

# West Derby School Application Pack

**Role: Teacher of Design Technology**

**Start Date: 01 September 2026 or April 2026 if possible.**

**Grade: MPS1 - UPS3**

**Salary: £32,916 - £51,048**



Want to be a part of delivering a  
**first-class** education?

Pull down & tear to open





Telephone: 0151 235 1300

Email: [jobs@westderbyschool.co.uk](mailto:jobs@westderbyschool.co.uk)

[www.westderbyschool.org](http://www.westderbyschool.org)

Headteacher: Mrs S Graham

22 January 2026

Dear Applicant,

Thank you for expressing an interest in the Design Technology Teacher vacancy.

We are very proud of our first-class school and the education we provide to our students. West Derby is a school with outstanding facilities providing a bright and inspirational learning environment.

We can offer you opportunities to teach your subject across all the key stages, and an extensive and individualised professional development programme.

Please see our website for an application form or use the TES application form. The job description and other information relating to the post are within this pack. I hope that the information provided is useful to you and answers some of the questions you may have about the post.

Applications can be returned by email to [jobs@westderbyschool.co.uk](mailto:jobs@westderbyschool.co.uk)

The closing date for applications is Thursday 22 January 2026 at 3.00pm.

If you do not hear from us by 26 January 2026, then unfortunately you have not been successful.

I look forward to hearing from you

Yours faithfully

Mrs S Graham

Headteacher

Welcome to West Derby School

We Deliver Success

First Class Delivery

Job Description

Person Specification

Safeguarding Statement



# We Deliver Success

We constantly strive for excellence. At West Derby School the success and well-being of our staff and students is our priority. We pride ourselves on offering a first-class education, in an inspiring and stimulating learning environment, to give our students every chance of reaching their full potential.

## Mission Statement

Our school is a First-Class school. It is a happy, caring and respectful community in which people are treated with fairness and are supported in developing themselves to the fullest possible extent to enable them to take their place in society.

# A first class education for everyone

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## First Class Teaching and Learning

We want every student to develop their potential to the full, regardless of race, creed, culture or ability. We believe that every person is equally important and that no one has the right to insult or cause offence to any other person.

We want our students to succeed. We have the highest expectations of each student. In partnership with the family and wider community, we seek to provide opportunities for each member of our school to reach their full potential.

We aim to develop a lively, informed and flexible mind, providing every student with the ability to think logically and discuss topics rationally. We aim to equip our students with the necessary skills, concepts and attitudes which lead to success in examinations and their future careers.

The school curriculum seeks to give all students a broad and balanced education promoting their spiritual, moral, cultural and physical development in order to prepare them for the challenges of adult life.

Regular assessments take place throughout the school year, parents are provided with termly reports on pupil progress and invited to attend parental consultation evenings.

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# JOB DESCRIPTION

**Post Title:** CLASSROOM TEACHER

**Salary/Grade:** MPS/UPS

**Working time:** 195 days per year – Full time

**Purpose:**

- To ensure the provision of 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:** Head of Department

**Responsible for:** The provision of a full learning experience and support for students

**Liaising with:** Headteacher, leadership team, teaching/support staff, LA representatives and external agencies and parents

**Disclosure Level:** Enhanced

**MAIN (CORE) DUTIES** Through consultation with the appropriate line manager

**Operational/Strategic Planning:**

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department
- To contribute to the curriculum area and department's development plan and its implementation
- To plan and prepare courses and lessons
- To contribute to the whole school's planning activities

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**Curriculum Provision:**

- To assist the Head of Department and the Senior Leadership Team to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives

**Curriculum Development:**

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's mission and strategic objectives

**Staffing:**

- To take part in the school's staff development programme by participating in arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the performance management review 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 school quality procedures and to adhere to those
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria
- To seek/implement modification and improvement where 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 pastoral 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
- Where appropriate, to communicate and cooperate with persons or bodies outside the school
- To follow agreed policies for communications in the school

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## **Marketing and Liaison**

- To take part in marketing and liaison activities such as open evenings, parents' evenings, review days 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 to identify resource needs and to contribute to the efficient/effective use of physical resources
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students

## **Pastoral System:**

- To be a form tutor to an assigned group of students
- To promote the general process and wellbeing of individual students and of the form tutor group as a whole
- To liaise with a pastoral leader 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 may be required
- To contribute to the preparation of action plans and progress files and other reports
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To communicate, as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To apply the behaviour management systems so that effective learning can take place

## **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 specialism(s) are reflected in the teaching/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



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- To prepare and update subject materials
  - To use a variety of delivery methods which will stimulate learning appropriate to student needs and 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

**Other Specific Duties:**

- To be responsible for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with
- 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
- To support the school in meeting its legal requirements for worship
- To promote actively the school's corporate policies
- To continue personal development as agreed
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- 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 for 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

Date: \_\_\_\_\_



# PERSON SPECIFICATION

**JOB TITLE:** CLASSROOM TEACHER

**GRADE:** MPS/UPS

**Note to Applicant:** In your application, you should provide evidence of meeting all points on the person specification.

**Methods of Assessment Key:** A = Application; I = Interview; O = Observation

CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Qualified teacher status</li> <li>Degree in relevant subject</li> <li>Recent participation in relevant CPD</li> <li>Knowledge of child protection guidelines and practices</li> </ul>	A A A AND I A AND I
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working in a secondary school, providing for educational needs across the ability range</li> <li>Teaching the relevant curriculum</li> <li>Classroom management experience</li> <li>Working co-operatively as part of a team</li> <li>National curriculum subject requirements</li> <li>Statutory Requirements eg: Health and Safety</li> </ul>	A AND I  A, I AND O A, I AND O A AND I A AND I A AND I
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>Be able to contribute positively to team working.</li> <li>Be able to play a full part in the life of our school community, to support our distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>Be able to enhance and raise pupil attainment in subject area</li> <li>Be able to display a range of teaching styles</li> <li>Have good interpersonal skills</li> <li>Have good written and oral communication skills</li> <li>Share our schools' attitude to the use of authority and maintaining discipline</li> <li>Effective teaching and learning strategies</li> <li>An understanding of the needs of our students</li> <li>An appropriate range of personal qualities eg determination, patience and flexibility</li> </ul>	A AND I  A AND I A, I AND O A, I AND O A, I AND O A, I AND O A AND I A AND I A, I AND O A, I AND O A AND I
<b>Commitment</b>	<ul style="list-style-type: none"> <li>Share our school's commitment to safeguarding and promoting the welfare of children and young people. This entails the ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>Share our school's commitment to equal opportunity</li> <li>Share our commitment to the development of the whole child</li> <li>A proven record of excellent punctuality and attendance</li> </ul>	A, I AND O  A AND I A AND I A AND I

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# The Application Process

## General Information

Your application form should be submitted to the school, preferably by email to [jobs@westderbyschool.co.uk](mailto:jobs@westderbyschool.co.uk)

Your application consists of two parts; the application form and the optional Equal Opportunities form. Your application form will be used to measure you against the essential criteria as identified on the person specification. This is your opportunity to sell your skills, abilities and experience. It is important that you read the job description and person specification carefully and ensure that your application is tailored to the role you are applying for.

Take time to check your application form to ensure that you have completed all sections. Also check for any spelling and grammatical mistakes.

The Equal Opportunities form will be used to assist in monitoring the effects of the school's equal opportunities policy in recruitment and selection and will help us to develop and improve.

**Please be aware that CVs will not be accepted for any positions**

## Application Form

Please complete the information accurately on the form and ensure you provide the most appropriate email address that can be used for correspondence.

Please ensure that you provide details of your current or most recent employment including contact details.

Please provide a full listing all full time and part time employment and education history from when you left secondary education. Please include voluntary work and periods of unemployment and explain any gaps in your employment/education history.

If you are applying for a post that includes working with children or vulnerable adults, please include the date that you left secondary education.

We may contact any of your previous employers to confirm information provided in your application.

This is your opportunity to demonstrate to the shortlisting panel how you meet the essential criteria of the person specification. Use specific examples and evidence of your skills, abilities and experience to demonstrate how you meet the criteria.

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Please provide details of two referees, one of whom must be your current or most recent employer. Referees cannot be relatives or people writing solely in the capacity of friends. If you are applying for a post which involves working with children or vulnerable adults and you are not currently working with children or vulnerable adults, but have done so in the past, please provide details of the most recent employer of this type of employment.

You are required to sign the form to confirm that the information you have provided is accurate and true. Providing false or misleading information could result in your application being rejected, a conditional offer being withdrawn or lead to disciplinary proceedings which may result in dismissal. If you send your application by email, it will be deemed that you have signed the declaration. You will be required to sign a copy of your application form if you are invited for interview or if you are offered the post subject to further checks

## **Equal Opportunities**

We are an equal opportunities employer and welcome applications from all members of the community. Our aim is to ensure that no applicant or employee receives less favourable treatment on the grounds of race, gender, marital status, age, disability, religious beliefs, sexual orientation or employment status.

When your application form and equal opportunities forms are received they will be processed separately. The equal opportunities form will not be available to panel members and will not be used to make recruitment decisions or about your suitability for employment. Under section 7, please indicate if you would like any support or adjustments to be made to enable you to take part in the selection process for reasons such as religion, disability, medical or maternity.

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# Safeguarding

## **West Derby School Safeguarding Statement**

West Derby School follows safe recruitment procedures in keeping with statutory guidance.

Our school is committed to safeguarding children and promoting children's welfare; all staff and volunteers are expected to share this commitment and they must follow the school's code of conduct for adults. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check, Barred List Check and other DFE pre-employment checks as set out in Keeping Children Safe in Education. It is a criminal offence to apply for, or accept a position (paid or unpaid), working with children in regulated activity if you are excluded from such work by virtue of a court order or exclusions by the DBS.

Any offer of employment is subject to satisfactory completion of all pre-employment checks. In addition to DBS and Barred List, other employment checks include:

- confirmation of identity;
- evidence of address;
- evidence of all essential qualifications;
- overseas checks where the candidate has lived/worked abroad in the last ten years for a period of twelve months or more;
- eligibility to work in the UK;
- completion of a medical questionnaire (with the possibility of further medical screening where appropriate);
- teacher status check (TRA prohibition/interim prohibition order check, sanctions and QTS status – where applicable);
- overseas teacher sanction checks where applicable;
- Section 128 prohibition order (where applicable);
- Online search;
- the school will always contact referees and will only accept completed application forms and not C.V.s

The school has clear procedures for managing allegations against staff and volunteers, a whistle blowing policy and child protection policy.

All staff will receive an induction and on-going training and supervision in respect of safeguarding.

# The school day

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## Timetable

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Registration	8.45am - 8.55am
Reading Ready	8.55am - 9.20am
Period One	9.20am - 10.20am
Break	10.20am - 10.35am
Period Two	10.35am - 11.35am
Period Three	11.35am - 12.35pm
Lunch	12.35pm - 1.15pm
Period Four	1.15pm - 2.15pm
Period Five	2.15pm - 3.15pm

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If undelivered please return to  
364 West Derby Road, Liverpool, Merseyside L13 7HQ



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Email: [jobs@westderbyschool.co.uk](mailto:jobs@westderbyschool.co.uk)  
[www.westderbyschool.org](http://www.westderbyschool.org)

Headteacher: Mrs S Graham

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