



The Henry Box School  
Founded 1660

# RECRUITMENT PACK

**TEACHER OF DESIGN AND TECHNOLOGY -**

**FOOD SPECIALIST**

**MPR/UPR**

**Required: To start January or April 2023**

**Hours: Part time 0.6 FTE 3 days per week or 0.4 FTE 2 days per week**





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## Introduction from the Headteacher

The Henry Box School an exciting place to work and learn. We are committed to providing education that transforms lives and we are ambitious in our pursuit of excellence. We are the leading school in our 'home grown' Trust

This is a hugely exciting time for our family of schools as we are presented with a rare opportunity to make a real difference to the lives and life chances of so many young people. We believe that education can transform lives.

## Our approach

To join The Henry Box School is to join a family – staff and pupils who have the courage to do things differently, if that's what it takes.

Here we think deeply about how we can have the biggest impact on pupils. In a world where the algorithms of life give us more of the same, we believe education has the role to give children something different. We continually ask ourselves the following five questions:

- Are we securing equity?
- Is our leadership driving school improvement?
- Is our curriculum irresistible?
- Are we research informed?
- Are we deploying resources effectively?

All schools in our Trust have a culture of compassion underpinned by high expectations and understanding. We have three rules: ready, respectful and safe. We are a truly inclusive organization and passionately believe that every child has a right to mainstream education.

## Our curriculum principles

We aim to ensure that all our children have access to a 'box set' knowledge curriculum that builds students' schemata. We work on the understanding that the best type of feedback is in the moment and/or in the next lesson; feedback must be a medical, not a Post Mortem. We limit our interventions to the ones that are evidence based and enable our students to access the curriculum. Our curriculum is learnt, not experienced and we work hard to ensure a challenging curriculum is available for all. Our curriculum principles are clear: we aim to make sure our curriculum:

- Is ambitious and designed to give **all** learners, particularly the most disadvantaged, the knowledge and cultural capital they need to succeed in life.
- Extends beyond the academic by providing opportunities to develop and discover their interests and talents. Learners are supported to develop their character and help them



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- To know how to keep physically and mentally healthy – including resilience, confidence and independence.
- Prepares learners for life in modern Britain, equipping them to be responsible, respectful, active citizens who contribute positively to society; developing their understanding of fundamental British values. All learners will develop their understanding and appreciation of diversity, celebrating what we have in common and promoting respect.
- Is coherently planned and sequenced towards cumulatively sufficient knowledge and skills for future learning. Assessment is used to help learners to embed and use knowledge fluently, to check understanding and to inform teaching.
- Has a rigorous approach to the teaching of reading, writing and oracy that develops learners' confidence and enjoyment of learning.
- Provides a range of opportunities to ignite a passion for.

## Professional development

We are proud to be one of only 14 schools in the Country to have been awarded the Teacher Development Trust's Gold Award for our CPD programmes.

We work hard to reduce bureaucracy and keep after school commitments and meetings to a minimum. Teachers in their second year of teaching are entitled to the OLEVI 'Improving Teacher Programme' and in their fourth year the 'Outstanding Teacher Programme', whilst leaders complete the 'Outstanding Leadership of Education' Programme. In a nutshell, whatever your career stage, you will have access to high quality professional development and a sensible approach to appraisal, based on action research and supporting each other to be even better. All staff also have access to our ever growing professional development library.

The Henry Box School is committed to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment will be subject to enhanced DBS clearance, satisfactory references and other relevant pre-employment checks.

All staff at The Henry Box School have a responsibility to co-operate with and follow all Health and Safety requirements in accordance with the school Health and Safety Policy.

If you are interested in working in a forward thinking organisation, then Henry Box could well be the place for you.

**W J Hemmingsley**  
**Headteacher**



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## About the role

**Position: TEACHER OF DESIGN AND TECHNOLOGY - FOOD SPECIALIST**

**Working Hours: Part-time 0.6 FTE 3 days per week or 0.4 FTE 2 days per week**

**Required: To start January or April 2023**

We are seeking to appoint a well-qualified, committed and enthusiastic Teacher of Design & Technology – Food Specialist to join a strong department in this successful 11-18 comprehensive school.

This is an excellent opportunity for both ECTs and experienced teachers. As our commitment to professional development is second to none, the successful candidate can be assured of receiving outstanding support in order to further develop their career.

We are looking for an effective teacher who is able to inspire and motivate their students.







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## Performance and Creativity Faculty

The Faculty includes art, design and technology, textiles, food, drama, music and PE subjects. The Design and Technology offers students a range of opportunities to develop work in a number of areas such as Food, Technology, Graphics, Resistant Materials, Systems and Control and Textiles to GCSE level, and Product Design (3D) to A-level.

### KS3

In each of Years 7 and 8, the students follow a carousel system through 4 modules, spending approximately 8 weeks in each D&T subject discipline, for three one-hour lessons per fortnight. These are Textiles, Food, and two Design and Technology.

In Year 9, students work in 3 of areas within Design and Technology; Food, Textiles and Design and Technology. Each of the 3 courses lasts 2 terms, and challenge students with advanced techniques and more in-depth projects to complete.

### KS4

Design and Technology is a popular option at Key Stage 4 with students selecting one of the following courses:

- AQA Design and Technology: Textiles Technology
- AQA Food Preparation & Nutrition
- AQA Design & Technology (9-1)

### A LEVELS

We offer AQA A Level Design and Technology Product Design (3D) where students are challenged by course content, and encouraged in creativity throughout their studies.





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## Health and Safety

All staff at The Henry Box School have a responsibility to co-operate with and follow all Health and Safety requirements in accordance with the school Health and Safety Policy.

## Selection Criteria

### Essential

- Qualified Teacher Status
- Ability to teach KS3 and KS4.
- Effective behaviour management.
- Ability to work as part of a team.
- Knowledge of planning, assessment and record-keeping.
- Commitment to further training and development.
- Conscientious, enthusiastic and positive.
- The ability to relate well to students, staff and parents.
- Willingness and ability to be an effective tutor.
- Willingness to teach Personal Development.

### Desirable

- DATA Teaching Food Safely certification.
- Flexible approach to teaching other D&T disciplines at KS3.
- Willingness to contribute to extra-curricular activities.
- Evidence of improving practice by identifying and meeting CPD needs.

## Job Description: Teacher (MPR and UPR)

**Post Title:** Teacher of Design & Technology – Food Specialist

**Purpose:** To raise standards of attainment and achievement of learners

**Reporting to:** Faculty Leader and Assistant Faculty Leader where appropriate

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder. You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation.

**Liaising with:** School Leaders, Faculty Leaders, House Leaders and relevant staff with cross-school responsibilities, relevant support staff



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**Working Time:** Part Time Permanent  
**Salary:** MPR/UPR

**Disclosure Level:** Enhanced

## Teaching

### Set high expectations which inspire, motivate and challenge pupils

- Establish a safe and stimulating environment for pupils, rooted in mutual respect
- Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils

### Promote good progress and outcomes by pupils

- Be accountable for pupils' attainment, progress and outcomes
- Be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
- Guide pupils to reflect on the progress they have made and their emerging needs
- Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
- Encourage pupils to take a responsible and conscientious attitude to their own work and study

### Demonstrate good subject and curriculum knowledge

- Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings
- Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard Computing, whatever the teacher's specialist subject
- If teaching early reading, demonstrate a clear understanding of systematic synthetic phonics
- Demonstrate a clear understanding of appropriate teaching strategies

### Plan and teach well structures lessons

- Impart knowledge and develop understanding through effective use of lesson time
- Promote a love of learning and children's intellectual curiosity
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired
- Reflect systematically on the effectiveness of lessons and approaches to teaching
- Contribute to the design and provision of an engaging curriculum within the relevant subject area(s)



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## **Adapt teaching to respond to the strengths and needs of all pupils**

- Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- Have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
- Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
- Have a clear understanding of the needs of all pupils, including those with SEN; those of high ability; those with EAL; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them

## **Make accurate and productive use of assessment**

- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- Make use of formative and summative assessment to secure pupils' progress
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback

## **Manage behaviour effectively to ensure a good and safe learning environment**

- Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
- Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary

## **Fulfil wider professional responsibilities**

- Make a positive contribution to the wider life and ethos of the school
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Deploy support staff effectively
- Take responsibility for improving teaching through professional development, responding to advice and feedback from colleagues
- Communicate effectively with parents with regard to pupils' achievements and well-being





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## Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Have proper and professional regard for the ethos, policies and practices of the school in which they teach and maintain high standards in their own attendance and punctuality
- Have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

## In addition, for UPR (STPCD)

- The teacher is **highly competent** in all elements of the relevant standards
- The teacher's achievements and contribution to an educational setting or settings are **substantial** and **sustained**

## General Responsibilities

- Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager

## Additional duties

- 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 follow this example
- To promote and lead extra-curricular activities in line with the traditions and expectations of the school within the context of a life work balance

## Other Specific Duties

- Undertake the role of Form Tutor
- Share in supervisory duties according to the school's published rotas
- Keep up to date with school information e.g. the weekly bulletin, staff handbook and to clear your pigeon hole daily



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- Participate in any arrangements within an agreed national framework for the appraisal of your performance and that of other teachers
- Continue personal development as agreed
- Engage actively in the appraisal process
- 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 line 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 to 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.
- Undertake any other duty as specified by STPCD not mentioned in the above

**For all staff** - You have specific responsibilities under Health & Safety / Safeguarding to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- Co-operate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager as soon as practicable
- Report any safeguarding children concerns to a senior member of staff
- Attend safeguarding training as requested

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 job commensurate with the grade or job title.

## The Application Process

We are seeing to appoint the best possible candidate and our recruitment process will reflect our desire to undertake all possible measures to achieve this.

Visits to the school are most welcome by prior arrangement and if you have any questions or would like an informal discussion about the role please contact the HR Manager on 01993 848166 or at [jobs@millacademy.co.uk](mailto:jobs@millacademy.co.uk)



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Candidates should download and complete the Teaching Staff Application Form from our website <https://www.henrybox.oxon.sch.uk/377/vacancies> or apply online via our TES partner site. A covering letter of not more than 2 sides of A4 addressed to the Headteacher should also be included with your application. Unless using the TES online form, application forms and letters are to be returned to [jobs@millacademy.co.uk](mailto:jobs@millacademy.co.uk)

The Henry Box School is an equal opportunities employer.

**Closing date: 12<sup>th</sup> December 2022 at noon**

**Interview date: 14<sup>th</sup> December 2022**