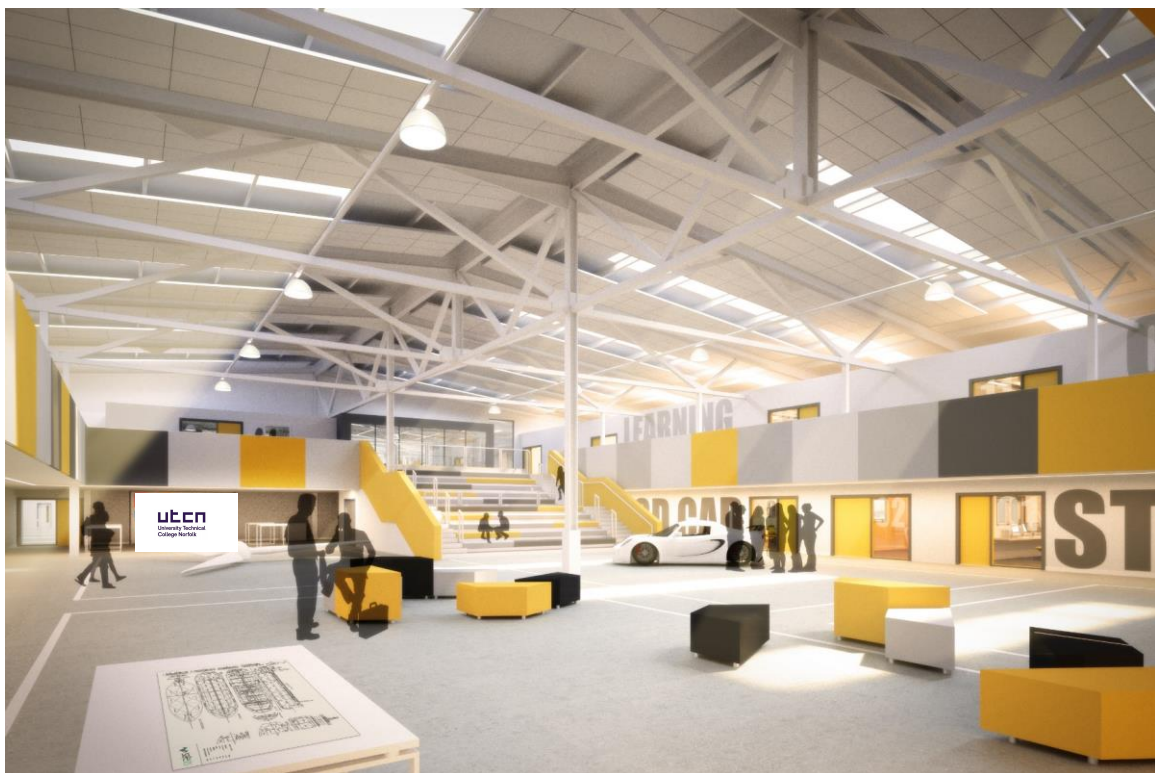


# Teacher of Engineering Foundation Programme Lead

## APPLICATION PACK



**UTCN**  
University Technical  
College Norfolk



**Foundation Programme Lead: Engineering**

**Full Time**

**£25,714 - £41,604  
plus TLR of £1,631**

**From September 1, 2021**

**Are you a teacher of Engineering or a Design and Technology teacher looking to focus on what you love?**

**UTCN exists to develop the next generation of engineers and technology specialists and with a fabulous £10m building and £1.3m of specialist equipment, that's exactly what we are achieving. We've been open six years and we are already one of the top performing UTCs in the country. We have a specialism in engineering, but we also cater for 14-19 age students with interests in Science, Computing and Mathematics. UTCN was graded 'Good', by OFSTED, across all areas in May 2019.**

**The Engineering Faculty at UTCN is extremely well resourced: we have fully equipped workshops containing manual lathes, milling machines, 3D printers, laser cutters, Hass CNC machines, welding equipment, virtual welders and an F1 in Schools test track, to list but a small selection. Engineering is the main reason why students come to UTCN and all KS4 students and most KS5 students study engineering. The Engineering Department currently has 7 teaching staff, 1 teaching assistant and 2 technicians.**

**This role is offered on a promoted basis for a colleague who can lead our new post-16 Level 2 programme: <https://utc.org.uk/curriculum/t-level-transition-programme/> This will support students to progress to the T Level in Engineering when it is introduced in 2022.**

**If you are an excellent teacher who has the:**

- **Capability to teach BTEC Level 2 and Level 3 Cambridge Technical Engineering**
- **Belief that all young people can achieve highly**
- **Ability to deliver excellent results**
- **Capacity for hard work**
- **Determination to ensure that UTCN is the top provider of its type in the country**

**Then we want to hear from you. For further information and to apply, please see our website [www.utc.org.uk](http://www.utc.org.uk)**

**Closing date: 9.00am, Monday, May 3, 2021**

**Interviews: w/c May 3, 2021**

**UTCN is committed to safeguarding and promoting the welfare of young people. All appointments will be subject to an enhanced DBS check.**

April 12, 2021

Dear Candidate

Thank you for your interest in University Technical College Norfolk.

We have been open for 6 years, have a fabulous £10m building and £1.3m of specialist equipment. Our goal is simple: to ensure our students have the skills, qualifications and experience to go to university or to take-up skilled employment. We have a specialism in engineering but we also cater for 14-19 age students with interests in Science, Computing and Mathematics.

The Engineering Department at UTCN is extremely well resourced: we have suite of manual lathes and milling machines, 3D printers, laser cutter, Hass CNC machines, welding equipment, virtual welders, and an F1 in Schools test track, to list but a small selection. The Engineering Faculty currently has 7 teaching staff, 1 Learning Support Assistant and 2 technicians. As student numbers grow, we anticipate that staffing in this area will increase further. The department staff have a wide range of teaching and industrial backgrounds which provides a team of experienced, hardworking and supportive colleagues.

The role would suit an experienced teacher or lecturer in Engineering or a colleague with a Design and Technology background. Alternatively, this role could also suit someone with an industry background who would like to get into teaching and full support will be provided if this is the case. This role is offered on a promoted basis for a colleague who can lead our new post-16 Level 2 programme. This will support students to progress to the T Level in Engineering when it is introduced in 2022.

Engineering is the reason why students come to UTCN and all students study engineering. At KS4 students follow the BTEC Tech Award Engineering course. At KS5 students take the Level 3 Cambridge Technical Engineering course which leads to the Full Diploma or the Extended Certificate. Our expectations for students are high, and the results and achievements have been excellent, we are looking for a new team member to help take things forward in September 2021.

If we can provide any further information, please do not hesitate to get in touch.



Alex Hayes  
Headteacher

## **Key Facts**

- We have £1.3m of specialist equipment on site
- We are currently recruiting for Year 10 (up to 120 places) and Year 12 (100 places)
- In due course, UTCN will have up to 420 students from Year 10 to Year 13
- The student body is well motivated and, in many cases, extremely able
- Typical hours for students are from 9.00am to 3.00pm, with a longer day on Tuesdays and Thursday
- The teaching load for a main scale teacher is 22.5 hours per week
- The curriculum is employer-led
- We offer a wide range of extra-curricular type activities within the Enrichment Curriculum
- UTCN was inspected by OFSTED in May 2019 and was graded 'Good' across all areas

## **Employer Support**

A key difference of UTCN is that we are supported by many of the leading employers and businesses in the county. There are currently over 40 regional and national employers and employer organisations who are actively engaged with UTCN.

## **The UTCN Board**

Reflecting the key role that employers will take, the UTCN Board is made up of employers in the advanced engineering and energy skills sectors:

- Nicola Finch of Future Marine Services and safeSTS
- Peter van der Horst of KLM
- Roger Bennington of Long Stratton Motor Company

Additionally, the Board is made up of:

- Ben Milner of UEA
- Julie Schofield of UEA
- Alex Hayes of UTCN
- Chris Porter of UTCN
- Kathryn De Ferrer
- Lee Rees
- Steve Love
- Jean Wilcox (Parent Governor)

## **The Curriculum**

Our curriculum has been devised to reflect the needs of local employers, but it also provides a solid base for students to progress generally. Post 16 students also undertake Industry led projects.

## **Basic Salary**

UTCN has its own salary scale which ranges from £25,714 - £41,604 plus a TLR of £1,631. Progression on this scale is dependent on professional development and student outcomes. Salaries are paid in twelve equal instalments on the 19<sup>th</sup> day of the month by direct credit transfer.

## **Additional Remuneration**

Individual performance is rewarded through the UTCN Performance Management scheme. In addition, every year, three collegiate targets will be set which will attract a bonus. These targets will be the same for all UTCN staff.

## **Other Benefits**

Teaching staff will continue as members of the Teachers' Pension Scheme. UTCN staff will also benefit from membership of BHSF.

## **Working Days**

UTCN term dates will largely follow the pattern of Norfolk schools. The UTCN working year is made up of 201 days, broken down as follows:

- 190 teaching days
- 11 Training, Promotional and Revision days

However, teaching staff may take one day's holiday (or two half-days) in term time, as agreed by the Headteacher.

## **Professional Appearance and Dress**

The principle of smart business dress for staff applies.

## **Safeguarding**

UTCN is committed to safeguarding and promoting the welfare of young people. All appointments will be subject to an enhanced DBS check.



## Job Description

<b>Job Title:</b>	<b>Foundation Programme Lead: Engineering</b>
<b>Reports to:</b>	Head of Faculty: Engineering
<b>Grade:</b>	T1 to T14 + L1
<b>Loading:</b>	A reduction in loading of 2 hours per fortnight applies to this position
<b>Overarching Job Purpose:</b>	To work with the Head of Faculty: <ul style="list-style-type: none"> <li>• To support UTCN students to make excellent progress in all Faculty subject areas</li> <li>• To ensure students have a high quality, consistent educational experience</li> <li>• To lead the development and delivery of the T Level Foundation Programme</li> </ul>
<b>Date of revision:</b>	01/04/21

<b>Leadership</b>	
1	To be accountable for standards across the Faculty, specifically the T-Level Foundation Programme course and its qualifications
2	To implement, and support the implementation of defined sections of the Faculty Development Plan
3	To lead and support colleagues in the delivery of the T-Level Foundation Programme
4	To support the Head of Faculty in setting Performance Management targets for teaching staff who deliver the T -Level Foundation Programme, recommending CPD as required
5	To support Faculty colleagues to implement School and Faculty policies using the Faculty Handbook for guidance
6	To prepare and disseminate action minutes from subject and Faculty meetings relating to the T-Level Foundation Programme
7	To attend specific T-Level webinars and meetings and disseminate this information to the faculty members
<b>Teaching, Learning &amp; Assessment</b>	
8	To consistently deliver high quality lessons which are an example to Faculty colleagues
9	To monitor the Quality of Education lead subject and Faculty work scrutinies working with other Faculty Leads, reporting back to Heads of Faculty and SLT
10	To support new staff so that they are properly inducted into the working practices of the Faculty Implementing school policies
<b>Student Outcomes</b>	
11	To ensure Faculty results are in line, or above, national averages
12	To work with the Head of Faculty to set up intervention strategies
13	To run T-Level Foundation Programme Mock examinations
<b>Curriculum</b>	

14	To keep abreast of curriculum and examination specifications, specifically the developments with T Levels, ensuring seamless progression from the T-Level Foundation Programme
15	To ensure that appropriate resources and schemes of work are in place for technical element of the T-Level Foundation Programme
16	To lead on the internal standards and assessment verification for the T-Level Foundation Programme.
17	To work with Head of Faculty, employers and industrial liaison staff to implement effective employer focused experiences for students on the T-Level Foundation Programme
<b>Other</b>	
18	To carry out the duties of a main scale teacher and to be an effective tutor
19	To attend and contribute to Faculty Meetings
20	To undertake any other similar duties of this level as required by the Head of Faculty or the Headteacher



### Person Specification: Foundation Programme Lead: Engineering

Attributes	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Graduate</li> </ul>	<ul style="list-style-type: none"> <li>Degree in relevant subject</li> <li>QTS/QTLS</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of delivering L2 and/or L3 curriculum</li> <li>Track record of successful student outcomes</li> </ul>	<ul style="list-style-type: none"> <li>Experience of managing a curriculum team or department</li> <li>Previous industrial or commercial experience</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Excellent classroom practitioner</li> <li>Ability to stretch well motivated and high ability students</li> </ul>	<ul style="list-style-type: none"> <li>An avid user of new technology</li> <li>Competent with Computer Aided Design Software</li> <li>Knowledge of Project Management Techniques</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Unrelentingly optimistic and enthusiastic</li> <li>Good interpersonal skills</li> <li>Determined</li> <li>Organised</li> <li>Sense of humour</li> <li>Resilient</li> <li>Able to deliver what you say you will deliver when you say you will deliver it by</li> </ul>	<ul style="list-style-type: none"> <li>Innovative</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Commitment to your subject and your students</li> <li>High personal standards of literacy and numeracy</li> <li>Keen to work with local employers</li> <li>Determination to ensure UTCN is the top provider of its type in the country</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to undertake further training/study</li> </ul>

## Further information

The UTC Norfolk website is: [www.utcn.org.uk](http://www.utcn.org.uk)

You will also find our Twitter feed a useful source of information: @utcnorfolk

More information about the UTC programme and the Baker Dearing Trust can be found at [www.utcolleges.org](http://www.utcolleges.org)

To arrange an informal discussion about this role, please contact David Attwell, Head of Faculty: Engineering on 01603 580280 or via [david.attwell@utcn.org.uk](mailto:david.attwell@utcn.org.uk)

## Visits to UTCN

During the interview process, there will be ample opportunity to see the building and meet key staff, however, if you would like to visit UTCN prior to application, please contact David as above.

## Application

Please apply using the UTCN application form. This can be found at:

[www.utcn.org.uk/job-vacancies](http://www.utcn.org.uk/job-vacancies)

As part of the application, you will be asked to submit a supporting statement, this supporting statement should:

1. Explain why you would like to work at UTCN.
2. Address each element of the Person Specification individually and using a separate sub-heading eg.

## Qualifications

## Experience

*Please note that candidates who do not follow this guidance will not be shortlisted.*

**Closing date:** 9.00am, Monday, May 3, 2021

**Interviews:** w/c May 3, 2021