

Bedford High School

A Specialist Business and Enterprise College



To Care - To Learn - To Achieve

Teaching and Learning Coordinator Design Technology

Vacancy Information booklet



Teaching and Learning Coordinator Design Technology at Bedford High School

We are looking to appoint a well-qualified, talented and energetic Teaching and Learning Coordinator of Design Technology.

In Design Technology we have a successful department of four teachers, plus a technician. We are passionate about the young people in our care and we have high expectations for each and every student. We provide a rich and challenging curriculum, which is delivered through high-quality teaching. Consequently, students enjoy the subject, as reflected in its popularity at options; we currently have seven GCSE Design Technology classes, in addition to Hospitality & Catering classes. GCSE results have consistently been excellent, with students making progress well above national average.

We are proud of our successes and look forward to welcoming a new member to our team.

The department is well equipped with newly installed lazer cutter, sanding machines and fret saws. We have two workshops that have been recently refurbished to inspire our students and provide a warm welcoming work environment.

The successful candidate will be joining the school at an exciting time. Bedford High School is a mixed comprehensive school, which was judged “good” by Ofsted in 2018. The school is now full throughout KS3 and KS4 with a waiting list of families.

Our school is based over 2 sites with excellent facilities which include our 3G pitch, beautiful green outside space, dedicated outside classroom and large Bistro food court area, onsite gym and second food court area. We are also expanding our English classrooms which will be completed by Spring 2023. Our inclusive values drive our vision and ethos across all stakeholder groups. Positive student/staff relationships, which are based on mutual respect embedding our SPIRIT ethos of Strive, Perseverance, Independence, Respect, Integrity and Tolerance are a key strength of our school. Student and staff voice are used across our school to help inform decisions and shape our school development plans.

Dear Colleague

Thank you for your interest in working at Bedford High School.

At Bedford High School we are dedicated to offering our students a high-quality education in a well ordered and purposeful school environment. Our values are: To Care, To Learn, To Achieve. We seek to develop happy and successful citizens who will make a valuable contribution to their community. We were judged to be a 'Good' school in May 2018. We are proud of what we have achieved but we are far from complacent and we are acutely aware that there is more to do to achieve our ambition to become an 'outstanding school'. To support our aim, we have extremely challenging data targets, underpinned by strong development planning and rigorous accountability. In return we offer you a committed staff and student body enjoying excellent relationships as well as dedicated, professional, hard-working Governors; you will be well supported.

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application. Please complete the application form (we do not accept CV's) which is available on our website at www.bedfordhighschool.co.uk. Please return completed application forms to recruitment@bedford.wigan.sch.uk or by post to Mrs Claire Taylor, HR Facilities & Communications Manager at the school address.

I very much look forward to receiving your application.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'P. McCaffery', written in a cursive style.

Mr P McCaffery
Headteacher

Our School

Bedford High School was established in 1976 when it was formed by merging Leigh Boys' Grammar School and Manchester Road Secondary Modern School, which were located next to each other. The former grammar school buildings now form the U Block and the secondary modern buildings form the L Block.

Our School Values

To Care, To Learn, To Achieve.

Our School Vision

We relentlessly strive to help our students to discover, develop and demonstrate their potential. This is our core purpose. Our aim is for every 16-year-old student to leave us as a rounded individual, who feels excited about the opportunities the world has to offer and is equipped with the qualities, virtues, skills and knowledge to be happy and excel in life.

At Bedford High School we put staff first by developing, nurturing and retaining a high-quality workforce, where there is a high-quality teacher in every classroom delivering high quality lessons every hour, every day. There are many opportunities for staff across all departments to make an invaluable contribution to the success of the school, getting involved in different aspects of school life.

Staff Wellbeing

Our fabulous surroundings provide an excellent working environment, which in turn can have a positive impact on our employees' well-being. However, this isn't the only benefit to working with us.

- Membership to Greater Manchester Pension Fund or Teachers' Pension fund
- Employee Assistant Programme confidential advice and support service available by telephone, website and App supporting you and immediate family members 24/7 with legal information for issues that can cause anxiety and distress including debt management, consumer, property or neighbour disputes, bereavement support, medical information, online CBT and counselling sessions along with a Wellbeing portal which offers a virtual library of wellbeing information
- Committed Wellbeing Team with 9 fully trained Mental Wellbeing First Aiders
- Cycle to work scheme
- Family friendly policies
- Staff rewards
- Gym facilities
- Continued professional development

Feedback from our staff wellbeing survey tell us that our staff...

There are many, many things that this school does better than many others that I have worked in.

I'm very happy here and feel respected and looked after.

Since arriving at Bedford I have found the staff to be friendly, welcoming, supportive and are a credit to the school.

Bedford is a great place to work.

Job Description

Role Title:	Teaching and Learning Coordinator Design Technology
Job purpose:	Contribute to the subject areas aims under the leadership of the Faculty Lead. Secure continuous improvement leading to transformation in teaching and learning, raising standards and producing the highest levels of student achievement. To be accountable for leading, managing and developing the teaching and learning of the subject. To effectively lead, manage and develop teaching and support staff and financial resources within the subject in collaboration with the Faculty Lead
Reporting to:	Headteacher, Deputy Headteacher, Faculty Lead
Responsible for staff:	Teachers, Technician
Liaising with:	Headteacher, Senior Leadership Team, Governors, other members of staff teaching and support staff, LA, parents/guardians, external agencies
Grade of post/salary:	Teachers main pay scale plus TLR2B
Hours:	Teachers full time hours
Contract:	Permanent
Disclosure level:	All offers of employment are conditional subject to an enhanced disclosure with child barred list, appropriate overseas checks, medical clearance, relevant qualification certificates and references satisfactory to the school. In line with recommendations from Keeping Children Safe in Education Guidance (2022) (para 220) we will carry out an online search as part of our due diligence for all shortlisted candidates. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and to adhere to the school's safeguarding policies and procedures.
Base:	Bedford High School
Date:	January 2023

Operational Planning

- To plan appropriate schemes of work, activities, events, trips and projects and ensure effective delivery and implementation.
- To hold regular meetings to consider effective ways to contribute to teaching & learning and school issues and initiatives.
- To support and cooperate with colleagues to ensure effective collaborative planning and the production of high quality, interactive and effective lessons, activities, events, trips and projects. They will:
- Ensure a relevant curriculum-related coverage and experience, continuity and progression for all students;
- Ensure clarity about teaching & learning objectives and outcomes in any activity, event or experience undertaken and communicate such information to students.
- Provide guidance on the choice of appropriate teaching & learning materials to meet the needs of the subject/s and all students.
- Ensure students' literacy, numeracy, enterprise and learning skills are effectively developed through the experience and/or subject/s.
- Give guidance to staff on how to recognise and deal with racial stereotyping and other equal opportunity issues within the curriculum;
- Ensure related enrichment and extra-curricular activities take place.
- To ensure that, where appropriate, the lessons, enrichment and extension activities which are collaboratively planned:

- make use of a range of new technologies using ICT and media technology;
- are fully differentiated and inclusive for all learners;
- are shared across the wider team.

Creative Leadership

- To plan relevant visits, tours and other enrichment opportunities for Bedford students.
- To plan a diverse and engaging programme of both formal and informal events to challenge and showcase the work of students
- To run KS3 and KS4 clubs
- To lead the development relevant collaborative projects with partner primary schools, partner organisations and the wider creative community.

Planning and Review

- To coordinate planning for the activity, event, project or trip and to contribute to key aspects/innovations/developments.
- To proactively support whole school issues and to ensure contribution to the SEF, Development Plan and school priorities.

Assessment for Learning

- To ensure effective use of data, policies and practices to track progress and set targets for students in relation to any experience in and beyond the classroom.
- To coordinate regular and effective assessment of students' progress in activities, events, trips etc. and the use of this data for planning and delivery of high quality lessons and projects.
- To embed high expectations and challenging targets for student achievement in all external or additional activities and to sustain or improve these over time for all students, including those with SEN and linguistic needs.
- To identify students for appropriate interventions and to assist staff in applying support for targeted groups and individuals as and when it is required.
- To provide timely and accurate reports on individual students for colleagues, parents and outside agencies.
- To ensure the smooth running of all activities, events etc. planned by the team.

Leading and Managing Staff

- To support colleagues in contributing to the evaluation of teaching and learning and enrichment activities and in identifying effective practice and areas for improvement via peer observation arrangements both for sharing that best practice and as part of the performance management programme.
- To contribute to performance management in the role of reviewer.
- To keep effective records and meet deadlines for self and others.
- To participate and assist in the delivery of relevant CPD and to ensure effective induction and mentoring of new staff and ITT students.

Effective deployment of staff and resources

- To manage resources effectively including ICT and the deployment of staff across the curriculum area, activity, event or project.
- To manage the effective use of resources on a day to day basis and ensure resources are made available for absent colleagues.

Health and Safety

- To coordinate:
- A healthy and safe working environment in school and on activities and trips;
- Appropriate supervision levels and ensure that they are adhered to;
- High standards of behaviour and discipline within the area on a day to day basis.

Additionally

- To perform the duties and responsibilities in keeping with the 'Professional Standards for Teachers'.
- To ensure that children are safeguarded at all times.
- To perform any such duties as deemed reasonable and appropriate at the request of the Headteacher.

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

Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

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 above but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

All staff at Bedford High School, teaching and support, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based on mutual respect, we achieve a great deal.

Person Specification

Role Title:	Teaching and Learning Coordinator Design Technology
Salary:	Teachers main pay scale + TLR 2B
Reports to:	Headteacher, Deputy Headteacher, Faculty Lead
Date:	January 2023

Attribute	Essential/Desirable		Assessed by...				
	Essential	Desirable	Application Form	Letter	Reference	Lesson Observation	Interview
Qualified Teacher Status	✓		✓				
Degree	✓		✓				
Recent participation in a range of relevant INSET	✓		✓				
Successful experience of teaching in a UK secondary school	✓		✓				
A clear vision of the place of Design Technology in the curriculum within a school with Business & Enterprise specialism.	✓			✓			
Knowledge and understanding of current developments in Design Technology.	✓			✓			
Evidence of high quality classroom practice.	✓				✓	✓	
A clear understanding of the issues surrounding the teaching, learning and assessment of KS3 & KS4 Design Technology.	✓			✓			✓
To be competent in a range of ICT applications and equipment relevant to Design Technology	✓						
Successful experience in teaching GCSE Design Technology		✓	✓	✓	✓		✓
Commitment to support and develop the values of Bedford High School, its students and staff	✓			✓			
Commitment to promoting the equality and diversity agenda within an inclusive School	✓			✓			
Commitment to ensuring the highest standards of safeguarding are implemented within the school	✓			✓			
Ability to exercise sound management of students in an inclusive school context	✓			✓		✓	

Attribute	Essential	Desirable	Application Form	Letter	Reference	Lesson Observation	Interview
A willingness to support the schools aim of strengthening links with the community		✓					✓
The ability to build and maintain effective relationships, communications and relate well to students and adults	✓					✓	✓
The ability to develop effective teamwork	✓						✓
The ability to work under supervision	✓					✓	
The ability to anticipate and solve problems creatively	✓			✓			✓
Attribute	Essential	Desirable	Application Form	Letter	Reference	Lesson Observation	Interview
The ability to demonstrate loyalty and confidentiality	✓				✓		
The ability to prioritise and manage time effectively	✓				✓		
The willingness to be generous in time and spirit	✓			✓			✓
A sense of humour and a positive outlook	✓			✓			
Energy, enthusiasm and flexibility	✓			✓			
A determination to succeed	✓			✓			
Ability to work in accordance with all of the school's policies	✓			✓			
A committed lifelong learner willing to undertake further training to suit the needs of the role	✓			✓	✓		
Professional appearance and conduct	✓						
Letter/application form are fully completed and error-free	✓		✓	✓			
Strong support/positive recommendation from referees	✓				✓		
Legally entitled to work in the UK	✓		✓				✓

Leadership & Management	Essential	Desirable	Application Form	Letter	Reference	Lesson Observation	Interview
Relevant management experience in a school.		✓	✓	✓	✓		✓
Has successfully led, planned, managed and evaluated change at departmental level.		✓	✓	✓			✓
Can demonstrate strategic thinking and planning that builds, communicate and carries forward a coherent and shared vision for Design Technology.	✓			✓			✓
Experience of developing and sustaining a learning culture and ethos that has high expectations and standards of achievement at its core.	✓			✓			✓
Experience of implementing strategies for improving the quality of teaching and learning, including promoting excellence and challenging poor performance.		✓		✓			✓
Experience of monitoring and evaluating the effectiveness of teaching and learning, including its outcomes in terms of standards and achievement and personal development and well-being.		✓		✓			✓
Understands the significance of interpersonal relationships and strategies for promoting individual and team development.	✓						✓
Knows how to promote an open, fair and equitable culture.	✓						✓
Successful experience of the delegation of management responsibilities and tasks as appropriate, and monitoring their implementation.		✓		✓			✓
Demonstrates a clear understanding of the principles and practice of quality assurance systems, including subject review, self-evaluation and performance management and have experience of these.	✓			✓			✓
Shows a practical understanding of how to analyse evidence, including performance data and external evaluations, to support, monitor, evaluate and improve aspects of the subject.	✓			✓			✓
Experience of holding individuals to account for student learning outcomes.		✓		✓			✓
Experience of building and sustaining effective relationships with parents, carers, other schools and partners and the broader community that enhance the education of students.		✓		✓			✓
Inspire, challenge, motivate and empower individuals within the team to achieve high goals.	✓						✓

Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people.	✓						✓
Demonstrate personal and professional integrity, including modelling values and vision.	✓						✓
Prioritise, plan and organise themselves and others.	✓						✓
Think analytically and creatively and demonstrate initiative in solving problems.	✓						✓
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others.	✓						✓
Demonstrate a capacity for sustained hard work with energy and vigour.	✓						✓
Demonstrate resilience and optimism.	✓						✓

What to expect

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application form. Please complete the application form, we do not accept CV's and return to Mrs Claire Taylor, School Business Manager at the school address or by email to recruitment@bedford.wigan.sch.uk.

It is important that you tell us about your skills and experience relevant to the role. Please ensure you answer all the questions on the application form and explain any gaps in employment or educational history, as the information you provide will be used in our shortlisting process.

Once we have received your application it will be reviewed and evaluated. If we feel that you may be suitable for the vacancy that you have applied for you may be invited to attend an interview, the format of which will be confirmed as part of the invitation.

Due to the high volume of applications we receive, if you do not hear from us within 4 weeks of the closing date then on this particular occasion your application will have been unsuccessful. We are not able to provide feedback on applications that have not been shortlisted for interview.

Should you wish to visit school please email us at recruitment@bedford.wigan.sch.uk and we will arrange a suitable time.

For more information on our school and to take our virtual tour please visit our website www.bedfordhighschool.co.uk

The interview process

Deadline: Friday 3rd February 2023

Interviews: w/c 6th February 2023

Start date: April 2023 preferable or September 2023

Due to the nature of different roles within Bedford High School, we operate two separate streams for selecting the very best candidates.

For support staff positions the interview process will consist of a formal interview with senior staff members, written and/or verbal tasks and tour of school.

For teaching positions, the interview process will consist of teaching an observed lesson, interacting with students, a formal interview with students, formal interview with senior staff members and tour of school.

All interviews at Bedford High School involve a member of staff appropriately trained in Safer Recruitment.

If you are successful in securing a position at Bedford High School, you will receive your conditional offer letter and relevant documents and information about the new starter process from our Human Resources team. All offers of employment are conditional upon all pre-employment checks satisfactory to the school. A start date will be confirmed in writing on completion of our safer recruitment process.

Our commitment to safeguarding

All offers of employment are conditional subject to all satisfactory pre-employment checks which include an enhanced criminal record with child barred list through the Disclosure and Barring Service (DBS), appropriate overseas checks, medical clearance, references and verification of your qualifications satisfactory to the school. When completing application forms all candidates must provide a full employment history and any gaps to be clearly identified. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures. All candidates must be legally entitled to work in the UK and comply with the Immigrations, Asylum and Nationality Act regulations. Applications from all sections of the community are welcome.

Shortlisted candidates will be notified by email of the interview arrangements. Please ensure your correct email address is provided on your application form.

In line with recommendations from Keeping Children Safe in Education Guidance (2022) (para 220) we will carry out an online search as part of our due diligence for all shortlisted candidates.

As we receive many applications for posts, we regret that we will only be able to contact those applicants who are shortlisted for interview. Therefore, if you have not heard from us within four weeks of the closing date, please assume you have not been shortlisted for interview on this particular occasion.