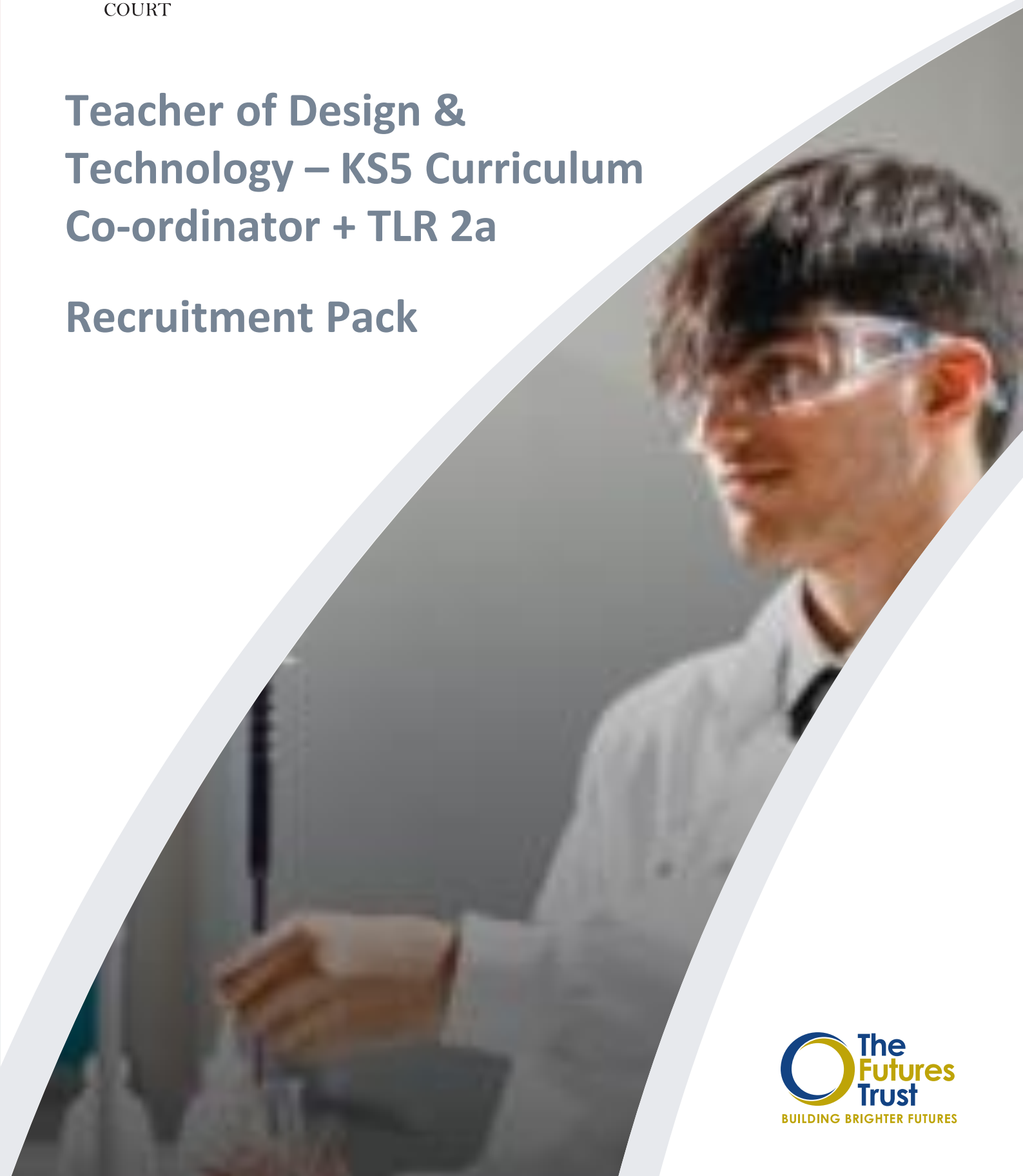




COUNDON  
COURT

# **Teacher of Design & Technology – KS5 Curriculum Co-ordinator + TLR 2a**

## **Recruitment Pack**





## BUILDING BRIGHTER FUTURES



Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

### Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

### Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

### Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



**4**

Primary Schools



**6**

Secondary Schools



**9000+**

Students



**1300+**

Staff



## Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

# Chris Heal

## Head Teacher



Coundon Court School is a thriving school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

**We look forward to hearing from you.**



## ▼ Job Details

JOB TITLE	TEACHER OF DESIGN & TECHNOLOGY KS5 CURRICULUM CO-ORDINATOR + TLR
OPPORTUNITY	<p>We are seeking to appoint an excellent D&amp;T Teacher. An ambitious and innovative teacher will thrive in this environment and will be offered plentiful opportunity for further progression.</p> <p>As a qualified Teacher you will possess a passion for raising achievement in D&amp;T and an aptitude for overcoming barriers to learning. Dynamic and creative, you will be an excellent team player and be able to inspire others around you.</p>
REPORTING TO	Subject Leader
LOCATION	Based at Coundon Court School with a requirement to travel to work at or for schools in the Trust.
SALARY /HOURS	TMS / UPS + TLR 2a – Part time hours considered
BENEFITS ENHANCING WORKING LIVES	<ul style="list-style-type: none"> <li>- Competitive rates of pay</li> <li>- Professional development opportunities</li> <li>- Career pathways across the Trust</li> <li>- Teacher / Local Authority Pension Scheme</li> <li>- Online retail discount</li> <li>- Employee Assistance Programme</li> <li>- Family Friendly policies to support family &amp; carer commitments</li> <li>- Flexible Working Arrangements</li> </ul> <p><a href="http://www.thefuturestrust.org.uk/why-work-for-the-futures-trust">www.thefuturestrust.org.uk/why-work-for-the-futures-trust</a></p>





## Job Description

### **Job Purpose:**

To encourage learning which allows students to achieve high standards; to share and support the corporate responsibility for the well-being, education and discipline of all students.

### **Duties and responsibilities:**

#### **Educational Responsibilities**

1. To carry out the general duties and responsibilities of a professional school teacher in accordance with the Principal Statement of Employment Particulars and associated documents including the Teachers' Standards and School Teachers' Pay and Conditions Document.
2. To implement whole-school, cross-curricular, department and year policies.
3. To take part in scheduled meetings with colleagues and parents according to the school's published programme.
4. To share in supervisory duties according to the school's published rotas.
5. To share in cover for absent colleagues in accordance with the national guidelines and School Teachers' Pay and Conditions of Employment and subsequent statements.
6. To participate in whole-school, team and individual arrangements for her/his in service training and professional development.
7. To keep up-to-date with all school information, e.g. the weekly diary and newsletter, the staff handbook, e-mail and information sent via the pigeon-hole daily.

#### **Academic Curriculum**

Under the guidance of the Curriculum Leader and Cross-curricular Teams where appropriate:

1. To plan and prepare courses and lessons for the groups assigned.
2. To teach all students according to their educational needs. This includes the setting, marking, assessing of classwork, homework, projects, coursework and fieldwork, etc.
3. To keep records of students' attendance at every lesson as well as classwork, homework set and completed.



4. To review and evaluate work programmes.
5. To maintain good order and behaviour according to the school's policies in order to facilitate learning and safeguard the health and safety of students both in school and in any authorised school activity outside school.
6. To participate in external examinations arrangements as well as other assessment programmes.
7. To communicate with parents concerning students' progress through writing reports and/or profiles, through attending scheduled parents' meetings and, where appropriate by letter or telephone.
8. To be responsible for her/his teaching room(s) with regard to good order, health and safety, appearance and display.
9. To share in the department's work in curriculum development with regard to courses of study, teaching resources materials and methods used.
10. To take part in the school and department's methods of teaching, assessment and profiling records.
11. To be responsible for the use of all resources allocated to ensure value for money and no waste. To take responsibility for the supervision and security of rooms and all equipment.
12. To take her/his share in the cross-curricular work of the school.
13. To share in the responsibilities of the department.

### **Tutorial Programme and Responsibilities**

Under the guidance of the Learning Manager:

1. To keep an accurate and up-to-date tutor group register and to follow the school's procedures for dealing with students' lateness and absence.
2. To give out information and letters for students to take home, ensuring every student receives one, including any absentees.
3. To check students' Planner at least once every week for homework set and for messages from parents.
4. To check on students' school uniform (Years 7 – 11).
5. To ensure that the tutor group play a full part in School Council activities.
6. To accompany the tutor group to assemblies.
7. To collate and check the subject profiles for her/his tutor group, to summarise and comment on achievements and behaviour. To discuss the reports with students and with parents at the parent/tutor meetings.
8. To ensure that all students have a clear understanding of the 'planning' necessary for a successful learning outcome, including revision programmes.
9. To help advise students in KS3 on their KS4 courses. To help advise parents on realistic objectives for their sons/daughters. To help advise students in KS4 and the 6<sup>th</sup> Form on their further education and future careers.
10. To teach the tutor group the tutorial programme. To contribute to the development of materials and method for the programme, and to the monitoring and evaluating of its objectives.
11. To know the personal circumstances and learning abilities of each member of the tutor group so as to support and advise each student as she/he progresses through the school.



12. To provide information for referring children with special needs and if required personally to take responsibility for liaison with support agencies.
13. To ensure the most able students are identified and sufficiently challenged through the mainstream programme and extension activities.

#### **TLR Responsibility for Key Stage 5**

1. To maintain a KS5 D&T curriculum that is well sequenced, coherent and has both pace and rigour covering all areas required within WJEC A-Level Design and Technology.
2. To ensure a series of engaging activities, which is also supported by professional and experts in their D&T field and meets the gold standard approach used across the department meeting the Coundon Lesson Framework.
3. To support HOD and department with all matters relating to Health and Safety and to be up to date with all things related to Health and Safety.
4. To work with the subject leader and D&T staff to use and analyse KS5 data to track pupils progress and target underachieving students so all can access the curriculum and achieve.
5. To work with the D&T SL to ensure that all KS5 MRATS (Risk Assessments) are written and clear for all projects by staff and these have been checked for detail and accuracy based on all demonstrations.
6. Ensure that all relevant resources are up to date, available and ready for staff teaching KS5 in a timely manner.
7. To work with/ reporting to strategic lead of KS5 when required.
8. To support the curriculum development of KS5 D&T which develops students; communication (oracy, reading, writing & numeracy) as well as securing the knowledge and skills of D&T of researching, planning, designing and evaluation.
9. To work with the subject leader to ensure there is rigorous assessment with a clear approach to formative assessment across the department.
10. To work with the subject leader to ensure that KS5 lessons, resources and assessment are Quality assured on a termly basis.
11. To work with the LG Link for S&T and the Subject Leader of D&T to evaluate effective T&LT and monitor progress and address underachievement.
12. To work as a tutor within a designated college team.
13. To run relevant and plan targeted enrichment and learning support activities in KS3, where appropriate and agreed.

#### **Professional Development:**

1. Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Teacher of Product Design are up to date.
2. Be a professional role model, and understand and promote the aims of the School and the values of the Trust.





## ▼ Person Specification

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Must have QTS (Qualified Teacher Status).</li> <li>• Substantial experience of working in the secondary sector.</li> <li>• First degree or Certificate of Education.</li> <li>• Evidence of further professional development</li> </ul>		Application Form Certificates
SKILLS AND ABILITIES	<ul style="list-style-type: none"> <li>• The ability to establish and maintain relationships with staff and work as a member of a team.</li> <li>• The ability to handle potentially difficult situations sensitively.</li> <li>• The ability to communicate effectively, both orally and in written form.</li> <li>• The ability to meet deadlines.</li> <li>• The ability to teach the subject effectively across all age and ability ranges.</li> <li>• A commitment to comprehensive education.</li> <li>• A willingness to contribute to subject, faculty and whole school developments.</li> <li>• An understanding of the importance of the teacher as a role model for young people.</li> <li>• A commitment to put into effect the school's policies and priorities.</li> <li>• Ability to use ICT to support planning, delivery and administration through use of standard ICT packages.</li> <li>• A willingness to see beyond the subject specific boundary and flexibility to teach beyond the subject specialism.</li> </ul>		Application Form Interview Test

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EXPERIENCE	<ul style="list-style-type: none"> <li>Working in secondary education</li> <li>Delivering improved outcomes for learners</li> <li>Successfully building and maintaining collaborative relationships with parents, carers, partners and the wider community</li> </ul>		Application Form Interview
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> <li>Up to date knowledge of the subject National Curriculum at all stages in terms of knowledge, skills and understanding expected within the National Curriculum programmes of study</li> <li>Knowledge of assessment, recording and reporting of pupils' progress and achievements in the subject and of the role of assessment for learning in ensuring student progress.</li> <li>Knowledge of how students learn and are motivated in order to provide for the individual needs of all students, including those with special educational needs and the Gifted and Talented.</li> <li>An understanding of the importance of the teacher as a role model for young people.</li> <li>Knowledge of equal opportunities and anti-discriminatory practice in the context of the school community and of relevant strategies required to remove barriers to learning.</li> <li>Knowledge of subject specific health and safety requirements.</li> <li>An understanding of the importance of wider key skills / functional skills delivery within the subject area and also of the importance of learning competences in supporting subject attainment.</li> </ul>		Application Form Interview Test
OTHER REQUIREMENTS	<ul style="list-style-type: none"> <li>High expectations of personal performance and of students' achievement.</li> <li>Committed to and able to promote the aims of the school and the values of the Trust: Students First, It's about Learning, No Barriers</li> <li>A commitment to continuous learning</li> <li>A desire to deliver outstanding performance from the subject team and as a team</li> <li>Able to work flexibly, and to attend meetings and INSET days as required</li> </ul>		Application Form Interview



## How to apply

**Closing date:**

**Monday 2<sup>nd</sup> June 2025**

**Interviews:**

**tbc**

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:

**tel: 02477 102134**

To apply for this post, please complete the online application form found at:

**[www.thefuturetrust.org.uk/work-with-us/current-vacancies](http://www.thefuturetrust.org.uk/work-with-us/current-vacancies)**

On application please read the following policies found at:

**[www.thefuturetrust.org.uk/work-with-us/recruitment-pack](http://www.thefuturetrust.org.uk/work-with-us/recruitment-pack)**

- Coundon Court School Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants



**The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.**

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.