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**INFORMATION PACK**

**Position: Teacher of Design Technology**

**Scale:** MPS/UPS *(Suitable for ECTs)*

*A Letter from the Headteacher*

**Section 1: An Introduction to Saddleworth School**

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Dear prospective colleague,

Thank you for showing an interest in the post on offer at Saddleworth School. What follows is a snapshot that I hope will give you a genuine insight into our School. I really hope that having read the information and researched the school you feel that your values resonate with ours and you choose to apply.

We are seeking to create an exciting and nurturing learning environment which is inspiring and empowering for all of our students. During their five years with us we ensure that they have the opportunities to explore their passions and interests; find the things which get them excited about their futures and which inspire them to strive for their very best. Our aim is to harness the enormous potential of each and every student so they can be empowered to have happy, successful and rich lives.

At Saddleworth we are looking for people who are ambitious for our students, ambitious for themselves and who are passionate about working with young people to ensure that they fulfil their full academic potential and develop into happy, confident, compassionate, and successful young adults. We are a community, we work and learn together and we support and care for one another. This is what makes our school unique and special.

Saddleworth is a comprehensive school and the only local authority maintained 11-16 school in Oldham. The school is significantly oversubscribed and is forecast to remain so for years to come. It serves a semi-rural area; students join us from villages such as Delph, Dobcross and Uppermill as well as areas closer to Oldham such as Lees and Springhead.

Due to our success, the school has grown over the years and we are now able to accommodate 1380 children, organised into five year groups with up to 280 students in each. We have recently moved into a brand new purpose built school building with a wealth of facilities. This will not only support us to provide a first class learning experience for our students but will also mean that we can continue to grow and increase our student number to 1500 over the next five years.

Currently, we have 82 teachers and 77 support staff at the school. Their hard work, dedication and generosity of spirit is a key strength of our school. We invest heavily in our staff and their development and as part of our commitment to ‘empower and inspire’ everyone in our school community. We want to support colleagues to develop and grow in their roles and be able to take advantage of the many opportunities for career progression. We have a comprehensive CPD programme in school which supports colleagues at all stages of their career.

We also are an associate partner of The Dovestone Learning Partnership made up of eight partner primary schools and expect to become a full partner now that we have moved to our new school building. For more information about the Dovestone Learning Partnership visit: <https://www.dovestonelearningpartnership.org>

Included in this pack is a more detailed profile of the school as well as an application form. I look forward to receiving your application.

Yours sincerely,

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# Section 1:

# An Introduction to Saddleworth School

**Our Vision**

To **Empower** and **Inspire**

Enabling young people to develop and find their talent

**Our staff**

The key strength of the school is the staff. There is a genuine sense of community and all

within the school work together to support the students and each other. We have a real blend of youth and experience on the teaching staff and there is a flourishing CPD programme to support all staff at every stage of their career.

**Our geographical area**

Saddleworth School is a 10-form entry, 11-16 Comprehensive School, situated in pleasant rural surroundings at the foot of the western slopes of the Pennines, some four miles east of Oldham. The school enjoys a good reputation. In its Ofsted inspection of March 2018 it was rated “Good” in every aspect. The school caters for the whole rural district of Saddleworth and also for the nearby residential areas on the eastern side of Oldham. This district contains nine large villages with varied industrial undertakings and farming activities. Manchester and the M62 are within easy reach and the region is popular with commuters. The school has recently moved to the village of Diggle just off the main A670 Ashton-Huddersfield Road which links with the A669 Oldham Road.

**Our school organisation**

The school is oversubscribed and the number on roll is currently 1380 but will expand to 1500 over the next five years now that the school has moved to its brand premises in the village of Diggle. After more than 100 years at our old school we have now relocated to a new site with a new school building. After a long wait staff and students are delighted to be in our new fantastic new school. We now have a school with state of the art classrooms, fully equipped specialist areas and modern facilities to support our delivery of a first-class learning experience for our students.

On entry, children in Year 7 are placed in mixed attainment classes, but set by attainment in Maths during their first half term. From Year 8 onwards, there is increased setting in maths and science. There is a long-standing record of strong achievement in external examinations and students tend to leave with above average attainment.

A wide range of extra-curricular activities is available. Fieldwork and outdoor pursuits are very strongly supported; a full programme of sporting activities is maintained, as are a wide range of excellent musical and drama activities and the Duke of Edinburgh Award Scheme is particularly well represented.

The school day is shaped around five one-hour lessons and a daily 8:40am form time registration. There is a split lunchtime: students in Years 8 & 10 have their lunch together first followed by Years 7, 9 and 11. All staff engage in CPD that runs after school on Wednesdays.

The pastoral system is organised on a year basis, with each year led by a Home School Leader. Form tutors play a crucial role and it follows; therefore, that all candidates for teaching posts at the school must be fully committed to the education of the ‘whole child’ and be prepared to contribute to the school as an active and caring form tutor. Standards of student dress and behaviour are good and children are encouraged to play a part in the running of the school, through the elected Senior Student Leadership body and the School Council.

The school has become the focus of many of the leisure pursuits of the local community. It is widely used after school and in the evenings for sport and cultural activities. The element of community service in the Duke of Edinburgh scheme has involved helping the Tame Valley wardens with their conservation work, helping at the museum, and the St John Ambulance, and giving support to the old people in the area.

The school’s high standard of inclusion is well supported by Pastoral Support Assistants who are attached to each year group. The school also has a specialist provision through or Link Department for students in need of additional support and/or a personalised curriculum.

Saddleworth School is a stimulating and rewarding environment in which to work. This is a school where teachers and students can really flourish.

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| **Quick Facts** | |
| **Age range** | 11-16yrs |
| **Local Authority** | Oldham LA |
| **Number of children** | 1380 |
| **% FSM** | 16.2% |
| **% SEN** | 13.2% |
| **% EAL** | 2% |

**Our Values and Ethos**

The school is over 100 years old and has a proud tradition of enabling our young people to experience academic success whilst also providing a nurturing and supportive environment. Our students and their wellbeing are at the heart of everything we do and our team of dedicated staff will support every young person so that they can thrive and flourish.

At Saddleworth we are ambitious for our students and we aim to instil that sense of ambition in them too. We have high standards and expectations of them and their futures. We want our students to be successful academically but also to gain the knowledge and skills to make sense of the world and to contribute positively to the communities in which they live.

The key to this is building effective relationships for learning. That means children must have a voice, be valued and sit at the centre of all we do. It is vital that children learn to listen, value the views of others and improve their own thinking. We are developing the curriculum, our teaching and assessment so that it is fit for purpose and nurtures self-esteem, self-discipline, confidence and independence.

Ultimately, we want children to leave our school feeling happy, empowered and inspired and we want to work with parents, students and colleagues who share that ambition.

**CPD opportunities**

Saddleworth School is committed to ongoing CPD for all staff. Each Wednesday there is a calendared programme of development opportunities in which all staff engage. There is also a complementary programme of CPD accessible to all staff to support development to their career stage or specific areas of interest may be.

**Equality of opportunity**

Saddleworth School is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, gender, race, colour, nationality, ethnic origin, disability, religion, marital status, sexual orientation and/or medical condition.

**Safeguarding**

Saddleworth School is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures. Applicants should be aware that the recruitment process will include an assessment of your suitability to work with children.

**Saddleworth school is a place where:**

* We each feel that we are valued by and belong to the Saddleworth community.
* All work hard and are considerate and courteous towards each other
* We are respectful, compassionate and kind.
* We are all encouraged to explore, find, nurture and develop our passion
* We are ambitious for ourselves and for each other.
* We have high standards and expectations and strive for excellence.
* We embrace success and take pride in our own achievements and those of others
* We develop and encourage a growth mind-set and positive attitudes in ourselves and others
* We all actively contribute to the Saddleworth community to ensure that it remains a place that we all want to work and to learn.

**Section 2:**

**Department Information: Creative Studies**

At Saddleworth, Creative Studies incorporate three strands of Design Technology: Product Design, Graphic Design and Food Preparation and Nutrition. Our students engage and complete a range of projects based around these areas at KS3 and have the opportunity to specialise at KS4 as part of the Pathways Process in Year 9. KS4 courses include NCFE Graphics, WJEC Hospitality & Catering, AQA GCSE Food Preparation & Nutrition and AQA Art & Design 3D and Eduqas Design & Technology GCSE. KS4 options are allocated 5 hours per fortnight and in KS3, students have 3 lessons per fortnight.

The Creative Studies department comprises six members of staff with a combined wealth of experience; the successful candidate will be joining a team of professionals working collaboratively to ensure that all students achieve their potential. The ethos of the department is one of mutual support where good practice and effective teaching resources are frequently shared. Open door classrooms promote the sharing of best practice and support our constant drive to develop and improve our pedagogy.

The department is fully supported by two technicians and houses traditional technology rooms with ensuite IT facilities in addition to the two specialist food classrooms. In Years 7-9, the department provides the resources for lessons, including ingredients for practical food lessons which reduces cost for parents and adheres to the school’s inclusive approach.

The new school is fully fitted and furnished with brand new facilities and software which is an exciting prospect for both staff and students.

Together, we aim to provide a balanced, exciting, creative and an inspiring curriculum which enables our students to build skills, knowledge and concepts that can be incorporated into a number of cross curricular subjects and activities. A strong emphasis is placed on all students achieving their full potential within a culture of high expectations and a drive to ensure that students receive inspirational, challenging and exciting teaching. We believe that supportive, positive working relationships are fundamental to creating an environment conducive to learning where students feel able to achieve.

**Section 3: Job Description**

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| **Post Title** | **Design Technology Teacher** |
| **Purpose** | * To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. * To monitor and support the overall progress and development of students as a teacher/form tutor. * To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. * To contribute to raising standards of student attainment. * To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth. |
| **Reporting To** | **Curriculum Leader for Creative Studies** |
| **Responsible for:** | The provision of a full learning experience and support for students |
| **Liaising with:** | Senior Leadership team, teaching/support staff, LEA representatives, external agencies |
| **Working Time:** | Full time |
| **Salary/Grade:** | **MPS/UPS** |
| **MAIN (CORE) DUTIES** | |
| **Teaching** | * To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere. * To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. * To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students. * To ensure that ICT, literacy, Numeracy and school subject specialisms are reflected in the teaching and learning experience of students. * To undertake a designated programme of teaching. * To ensure a high quality learning experience for students which meets internal and external quality standards. * To prepare and update subject materials. * To use a variety of delivery methods which will stimulate learning appropriate to student needs and the demands of the syllabus. * To maintain discipline in accordance with the school’s procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. * To undertake assessment of students as requested by external examination bodies, departmental and school procedures. * To mark, grade and give written/verbal and diagnostic feedback as required. |
| **Operational/ Strategic Planning** | * To assist in the development of appropriate syllabi, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department. * To contribute to the curriculum area and department’s plan and its implementation. * To plan and prepare courses and lessons. * To contribute to the whole school’s planning activities. |
| **Curriculum Provision and development** | * To assist the head of department/faculty and senior leadership in ensuring that the curriculum area provides a range of teaching that supports the school’s strategic objectives. * To assist in the process of curriculum development and change to ensure continued relevance to students’ needs, examining bodies and the school’s aims and ethos. |
| **Curriculum Development** | * To support and engage in curriculum development for the whole area with particular emphasis on the relevant aspects * To keep up to date with national developments in the curriculum area and teaching practice and methodology * To actively monitor and respond to curriculum development and initiatives at national, regional and local levels * To liaise with the Curriculum Leader to maintain accreditation with the relevant examination and validating bodies |
| **Professional Development:** | * To take part in the school’s professional learning programme by participating in arrangements for further training and CPD. * To continue personal development in the relevant areas including subject knowledge and teaching methods. * To engage actively in the Performance Development process. * To ensure the effective/efficient deployment of classroom support. * To work as a member of a designated team and to contribute positively to effective working relations within the school. |
| **Quality Assurance:** | * To help to implement and adhere to school quality procedures. * To contribute to agreed school monitoring and evaluation processes, including evaluation against quality standards and performance criteria, and to implement modification/improvement when required. * To review from time to time methods of teaching and programmes of work. * To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and personal functions of the school. |
| **Management Information:** | * To maintain appropriate records and to provide relevant, accurate and up to date information for MIS, registers etc. * To complete the relevant documentation to assist in the tracking of students. * To track student progress and use information to inform teaching and learning. |
| **Communications:** | * To communicate effectively with the parents of students as appropriate. * To communicate and co-operate, where appropriate, with persons or bodies outside the school. * To follow agreed policies for communications in the school. |
| **Marketing and Liaison:** | * To take part in marketing and liaison activities such as Open Evenings, Parents’ Evenings and liaison events with partner schools. * To contribute to the development of effective subject links with external agencies. |
| **Management of Resources:** | * To contribute to the process of the ordering and allocation of equipment and materials. * To assist the head of department/faculty in identifying resource 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 students. |
| **Pastoral System** | * To be a form tutor to an assigned group of students. * To promote the general progress and well-being of individual students and of the form group as a whole. * To liaise with the pastoral staff to ensure the implementation of the school’s pastoral system. * To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life. * To evaluate and monitor the progress of students and keep up-to-date student records as required. * To contribute to the preparation of action plans, progress files and other reports. * To alert appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. * To communicate as appropriate with parents and with persons or bodies outside school concerned with the welfare of individual students, after consultation with the appropriate staff. * To contribute to SPACE (the School’s PSHCE, citizenship and enterprise curriculum) in line with school policy. * To apply the behaviour management systems so that effective learning can take place. |
| **Additional Duties:** | * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example |
| **Other Specific Duties:** | |
| * To promote actively the school’s corporate policies * To engage in personal professional development as agreed * To engage actively in the school’s Appraisal process * To undertake any other duty as specified by STPCB not mentioned in the above * 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   Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers  The school will endeavour 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 or any employee who develops a disabling condition  This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title | |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Colleagues 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.

**Section 4: Person Specification**

**Essential Desirable**

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| Qualifications  1. Relevant degree or equivalent  2. Teaching qualification | ✓  ✓ |  | Letter  Letter |
| Experience   1. Experience of teaching **Product Design/Graphics** at Key Stage 3 and 4 2. Experience of teaching across the age and ability range 3. Experience of working with a tutor group 4. Experience of working with colleagues to ensure students’ individual needs are met 5. Experience of using a range of teaching and learning styles to ensure students learn effectively | ✓  ✓  ✓  ✓ | ✓ | Letter/Interview  Letter/Interview  Letter/Interview  Letter/Interview  Letter/Interview |
| Interpersonal   1. Ability to work co-operatively with a wide range of staff and as part of a team 2. Excellent communication skills 3. Ability to relate positively to students and show a fundamental commitment to them and their development 4. Ability to work in partnership with Governors, parents and the community 5. Commitment to achieving high standards 6. Flexible, open and receptive to change and development 7. Enthusiasm for **Product Design/Graphics** | ✓  ✓  ✓  ✓  ✓  ✓  ✓ |  | Letter/References/  Interview  Letter/References/ Interview  Letter/Interview  Letter/Interview  Letter/Interview  Letter/Interview  Letter/Interview |
| Knowledge/skills   1. Clear expectations on student behaviour and discipline 2. Administrative and organisational skills, with good attention to detail 3. Good oral and written skills 4. Good ICT skills | ✓  ✓  ✓ | ✓ | Letter/Interview  Letter/Interview  Letter/Reference  Letter |