headteacher: Ms K A Simpson-Holley, MA (Hons) Cantab MA PGCE NPQH
Group 8 (11-18), Roll 1766 (206 in Sixth Form)

"A securely good school" – Ofsted January 2017

DESIGN & TECHNOLOGY TEACHER

Required from September 2022, an enthusiastic teacher to join a successful and well-resourced curriculum area. Applications are welcomed from newly qualified teachers and experienced teachers.

Within the Design and Technology, we offer a robust KS3 curriculum covering a number of material areas including Food, Timbers, Metals and Polymers on a rotation.

At Jack Hunt, student uptake of KS4 courses in both Product Design and Engineering is high, the ability to contribute to the teaching of one or both of these courses would be particularly advantageous. The school is equipped with tools and machinery which allows us to maximise student engagement.

The successful candidate will be required to teach both Key Stage 3 and Key Stage 4; with the possibility of Key Stage 5.

Jack Hunt is an oversubscribed 11-18 vibrant, multi ethnic co-educational, comprehensive school with outstanding community cohesion.

The school provides an exceptional in-house CPD programme to enhance career development. If you want to truly make a difference to the lives and aspirations of our students we look forward to hearing from you.

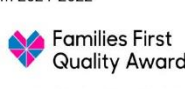
The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

***Further details and how to apply are available on the Jack Hunt School website:
www.jackhunt.net/careers***

Closing date: Thursday 19 May 2022 at 9.00 am



Our Head Prefect Team 2021-2022



A founder member of the Peterborough Keys Academies Trust registered in England and Wales as Company Number 1108321



JACK HUNT SCHOOL (TRUST)

A Specialist Language and Sports College

Bradwell Road, Peterborough, PE3 9PY Tel: (01733) 263526 Fax: (01733) 330364 web: www.jackhunt.net email: info@jackhunt.net
CEO Peterborough Keys Academies Trust and Headteacher: Ms P J Kilbey, BEd (Hons) PG Dip Ed NPQH
Headteacher: Ms K A Simpson-Holley, MA (Hons) Cantab MA PGCE NPQH Deputy Headteacher: Ms A M Ford, MA (Hons) Cantab Med PGCE AST

Welcome Letter from the Headteachers

May 2022

Dear Applicant

Application for post of Teacher of Design & Technology

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Thank you very much for your interest in the above vacancy. The post offers the opportunity to make a real difference to the lives and aspirations of the students in our care.

Our priorities as a school are to continue the laser sharp focus on raising attainment and improving progress whilst providing a caring and aspirational environment for our students where they are given a range of opportunities to experience and excel in. We are an inclusive, truly comprehensive school committed to achieving the best outcomes for all our students. We want them to achieve more than they themselves thought possible.

We have won a number of Awards for our work, especially the exceptional progress our students make from their starting points; our students attend Russell Group Universities; represent England and Great Britain in a range of Sports; and contribute positively to the school and wider community. The successes we have had and the excellent reputation we have in the City has been as a result of the relentless hard work of the entire staff body.

In this post we are seeking someone who is keen to develop professionally and who is prepared to work in a collaborative way with colleagues. Individual contribution to teamwork and a positive 'can do' outlook is essential.

Our selection criteria for the post are clearly outlined in the documents on the school website for applicants. If you do truly want to make a difference to the lives and aspirations of our students and if you aspire to work in a supportive, professional environment with a learning and reflective culture, we would be very pleased to receive an application from you.

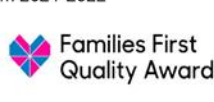
Yours sincerely

Ms P J Kilbey
Headteacher
CEO for Peterborough Keys Academies Trust

Ms K Simpson-Holley
Headteacher



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THE DESIGN TECHNOLOGY CURRICULUM AREA

Design Technology is taught by a team of 7 teachers. The responsibility structure is built around the Curriculum Area Leaders who are responsible for co-ordinating curriculum developments, student assessment, monitoring of progression and the day to day running of the Curriculum Area.

In Year 7 students follow courses in Food and Nutrition and Design and Technology spending half of the year on each developing their basic skills in these specialisms.

In Years 8 and 9 students rotate around 5 units, studying food, polymers, timbers and metals.

At Key Stage 4 students currently have the opportunity to gain Level 2 qualifications in Design Technology, Hospitality and Catering and Engineering. All of these courses remain popular choices for Jack Hunt students.

A Level Design and Technology: Product Design is becoming an increasingly popular option in the Sixth Form.

The Curriculum Area follows the design process closely but believes very strongly in developing individual skills and interest and is committed to providing equal opportunities for all students. Although based in a material area for a project the students are not confined to working with one material but are encouraged to explore a range of suitable materials which best suit the situation and proposed solutions. The use of IT forms an integral part of the design process and students use a wide range of software to present, analyse and disseminate information in addition to modelling ideas. Accessible food education is important for all. Students are provided with a broad range of opportunities, reflecting the multicultural community we serve, in which to learn practical cooking skills, whilst developing their understanding of nutrition.

Design Technology has become a popular area of the curriculum and this is in recognition of the important and valuable contribution it can make to the learning experience of each student. The Curriculum Area has expanded over recent years, offering some excellent facilities including a large specialist workshop with a machine area that has four large lathes and milling machine. Attached to this area is a foundry area, with a brazing hearth, enamelling kiln and welding bay. Materials are stored in a secure area and are prepared in a separate machine area where there is a planning machine and circular saw facility. Generally, there are good facilities to carry out all manufacturing processes. A part time Technician supports the work of the teachers.

There is a well equipped and purpose built IT room and the Curriculum Area have invested in 5 CAD/CAM machines, 2 laser cutters, 2 3D printers and a vinyl cutter.

Food has become an increasingly popular choice at KS4 with numbers tripling over the past three years. There are two well-equipped food rooms with classroom space in between. Each room has 8 cookers with recently fitted blast chillers in each kitchen. The work of staff and students in this area is well supported by an experienced Technician.

The technology curriculum area is self-contained. In total there are 8 work areas, good storage and a staff planning area.

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The Curriculum Area has been involved with the 'Engineering Education Scheme' sponsored by the Royal Academy of Engineering. This has involved our A Level students working on realistic problems set by a local industry. To date, we are very proud to say that four students have successfully been awarded the Arkwright Scholarship.

Beyond the school day, the Curriculum Area supports work in the relevant sections of the Duke of Edinburgh Award Scheme.

The Design Technology Curriculum Area is lively and enthusiastic with teachers working extremely well as a team to support each other. Colleagues continuously work in harmony to further develop their subject and pedagogy expertise to ensure that each and every Jack Hunt student is given every opportunity to excel in this exciting and innovative curriculum area.

**PETERBOROUGH KEYS ACADEMIES TRUST
GENERIC JOB DESCRIPTION - SUBJECT TEACHER**

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Post: Design & Technology Teacher

Accountable to: Curriculum Area Leader

Date reviewed: February 2018

The following job description refers to the main duties and accountabilities of a Subject Teacher.

Purpose of the Job:-

To provide high quality lesson planning, preparation, teaching and assessment to allocated classes and students.

In respect of these duties the Subject Teacher is accountable to and supported by the Curriculum Area Leader.

The Main Accountabilities are:-

Teaching and Learning

- To teach assigned classes as appropriate.
- To develop appropriate materials and teaching methods which take into account each student's individual needs.
- To treat all students fairly, with equality of regard for gender, religion, culture and social context.
- To employ a variety of motivating and stimulating approaches to student learning.
- To plan lessons carefully, taking into account the need for differentiation and relevant schemes of work.
- To set and assess homework in accordance with the school policy.
- To contribute to the teaching of whole school developments e.g. ICT, Numeracy, Literacy, Work Related Learning and Citizenship/PDE, incorporating them into lessons as per schemes of work.
- To ensure high standards of effort, accuracy and presentation are encouraged.

Behaviour Management

- To apply the correct procedures to ensure good behaviour as outlined in the school's Behaviour for Learning Policy.
- To be in the corridor awaiting the arrival of the students, where possible.
- To ensure that students enter the room and exit quietly and calmly and sit in their allotted place.
- To record student attendance at each lesson.
- To reward good behaviour and achievement in accordance with the school's Reward Policy.
- To ensure that mutual respect, self-discipline, mature behaviour and good work habits are encouraged.
- To create a classroom environment where all students feel valued.

Monitoring and Assessment

- To assess students accurately using relevant National Curriculum Level descriptions, criteria from national qualifications, predictive data etc. and use the assessment as a basis for setting targets with high expectations that students will achieve their potential and beyond.
- To use SATs, NFER, SIMS, 4MATRIX, ALPS Connect to identify vulnerable students and then use appropriate intervention strategies to improve their attainment and progress. The focus for Pupil Premium students is to close the gap against national figures and within the school.
- To provide opportunities for students to assess, reflect on and improve their performance.
- To mark students' work on a regular basis in line with the school/ department's Marking Policy.
- To write reports to parents for all students in accordance with the school policy.

Performance Management

- To maintain an up-to-date knowledge of subject areas and national educational strategies.
- To undertake relevant professional development to participate in the school's Performance Management scheme, liaising with Team Leader/Curriculum Area Leader about appropriate Performance Management objectives and aiming to meet all objectives.

Health, Safety and Resources

- To ensure that the classroom is a well organised learning environment.
- To ensure that classroom displays are up-to-date, motivating, in good condition and support learning.
- To ensure that classrooms are left tidy at the end of each lesson. To report any damage promptly to the Curriculum Area Leader.
- To contribute to the development of up-to-date resources for departmental use in the classroom and for communal areas of display.

Duties

- To contribute and co-operate as a member of a team in the creation of schemes of work, shared resources, departmental planning, attendance at meetings.
- To carry out two supervisory duties each week ensuring that the duty is covered in times of absence.
- To fulfil the role of Personal Tutor (please refer to your Personal Tutor job description).

Collaborative Work

- To support collaborative partner work with schools, colleges, universities and businesses, where appropriate.
- To maintain a good relationship with all stakeholders in the community.
- To show a willingness to be involved in extra-curricular activities and whole school initiatives.
- To support the school in its commitment in safeguarding and promoting the welfare of children and young people.

Note

This job description is intended to assist the post holder and others in defining the role. It is intended to be a helpful guideline and does not form any part of a legal contract. It does not replace the "Conditions of Employment of School Teachers" schedule 3 of the Teachers Pay and Conditions Act 1991, which defines a teacher's duties. The description has been drawn up with reference to the Act and attempts to outline the duties and responsibilities which can be reasonably expected by a Headteacher at Jack Hunt School.

This job description will be reviewed periodically.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

PETERBOROUGH KEYS ACADEMIES TRUST

GENERIC JOB DESCRIPTION – PERSONAL TUTOR

Accountable to: Head of House

Date reviewed: May 2017

The following job description refers to the main duties and accountabilities of a Personal Tutor.

The Purpose of the Job:-

To ensure students' well-being and personal development and learning by collaborating/liasing with other staff and parents and assisting where appropriate in work with external agencies.

The Personal Tutor will receive support from the Head of House and Student Support Officer and the wider pastoral team attached to the House team, to enable these duties to be fulfilled effectively.

The Main Accountabilities are:-

Registration Duties

- To be responsible for the good order and safety of the Tutor Group during Lesson 5.
- To complete registers according to agreed school procedure.
- To monitor absences and positively encourage attendance and punctuality and where necessary take follow-up action as per agreed procedures.
- To check uniform, encourage pride in uniform and issue uniform cards where necessary. Persistent refusal to adhere to the uniform policy must be referred to the Head of House.
- To check and sign student planners once each week for parent signature and any relevant communication.
- To communicate information provided from staff briefings and other sources.
- To carry out the planned activity for the day including the 'Thought for the Day' and SEAL (Social, Emotional Aspects of Learning) as directed by the Head of House.
- To report promptly to the classroom teacher/Head of House damage to furniture and fittings in the Form room.
- To attend relevant assemblies and monitor behaviour of students during this time.

Monitoring, Support and Assessment

- To have an oversight of the general welfare of students whilst at school and endeavour to follow up any individual personal needs.
- To use student attainment data (SATs, NFER, 4MATRIX, and ALPS) to track student progress, assist students in setting their personal targets across the curriculum and endeavour to provide support for all students. The focus for Pupil Premium students is to close the gap against national figures and within the school.
- To write reports to parents and ensure they are collated for despatch at the agreed times and the returns are checked where necessary.
- To attend Head of House meetings.
- To assist in consultation regarding the students, including Individual Educational Plans (IEPs), Special Educational Needs/Disability (SENCO), CiC, (SENs) review meetings and liaison with outside agencies.

Rewards and Sanctions

- To implement the school policy on Behaviour for Learning.
- To monitor and record rewards and sanctions and report to Head of House.

Liaising with Others

- To liaise closely with Subject Teachers, Head of House, Student Support Officer, Learning Support Department and parents regarding the educational progress, welfare and behaviour of students.

Performance Management/Professional Development

- To liaise with the Head of House about pastoral professional development needs and Performance Management objectives, if appropriate.
- To undertake Professional Development concerned with the role of the Personal Tutor.

Staff Attached to a House

All staff attached to and supporting the Head of House should implement this job description. They should check with the Head of House if they are unsure of their duties.

Note

This job description is intended to assist the post holder and others in defining the role. It is intended to be a helpful guideline and does not form any part of a legal contract. It does not replace the "Conditions of Employment of School Teachers" schedule 3 of the Teachers Pay and Conditions Act 1991, which defines a teacher's duties. The description has been drawn up with reference to the Act and attempts to outline the duties and responsibilities which can be reasonably expected by a Headteacher at Jack Hunt School.

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APPOINTMENT OF DESIGN & TECHNOLOGY TEACHER

The Board of Trustees of Peterborough Keys Academies 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 Post

We require an enthusiastic, qualified teacher to join the Design & Technology Curriculum Area. We welcome applications from trainee, newly qualified or experienced teachers.

The successful applicant will be prepared to play a full part as a team member in the development of the department.

If appointed you will, besides teaching Design & Technology, join a House team in the school and will have responsibility for a Vertical Tutor Group of around 20 students from Years 7 to 13. General job descriptions for both Subject Teacher and Personal Tutor are included in this pack.

Person Specification

Applicants will be judged against the criteria, in the table on the next page.

Pay and Conditions of Service

Teachers are employed at the school under the pay structure and conditions of service agreed nationally and as set out in the "School Teachers Pay and Conditions Document 2020". The Governors have their own pay policy in line with this document.

The successful applicant will be registered with the Teaching Regulation Agency (TRA) and will be contracted to the Teachers Superannuation Scheme unless he/she opts out.

The Trustees of the school fully recognise the teacher associations and unions and a mechanism is in place for consultation with Union representatives on relevant issues.

If you are appointed to a teaching post, it will be on the understanding that you are prepared to undergo a Enhanced DBS check and if necessary, a medical examination.

Relocation

You may qualify for the school's relocation package, details of which are found in the Information Booklet for Applicants on the website.

Application Procedure

To apply you will need to go the Vacancies Page on our school website www.jackhunt.net and click on the relevant post and then click on apply now button. As part of the application you are invited to demonstrate how you fulfil some of the criteria listed in the person specific information listed on the following page.

Closing date is **Thursday 19 May 2022 at 9.00 am.**

Interviews will be held shortly after the closing date.

Thank you in advance for your application. If you have had no response by Friday 10 June 2022 please assume that on this occasion your application has not been successful. **We are unable to reply to all candidates who apply for positions in the school to inform them that they have not been shortlisted.** However, I hope you will obtain a suitable appointment in the very near future.

**Generic Person Specification (CPS)**

Attributes	Essential	✓	Desirable	✓	How Assessed
1. Qualifications and Training	• Qualified Teacher Status • Graduate		• Evidence of a commitment to continuing professional development		• Application form • Letter of application • References
2. Experience	• Evidence of effective teaching to the secondary age group • Experience of teaching a wide range of ability including SEN and Gifted and Talented • Demonstrate a high regard for the safeguarding of children • Experience of contributing to school life beyond the classroom		• Experience of a multi-cultural school • Experience of a large 11-18 school		• Application form • Letter of application • References • Interview • Teaching task
3. Knowledge and Understanding	• Secure subject knowledge • Ability to teach to GCSE or equivalent • Understanding of equal opportunities issues in schools • Knowledge and understanding of how to enhance literacy, numeracy and ICT in teaching		• Keep abreast of subject developments • Sound knowledge of national policies and developments in education		• Application form • Letter of application • References • Interview • Teaching task
4. Skills and Personal Qualities	• Able to communicate effectively orally and in writing • Ability to form good relationships with students, adults and parents • Proven classroom management skills • Ability to work collaboratively within a team • Ability to be well organised and efficient including completing agreed tasks within set timescales • Ability to use ICT packages and systems • A commitment to the aims and values of the school				• Application form • Letter of application • References • Interview