

Recruitment Information and Job Pack

**Teacher/tutor of CONSTRUCTION & DESIGN
TECHNOLOGY**

*Position relevant to Teachers/Tutors of Construction, DT
Engineering & Motor Vehicle
(0.7 FTE to Full-Time dependent on curriculum need)*

**Qualified Teachers' Pay Scale / Unqualified Teachers'
Pay Scale / Qualified Lecturer Pay Scale
(experience dependent)**

Closing Date: 24th January 2022

Interview Date: As soon as mutually convenient

Start date: As soon as mutually convenient



Letter from the Head Teacher

Dear Applicant

I hope you find the information in this pack of interest and I look forward to receiving your application.

We are a very popular, oversubscribed and well regarded school where students achieve very well. We offer a wide range of experiences and opportunities to our students in the firm belief that we have a duty to develop a range of skills and attributes as well as achieve examination success. We work very hard to develop 'an international citizenship' dimension to the school acknowledging the importance of global issues upon everyone's lives.

We are seeking to recruit an outstanding Teacher/Tutor of Construction & Practical Learning on a 0.7 full-time equivalent to full-time basis. Applications are sought from candidates who:

- Believe in supporting students' "Achievement through Caring"
- Have excellent knowledge of teaching and learning to raise standards of attainment at all levels
- Are passionate about teaching and learning, and motivating young people
- Have the ability to work in a team focused environment and the energy and passion to support and possibly lead extra-curricular activities
- Have a proven track record in managing Health & Safety
- Have the vision and imagination to add to the considerable strengths of the school
- Have the expertise to use ICT to enhance student's experience of learning
- Have the ability to inspire young people
- Share our commitment to safeguarding and child protection
- Have a commitment to the welfare of students

If you have the passion and skills to enhance the work of our school and wish to work in a forward thinking, supportive environment please complete the application form and tasks as described. Candidates should be aware that as part of the selection process we will carry out the following pre-appointment checks:

- Candidate's identity (photographic evidence)
- Eligibility to work in the UK (as appropriate)
- An Enhanced DBS Check

I look forward to hearing from you.

Yours faithfully



Mark Williams
Head Teacher

The School

Kingsmead School is a rural mixed ability Academy with a fully comprehensive intake situated near the Devon/Somerset border, close to the Brendon Hills and Exmoor. It is a magnificent area in which to live and work. Not only is there the tranquillity and beauty of the countryside but there is the rapidly growing county town of Taunton nearby and easy access (20 minutes) to the M5 for connections to the rest of the country.

The School lies in the small town of Wiveliscombe. It caters for the age range 11-16 and has 912 daytime students. The School is very successful and is oversubscribed. Our latest Ofsted Report, in March 2017, gave an overall judgement that Kingsmead is a “good school”. Our firm conviction is that we have an outstanding staff committed to providing the best education for our superb body of students.

We firmly believe in developing the international dimension of the School having links with schools in Europe and also with Zambia in Africa. These initiatives have not only allowed the school to be involved in cutting edge practice but have made it a resource rich environment.

The core values of Kingsmead are Care, Aspiration, Respect and Determination which drive our strong positive ethos and offering amenities for the whole school community. We have high expectations and expect staff to support our caring, student-centred ethos to set high standards for our students. We hope staff will contribute to and lead some of the wide range of extra-curricular opportunities we offer. All applicants for teaching posts at Kingsmead will be expected to be committed to taking on a tutor role, to use ICT effectively in the classroom and to continue their own professional development as skilled practitioners.

Safeguarding is at the heart of what we do at Kingsmead. All staff and volunteers are expected to have read and be fully compliant with the following policies:

- ✓ Safeguarding and Child Protection
- ✓ Online Safety
- ✓ Whistleblowing
- ✓ Staff Code of Conduct

They are also expected to be familiar with ‘Keeping Children Safe in Education’ 2020. A read receipt is required from all staff at the start of each academic year and from newly appointed staff prior to taking up appointment. Kingsmead is never complacent about safeguarding and accept that we must never believe “it wouldn’t happen here”. We have rigorous and tested practices and procedures which are constantly reviewed and have high expectations of staff in matters of safeguarding and child protection.

Newly appointed staff will be given a full induction programme in partnership with the West Country Teaching School Alliance. The safeguarding element of this will be completed prior to the commencement of work at the school.

We challenge students to make the most of the opportunities available at Kingsmead



Applied Learning Department

The Applied Learning faculty was founded over 10 years ago as an alternative practical curriculum for Entry Level and Level 1 students. Courses in Motor Vehicle, Horticulture, Hair & Beauty and Media were offered with 'Kingsmead Certificates'. Since then, the faculty has grown significantly, offering both Level 1 & 2 and GCSE courses. It has further expanded to include courses in Hospitality & Catering, Engineering, Construction, Computer Science, iMedia and Agriculture courses. Courses are now high value Technical Awards, Vocational Awards and GCSEs which count for college entry and in the school's league tables.



Aims and objectives

The Applied Learning faculty aims to engage students in Key Stage 4 courses with a blend of practical and theoretical learning, in order to develop skills and a sense of achievement. Courses are directly relevant to areas of major employment in the South West.

Courses on offer

- Motor Vehicle Studies
- Child Development
- Agriculture
- Hospitality & Catering
- Engineering
- Construction
- Computer Science
- iMedia



Department Team Members

Mrs Jenny Mathias – Head of Applied Learning

Mr Luke Martin – Head of Resistant Materials

Mr Paul Hickman – Tutor of Agriculture

Mr Peter Sproston – Tutor of Engineering & Motor Vehicle & Applied Learning Technician

Miss Carley Stone – Tutor of Catering

Mr Stuart Smith – Head of ICT & Computer Science

Mr Kevin Sandiford – Applied Learning Technician

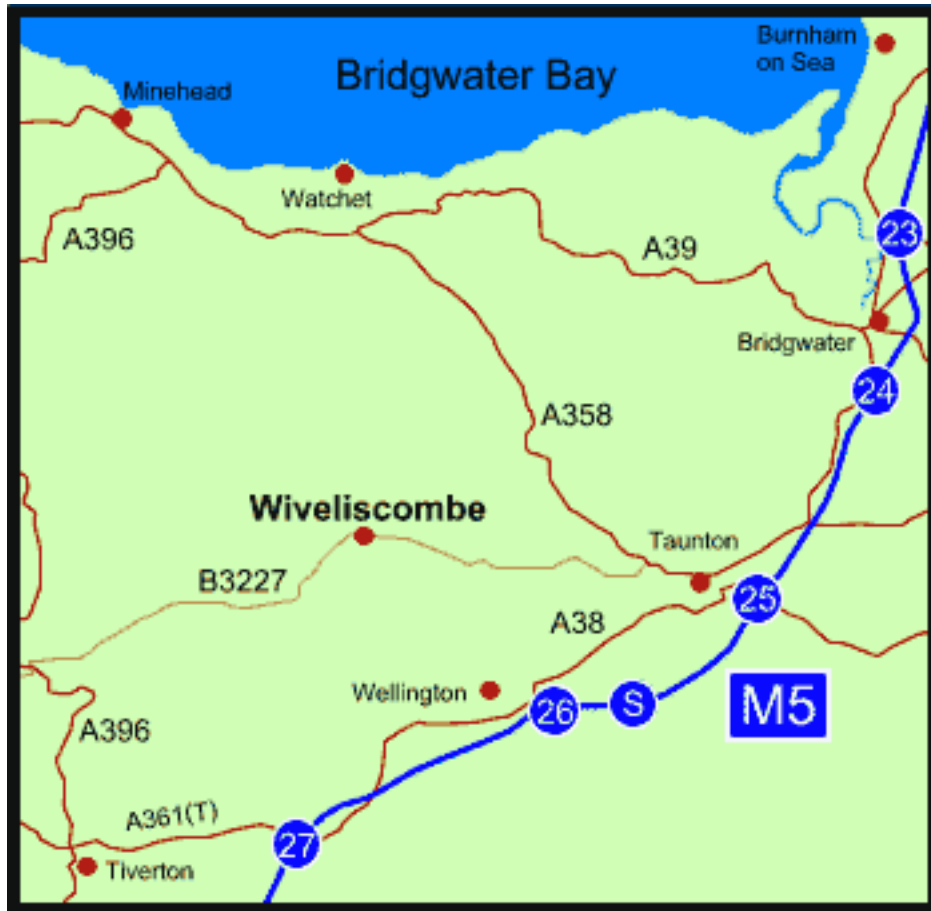




Construction / Motor Vehicle



Travelling to Kingsmead



Wiveliscombe is situated on the B3227 Taunton - Barnstaple Road (formerly the A361), 4 miles from the Devon/Somerset border and 10 miles from Taunton. There is also access from Junction 25 of the M5; the route is well signed through the North of Taunton. There is also access from Junction 26 via Wellington.

Directions:

From Taunton, travel along the B3227.

In the centre of Wiveliscombe, turn left at the traffic lights. The School is 150 metres on the left.

Job Description

Section:	Applied Learning
Job Title:	Teacher/Tutor of Construction & Practical Learning
Responsible To:	Head Teacher
Reports To:	Head of Applied Learning Faculty
Main Purpose of Job: <i>Briefly – what is the job there for and why is it being done? Please attach an organisation chart to show clearly, the department structure and where the job fits with this.</i>	
<p>To develop and deliver Construction and related practical learning as an option subject for students in Years 9 to 11. To support students in the development of the practical skills and theoretical understandings needed to both pass the relevant qualification(s) and become competent in a range of construction related disciplines.</p> <p>There will be a requirement to work with students, either individually or in groups, who have additional educational needs. This will mean working with students with emotional, social or behavioural problems and/or specific learning difficulties.</p>	
Main Responsibilities and Duties: <i>What needs to be done? – Describe the main responsibilities and duties required of the job. This should include responsibilities for the support or management of clients, employees, budgets, processes and equipment.</i>	
<p>To teach appropriate and approved Construction and related practical learning courses to groups of students to achieve nationally recognised qualifications under the guidance and direction of the Head of Applied Learning.</p> <p>Core responsibilities & duties:</p> <ul style="list-style-type: none"> • Deliver a Construction programme of learning across Years 9 to 11 to enable students to achieve their full learning potential • Use ICT systems for educational purposes including projection technologies (video, PowerPoint etc) to enrich student learning • Prepare workbooks and theory based tasks using ICT systems • Maintain facilities including machinery and tools • Contribute to and assist in the development and monitoring of systems for review and recording of students' progress • Keep effective records and write reports as required • Develop, maintain and apply knowledge and understanding of students' general and specific learning needs to ensure that support is given to them at an appropriate level • Attend and contribute to meetings and in-service training events, within contracted hours or outside normal hours by agreement <p>Related responsibilities & duties:</p> <ul style="list-style-type: none"> • Source materials for use within the department 	

- Conduct assessments of risk related activities
- Create displays, mount and display students' work
- Teach alternative on-site provision where relevant to tutors existing skills base
- Provide guidance and support as necessary for vulnerable students – this may involve mentoring; 1:1 support; group work etc
- Assist in the preparation for educational visits and where appropriate accompany students
- When required, supervise students both on and off the school site

SUPPORTING PROCESSES

Problem Solving and Creativity: *Give examples of the problem solving and creativity involved in the job. This should include resolving issues over interruptions to work deadlines, priorities and changing demands. How often do these issues occur?*

On a daily basis, within prescribed school guidelines and in conjunction with the Head of Applied Learning, develop a range of strategies to engage individuals and groups of students in the experience of learning.

Use a variety of interpersonal techniques to establish supportive relationships with students, parents and outside agencies.

The post holder will need to be flexible in their daily work practices and will need to be creative and innovative to meet the needs of individual students who often have differing requirements.

Decision Making: *Give examples of the types of decisions which the job has responsibilities for making, including where appropriate those relating to resources, budgets and employees. Show where there is authority of freedom to act and where there is an impact via recommendations or advice.*

Within the agreed school policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of the students in relation to their educational activities, behaviour and care. These decisions often need to be made immediately to deal with the situation presented.

Guidance on more complex or controversial decisions will be referred to the Head of Applied Learning.

Often there will be a need to make immediate decisions, without initial referral to the Head of Applied Learning, in relation to immediate care, control and safety of students with additional educational or personal needs.

Physical Effort and Working Conditions: *Give details and the frequency of any special effort needed, including the prolonged or frequent use of IT equipment and describe any particular working conditions, other than those encountered in a normal office environment, to which the job holder is subjected e.g. noise, outside working, unpleasant surroundings.*

Duties are undertaken within the Motor Vehicle workshop and DT workshop, although the post holder will also be involved in classroom activities for around half of the lessons.

The job is physically demanding, much of the working day is spent standing, with periods of lifting, turning, crouching and bending to engage students in practical learning activities.

Occasional physical risks associated with intervention in incidents of challenging behaviour, including aggression, which are encountered with students who have psychological needs and/or physical disabilities.

Contacts and Relationships: *Give details of the range and type of people within the School or external organisations and including the recipients of services it is necessary to contact in order to carry out the responsibilities of the job. What is the range and purpose of the contact e.g. providing information or advice, directing, monitoring, influencing, motivating.*

Contact with all staff in school to pass and receive information, advice, guidance, suggestions and ideas.

Regular contact with practical learning providers and representatives of industry to investigate alternative courses and enrich learning through industry contact.

Contact with parents/carers and outside agency staff to provide support for students, such as feedback on students' progress. Such communications can be of a delicate nature depending on a student's particular needs.

Additional Information: *Anything else which is relevant to the job which is not adequately covered elsewhere.*

While the level of student needs will vary from time to time, the post holder will be working with students who find it difficult to access basic student entitlement. They may present more frequent challenges and where their attention span presents greater issues there will be a need for high levels of patience to attain students' individual targets.

Knowledge, Skills and Experience: (To be completed by the Line Manager) *The minimum general education standard, qualifications, training and level of experience required by the job holder to be fully effective in the job. Note that this information should relate to the requirements of the job and not what may be available from existing job holders.*

Have previous experience of qualification delivery & management at levels 1 and 2.

Possess a Construction related qualification(s) at Level 3 or above.

Have IT skills suitable to computer aided delivery styles, IT based lessons and workbook preparation.

Possess a recognised vocational assessing qualification (i.e. CAVA, A1/A2 or D31/32).

The ability to offer other related practical learning courses (motor vehicle and engineering).

The ability to occasionally drive the school minibus to transport students to and from opportunities delivered off the school site.

The ability to occasionally use your own transport to take students to and from off-site activities.

Qualities required are discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness, to be numerate and literate, a team worker and to have good oral and written communication skills. Understanding of the relevant qualifications. Knowledge of Kingsmead School's procedures and policies.

Knowledge of students' individual targets, where appropriate, may require more specialised knowledge in specific areas.

Significant empathy with students who have difficulties accessing the National Curriculum.

A willingness to attend courses and training as required to enhance the knowledge, understanding and skills to improve the level and quality of support given to students and teachers.

Experience of working with individuals who have a combination of social, emotional and behavioural needs.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: Date:

Line Manager: Date:

Designated Senior Manager: Date:

Person Specification

Category	Essential	Desirable	Where Identified
Application	Fully supported in reference		Application form Reference
Qualifications and Training	Graduate Post-16 teaching qualification	First or Second Class Hons Degree Qualified Teacher Status	Application form
Experience	The post would suit an NQT or more experienced teacher looking to further their career.	Further professional development through qualifications or training	Application form Reference Interview
Expertise and skills	Outstanding or potential for outstanding classroom teaching skills High level organisation skills Able to plan, assess, review and evaluate effectively and efficiently through good analysis, understanding and interpretation of data Ability to work independently and as part of a team Efficient and effective use of ICT to enhance learning Able to add significant value to the delivery of the PSHCE curriculum and the international dimension of the school	Knowledge of varied approaches to learning aligned with high expectations of young people and the standards they can achieve Knowledge of assessment and target setting strategies	Application form Reference Interview
Personal Attributes	A range of personal qualities relevant to the post including: A well-reasoned educational philosophy in tune with the school ethos and values Resilience and tenacity Creativity, flexibility and innovation Humour, warmth, energy and patience Reliability under pressure Self-motivation Personal pride and ambition Willingness to work hard Enthusiasm for working with young people Adaptability Willingness to take responsibility Commitment to achieving the highest possible standards for students and staff Able to undertake the prescribed activities of a teacher including regular attendance to ensure continuity of learning for students	Generosity of time and spirit Willingness to be involved in the extra-curricular life of the school	Application form Reference Interview
Safeguarding	Commitment to the policy, practices and procedures laid out in Kingsmead's policies: Online Safety Whistleblowing (Raising Concerns at Work) Code of Conduct Safeguarding & Child Protection		Application Reference Interview Pre-employment checks

Recruitment Legislation

Criminal Records Check via the Disclosure & Barring Service (DBS)

The post you are applying for requires you to have a criminal background check via the Disclosure procedure. As part of this process your identification must be verified. In order to do this you will need to bring various **original** personal documents to the school. Photocopies or documents printed from the internet, for example, internet banking statements, will not be accepted.

Once you have completed the form online you need to bring documentation to the school that confirm:

- your name
- date of birth
- current address

Further details of the documentation that you need to provide will be given to the successful candidate.

Self-Declaration Form

Please complete, sign, date and place this into the envelope provided. **Please bring this with you if you are invited to interview.**

Legislation and Appointments

All appointments are subject to satisfactory medical and police clearance, and satisfactory references. The successful candidate will also be required to produce documentary evidence, when called for interview, of the entitlement to work in the UK under the terms of the Asylum and Immigration Act 1996. Relevant documents are:

- * A document from a previous employer, the Inland Revenue, Benefits Agency, Contribution Agency or Employment Service containing the person's name and NI number. This could be a P45, a P60 or a letter
- * A passport confirming that a person is a British citizen or a European Area national or which shows that they are otherwise entitled to live and work in the UK
- * A Birth Certificate confirming birth in the UK or Republic of Ireland
- * A letter from the Home Office confirming that the person is allowed to work in the UK

DfE Recruitment Documentation

All appointments are subject to evidence of the following:-

- * Qualified Teacher Status (QTS).
- * Academic Qualifications - Relevant Degree/Diploma or a letter of confirmation from the awarding institution.

How to Apply

1. Complete the application form
2. Using the application form, complete the following:

On two sides of A4 outline your reasons for applying for this post and your recent experience which you believe makes you a suitable candidate. **Please include your philosophy of education and how it relates to your chosen subject area.**

3. Complete the Equal Opportunities form
4. Complete the Self-Disclosure form; **please bring this with you if you are invited to interview.**

Please forward your completed application to:

Mrs Jo Reynolds – Admin Manager & PA to Senior Leadership Team
Kingsmead School
Wiveliscombe
Taunton
Somerset TA4 2NE

Email: Jo.Reynolds@kingsmead-school.com

Timetable for Appointment

Closing date for applications: Midday on Monday 12 July 2021

Interview Date: To be confirmed

Start Date: By mutual agreement

Questions?

For further information about this post please contact Jo Reynolds, Admin Manager and PA to Head Teacher and Senior Leadership Team:

Email: jo.reynolds@kingsmead-school.com

Telephone: 01984 623483

The Selection Process

1. Application received by midday on **Monday 12 July 2021**
2. Shortlisting will then take place.
 - This will be completed by at least two people who will meet to create a final shortlist.
 - The shortlisting process will be completed with reference to the Person and Job Specifications as well as the quality of the application.
3. Candidates on shortlist invited to interview – **interview date to be confirmed** - and references requested.
4. Interview process:
 - This will involve at least one Governor, the Head Teacher (or his representative) and any other appropriate persons such as Line Manager.
 - Where there are panel interviews, these will involve a senior member of staff.
 - Student panels will also have a senior member of staff to chair the panel.
 - Each panel will employ an individual interview record to make notes on answers given by candidates.
 - Candidates will be asked the same core questions.
5. The panel(s) will meet to discuss each candidate. Use will be made of the individual record sheet when reaching a decision.
6. When a successful candidate has been identified, the self-disclosure form will be scrutinised.
7. When a decision has been reached and verified, the successful candidate will be informed. The offer is conditional upon the following:
 - Successful Enhanced DBS clearance;
 - Verification of identity – please bring original photographic ID documentation, e.g. passport, driving licence;
 - Proof of eligibility to work in the UK (as necessary);
 - Verification of qualifications;
 - Verification of professional status;
 - That the candidate is not subject to a Prohibition Order;
 - Suitable and acceptance references, if not available on the day of interview

* Any concerns raised at this time may require further explanation by the candidate and the referee. Serious concerns will be passed on as appropriate including the Secretary of State.
8. The unsuccessful candidates will be notified and offered a de-brief.

NB: All documents provided must be original – photocopies are not acceptable.

- 1) References are confidential and will not be discussed with the candidates on the day, although candidates may be asked to explain any concerns they highlight.
- 2) Application forms and interview notes for the successful candidate will be placed on his/her file.

Application forms and interview notes for unsuccessful candidates will be kept for one calendar month from the date of the interview during which time they can request copies be sent to them. After this time they will be destroyed.

Extract from Standards of Conduct for Staff

1. Employees of the school must carry out their duties objectively, professionally, to the best of their ability and in an impartial manner.
2. Employees of the school must operate in accordance with the stated Core Values of the school – Respect, Aspiration, Care and Determination.

3. Safeguarding

3.1 Employees must be familiar with relevant policies regarding safeguarding:

- Safeguarding & Child Protection
- Whistleblowing
- ICT & Online Safety

3.2 Employees have a statutory duty to report any disclosures to the safeguarding lead at the school.

3.3 Employees have a duty to attend training provided by the school on safeguarding and PREVENT

4. Employees should note the following acts may be unlawful as well as constituting misconduct liable to disciplinary action (which could in some cases include summary dismissal):-
 - (a) Discriminating improperly in the course of their employment against parents, students, fellow employees or job applicants, or in respect of job transfer or promotion applications, on a basis of race, gender or disability;
 - (b) Inducing or attempting to induce employees or managers to practice unlawful discrimination;
 - (c) Verbal, physical, sexual or racial harassment of a nature which is offensive to the victim;
 - (d) Victimising individuals who have made allegations or complaints of sexual or racial discrimination or harassment or who have provided information about such discrimination or harassment.



Self-Disclosure Form

Please complete, sign, date and place into the envelope provided, which you should seal. **Please bring this with you if you are invited to interview.**

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children, you will also be required to provide a valid DBS (Disclosure & Barring Service) certificate, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of the role (see organisational guidance about eligibility for DBS checks). All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

Have you ever been known to any children's services team or to the police as being a risk or potential risk to children?		Yes / No
If yes, provide further information:		
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?		Yes / No
If yes, please provide further information:		
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended) 2013?		Yes / No
If yes, please provide further information:		
Confirmation of declaration (tick box below)		
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.	
<input type="checkbox"/>	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.	
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.	
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.	
Signature of Candidate:		
Print name:		
Date:		



Kingsmead School

Wiveliscombe, Taunton, Somerset, TA4 2NE

Head Teacher: Mark Williams

Enquiries

T: 01984 623483

E: jo.reynolds@kingsmead-school.com

W: www.kingsmead-school.com



NEW BUILD – OPENING JANUARY 2022

