



# Lord Williams's School

*Sic itur ad astra a tous venants*



**BRIEF FOR THE POSITION OF  
Team Leader Key Stage 4 Design and  
Technology  
OR Team Leader AND Second in Faculty**

March 2021



Lord Williams's School is a thriving and popular comprehensive school. It is the only secondary school in Thame, a market town of 12,000 people, set in attractive countryside within easy reach of Oxford (12 miles), Aylesbury (9 miles), London (45 miles via M40) and the Chilterns. The school receives students from the town itself and several nearby villages. Particular attention is paid to each individual student by promoting their personal, social and educational development to enable all to achieve at the highest level possible.

Our school mottoes are:

***Sic itur ad astra (thus the way to the stars)  
a tous venants (for all comers)***

The school is fully comprehensive and was formed in 1971 by the amalgamation of Lord Williams's Grammar School, founded in 1559, and the Wenman Secondary Modern School. The Grammar School site on Oxford Road has been developed for students in Years 10-13 and the other site at Towersey Road has become the Lower School for students in Years 7-9.

Lord Williams's School has been judged 'Outstanding' by Ofsted:

***"Lord Williams's is an outstanding school. It offers its students an exceptionally broad range of opportunities to develop their talents and interests, through a very well-resourced curriculum and the strong commitment of staff to a rich extra-curricular programme."  
Ofsted, 2011***

As a result of our continuing success, Lord Williams's School is consistently oversubscribed.

The school's Published Admission Number is 320 students per year and this will rise to 350 from 2022, giving us the exciting opportunity to develop the facilities on both sites using Section 106 expansion funding. We work very closely with our partner primary schools in the Thame Partnership to ensure a smooth transition from Year 6 to 7. There is a Sixth Form of 500 and a total school roll of over 2100. There are 300 teachers and support staff.

We promote high quality teaching and learning. We attract talented, committed and conscientious teachers who produce stimulating and challenging learning activities helped by experienced support staff. Teamwork is a key feature of our work. We are an inclusive school; we cater for all abilities and we provide access for all students. This is reflected in our work with the more able, with students with a range of learning and other difficulties and in our admissions policy for the Sixth Form.

We hope you will be interested in working at Lord Williams's School and look forward to receiving your application.

**Jon Ryder, Headteacher**

[www.lordwilliams.oxon.sch.uk](http://www.lordwilliams.oxon.sch.uk)



# Teaching & Learning

Teaching is organised through faculties with strong team structures for organising learning activities and curriculum materials. Teachers are always keen to build on proven best practice and to incorporate new ideas into their work. The Sharing Best Practice group is just one of a number of groups which focuses on the quality of the learning experience.



Our school is committed to the principles of Assessment for Learning and has a long history of working with leading practitioner, Dylan Wiliam.

Students are placed in tutor groups within year teams led by a Head of Year and Pastoral Support Officer. Most teachers are tutors.

High priority is given to supporting students with special needs including those who are most able. As far as possible students with learning difficulties are supported within mainstream classes.

The school incorporates the Communication and Interaction Resource Base for children on the autistic spectrum, with speech, language and communication needs. Most of the students spend time in mainstream lessons supported by a teacher or teaching assistant.

The success of a school depends upon the strength and cohesion of the entire staff. Colleagues enjoy administrative support from the team of support staff. We have skilled and dedicated teams who work well together throughout the school; this creates a very positive atmosphere.

The Governors are keen to appoint people of considerable all-round ability with commitment to maintain and develop our work.

*The school is an equal opportunities employer and welcomes applications from all sections of the community, irrespective of gender, ethnic origin, sexual orientation or disability.*



# Examination Results



The 2020 GCSE results were awarded in line with our performance over the last three years with 74% of students achieving 5 or more 9-4 grades (including English and Mathematics at 4+). The figure of 75% achieving both English and Mathematics at grade 4+ put us in the top 13% of schools for value-added on this measure in 2019. This builds on consistently strong student performance at Key Stage 4 over the past 4 years.

In Mathematics, the school had another year of excellent performance at 4+ grades, with 86% of the cohort achieving this measure. In English, the 9-4 figure rose to 86% of the cohort and in Science, 88% of the cohort achieved 9-4 grades in the 'Trilogy' GCSE. The 2019 FFT analysis shows 17/20 subjects achieving positive value added scores, with 9 being significantly above expectation, including English Language, English Literature, Mathematics and Science

At A-level, student achievement was also strong, following on from excellent GCSE results for this cohort in 2017. We are an inclusive Sixth Form and are providing improved life chances for a significant number of students. Just over 80% of Year 13 students normally go on to study with higher or further education providers and usually, a quarter secure places at Russell Group universities.



# Working at Lord Williams's School

## Staff Development

At Lord Williams's School particular attention is paid to staff development and to staff participation. Each year all staff have the opportunity to review their work and discuss their ideas for the future.

Training is provided to support changes and the particular needs of staff. There is a comprehensive internal training programme and colleagues are also supported to attend external training and events. As a large school, there are many opportunities for career progression.



Support for newly qualified teachers includes a reduced timetable, a planned induction programme and mentor support.

The school has a strong partnership with the Oxford University Department of Educational Studies. We take part in its PGCE programme which is school focused with interns and tutors working with school staff in a co-operative way. It has brought considerable stimulus to our own staff development work.

## Facilities

The school has excellent teaching facilities and each faculty has its own dedicated suite of rooms on both sites. The Sixth Form has its own separate accommodation on the Oxford Road site. The Foundation Centre, formerly a boarding house, has been developed to provide Sixth Form facilities.

A number of building projects have been completed recently including a new science and mathematics building, astro-turf pitch, vocational skills centre and dedicated dance & drama studio. The expansion to 12 form entry from 2022 will allow us to further enhance the provision.



## Extra-curricular activities

Lord Williams's School offers a wide range of extra-curricular activities, in many of which it has excelled, especially in dance, drama, music and sport. All Year 8 students take part in a week's outdoor education camp in July. The intention is to cater for the interests and abilities of all the students and to encourage everyone to participate.

Students are involved in adventurous activities throughout school, all the way up to the World Challenge Expedition in the Sixth Form. There is a thriving Duke of Edinburgh's Award Scheme, with over 300 participants and 70 volunteer helpers.



# Staff Benefits



## Salaries and Pensions

The school follows the Pay and Conditions of staff determined by Oxfordshire County Council.

### Teaching Staff

Pay and conditions of service set out in the current School Teachers' Pay and Conditions Document and Teachers' Pension Scheme (TPS).

### Support Staff

Pay and conditions of service set by the National Joint Council for Local Government Services and the Local Government Pension Scheme (LGPS).

### All Staff

Lord Williams's School recognises previous continuous service with any Local Authority (or one of its constituent authorities under the Local Government Act 1972) which runs up to the date on which employees start working with us.

## Moving to Oxfordshire

The Government's **Help to Buy** initiative is designed to help people purchasing their first home. Further information may be obtained from: [www.help2obuy.gov.uk](http://www.help2obuy.gov.uk).

## Accommodation at Lord Williams's School

To ease the transfer to Oxfordshire, Lord Williams's School has its own on-site one bed-roomed flats and bedsits which are available on short-term lets.

## Childcare

Lord Williams's School has a popular, purpose-built Day Nursery which cares for children aged from 6 weeks to 5 years. Based on the Oxford Road site, the Nursery accommodates 39 babies/children of staff and members of the local community. The Nursery is open during term time and half term breaks. School staff have priority for places and benefit from discounted rates. [www.lwsdaynursery.co.uk](http://www.lwsdaynursery.co.uk)



# Location



## Lord Williams's Upper School (A)

Oxford Road, Thame, Oxon. OX9 2AQ

## Lord Williams's Lower School (B)

Towersey Road, Thame, Oxon. OX9 3NW

## Thame

Thame is a market town of 12,000 people, set in attractive countryside within easy reach of Oxford (12 miles), Aylesbury (9 miles), London (45 miles via M40) and the Chilterns. The school receives students from the town itself and several nearby villages.



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**W:** [www.lordwilliams.oxon.sch.uk](http://www.lordwilliams.oxon.sch.uk)    [@LordWilliamsJob](https://twitter.com/LordWilliamsJob)



# Team Leader KS4 DT / Second in Faculty

## General

Thank you for your interest in the post. We wish to appoint from September 2021 a well-qualified, enthusiastic and committed **Team Leader of Key Stage 4 Design and Technology**. For the right candidate, there is **also the potential to take on the Second in Faculty role**. The post is full-time and permanent. The position would suit an experienced teacher.

This is an excellent opportunity to join one of Oxfordshire's largest and most successful schools judged 'Outstanding by OFSTED in the latest inspection. Effective administrative systems support the two sites. Students are well-behaved and motivated, and there is a strong sense of community in Thame, with a committed parent support base.

We are exceptionally strong in terms of pastoral support for all students and have the highest expectations for individual achievement whatever the starting points. Outside the classroom there are wonderful extra-curricular activities for all. Students leave the school successful and well-rounded individuals. There is a 'buzz' about learning in the school and our students are fortunate to be supported in their learning by dedicated teachers and support staff. Staff training and professional development are always a developmental priority and many of our staff move on to promotions in other schools.

## The School

The school is the only school serving the market town of Thame and surrounding villages. It is a popular school and always oversubscribed. It is a split site school – Years 7-9 on our Lower School site and Years 10 -13 on our Upper School site. There are around 500 students in our Sixth Form and we attract many students from other schools, post-16. Teamwork is a key feature of school life and so is partnership with our feeder primary schools. There is a strong drive to establish powerful curriculum links cross phase with teachers collaborating on a range of projects.

## The Design and Technology Faculty

The Design and Technology Faculty offers a range of very successful courses, where students make excellent progress in their learning and produce very strong results. It has very supportive and friendly staff who, between them, have a lot of experience and a diverse range of specialisms. Staff have well-resourced, purpose-built workshops, classrooms and preparation/resource areas, where the teaching, administration and technical staff are able to provide excellent support to one another.

## Curriculum

### Key Stage 3

The current course, studied by all students, seeks to provide students with a sound foundation to understanding our modern technological world, as well as providing a solid introduction to the values, knowledge, skills and understanding they will need if they go on to study Design and Technology based subjects on offer at GCSE and beyond.

The teaching modules cover Food, Textiles, Design Skills, Materials, Structures, Electrical and Mechanical Systems, Graphical Skills, and CAD/CAM.



# Teacher of Design and Technology

## Key Stage 4

Year 10 and 11 students follow AQA GCSE courses. A wide range of options are available to students allowing them to specialise in areas that they are interested in. These include Food Preparation & Nutrition; DT: Textiles; DT: Electrical and Mechanical Systems; DT: Materials; DT Engineering Materials, and Child Development. In addition students have access to a range of vocational courses, such as Construction Level 1, which is delivered in our purpose built skill centre.

Results each year are very good with high numbers of students achieving GCSEs at grades 9-4 (A\* - C).

## Key Stage 5

The Advanced Level Design Technology (AQA) courses are very popular, producing excellent results and the majority of our students go on to pursue related subjects at degree level. As well as Product Design, the Faculty also offers very successful course in Textiles and sometimes Food at AS/A2 Level.

## Resources

The Lower School has a purpose built Technology Centre, comprising a suite of six very well-equipped and networked rooms supported by preparation areas and designed around a central ICT room, a team room and an inspirational display area. Extensive teaching resources are available alongside excellent technical and administrative support.

The Upper School courses are also taught in well-resourced areas with adjacent computer suites, these have all either been recently built or modernised. There has been significant investment in computer networking and equipment in all classrooms; this includes a full suite of CNC lasers, routers, lathes and 3D printers.

## Application

We hope you are interested and want to follow up with a firm application. Apply using the Teacher Application Form on our website and include a covering letter.

In your letter you should:

- State why you are interested in the post
- Identify and explain which aspects of the job description would match your skills and experience.
- You may also choose to include details of your particular interests.

Completed applications should be sent to [personnel@lordwilliams.oxon.sch.uk](mailto:personnel@lordwilliams.oxon.sch.uk)  
Contact number for telephone enquiries: 01844 210621

The closing date for receipt of applications in the school is **9am on Monday 19th April 2021**.

***Lord Williams's School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.***



# Team Leader KS4 DT / Second in Faculty

<b>Post:</b>	Team Leader Key Stage 4 Design and Technology
<b>Salary:</b>	Teachers' Main Scale/Upper Pay Scale + TLR2B £4,783 <b>OR</b>
<b>Post:</b>	Team Leader Key Stage 4 Design and Technology AND Second in Faculty
<b>Salary:</b>	Teachers' Main Scale/Upper Pay Scale + TLR2C £7,017
<b>Hours:</b>	This post is full-time and permanent
<b>Line Management:</b>	Head of Faculty - Curriculum Deputy - Head

## Introduction (and General Duties)

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.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher, or other Senior Manager if appropriate, who will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The School's Grievance Procedure will be used to resolve any dispute arising from the job description. Other relevant policies may include the Stress at Work Policy and the Dignity at Work Policy.

## Principal Responsibilities

To meet all the requirements of the Teachers' Standards, September 2012: please see: <https://www.gov.uk/government/publications/teachers-standards>

## General Duties

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.

## Teaching and Learning

1. Plan, prepare and deliver high quality lessons to students at some or all of Key Stages 3, 4 & 5.
2. Report on progress and any concerns to line manager and parents.
3. Contribute to curriculum development work of the team.

## Pastoral Care

To provide high quality pastoral care as a tutor to a group of students in one year group.



# Team Leader KS4 DT / Second in Faculty

## General Responsibilities

All staff employed by Lord Williams's School are expected to work within the following policies and procedures:

## Safeguarding

Ensure that all School child protection policies are adhered to and concerns are raised in accordance with these policies.

## Health and Safety

- Take reasonable care of their own Health, Safety and Welfare and that of others who may be affected by what they do or do not do.
- Be familiar with emergency and First Aid procedures.
- Cooperate with all issues involving Health, Safety and Welfare.
- Use work items provided correctly and in accordance with training and instructions.
- Not interfere with or misuse anything provided for protection of Health, Safety or welfare.
- Report any Health, Safety or Welfare concerns to their line managers as soon as is practicable.
- Ensure tasks are completed in a safe manner.

## Security and Data Protection

Work within the confines of the General Data Protection Regulation and to take appropriate measures to ensure the security and confidentiality of data.

## Equal Opportunities Statement

The School's policy is to employ the best personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age.



# Team Leader KS4 DT / Second in Faculty

## Main Responsibilities

In addition to the duties outlined above you will be responsible for the following for which a Teaching and Learning Responsibility payment will be awarded.

## Leading Learning

To set high academic expectations and ensure that all students are encouraged to maximise their learning potential.

- To work with the Head of Faculty on strategies for sharing good practice
- To support work in the Faculty on monitoring and evaluating student performance
- To present an overview of learning needs and successes to Head of Faculty and contribute to sharing good practice
- To ensure that curriculum developments are suitably explained and tailored to the needs of all students, leading the development of Key Stage Schemes of Work
- To ensure with your team that Schemes of Work are coherent, purposeful and stimulating
- To help ensure that lessons are differentiated appropriately for the needs of all students
- To support in the leadership of Key Stage specific initiatives to improve learning as detailed in the Faculty Handbook and Faculty Development Plans
- To manage assessment and reporting within the relevant Key Stage, following school systems and protocols and liaising with the Exams and Assessment team
- To work with Learning Support, Pastoral Leaders & others on appropriate student groupings
- To ensure that the relevant Key Stage environment and resources are conducive to good learning and are safe and secure for all students, using risk assessments as appropriate

## Leading the Key Stage Team

- To work closely with your team to maintain the highest teaching standards.
- To support your Head of Faculty in ensuring the health, safety and welfare of all colleagues
- To support in the leadership of Faculty/Departmental and other meetings and ensure action points are met. Keep abreast of Key Stage developments, and attend Key Stage meetings where possible
- To ensure that curriculum decisions are appropriately communicated to all interested parties
- To assist in the performance management of colleagues within your Faculty, under the guidance of your Head of Faculty & provide CPD training or guidance, advice or support as appropriate
- To support Head of Faculty in the process of Faculty monitoring and self-evaluation, including monitoring the quality of teaching within the Faculty
- To facilitate transition between Key Stages and/or years through contributing to the strategic planning and development of initiatives and processes which affect your Key Stage
- To ensure that school curriculum priorities are championed and accounted for, e.g. managing the incorporation on AfL into the Faculty's Schemes of Work at relevant Key Stage



# Team Leader KS4 DT / Second in Faculty

## Main Responsibilities (continued)

- To manage the delegated Key Stage budget
- To lead the Key Stage team to develop and maintain resources for short notice cover
- To ensure health and safety policies and documentation are up to date
- To ensure equipment and tools are properly maintained by support staff, the premises team, and outside agencies

## Additional Responsibilities for Second in Faculty

To support the Head of Faculty in:

- developing effective and strategic develop plans and monitoring progress
- leading initiatives in developing the curriculum, capital resources and personnel and report on progress
- providing insight with national developments for the subject
- helping team leaders successfully carry out their roles
- the appointment and management of personnel within the faculty
- developing the faculty timetable
- work on the faculty budget
- ensuring health and safety policies, documentation and training is up to date
- deputising in his / her absence

## General Responsibilities

All staff employed by Lord Williams's School are expected to work within the following policies and procedures:

## School Leadership

To help set a positive learning ethos through championing all forms of success, seeking opportunities to praise and develop individual endeavour and maintaining a positive, creative and inclusive approach to student needs:

- To ensure that school reward and sanction systems are used appropriately and help with supervisory and support roles
- To promote the subject through appropriate events and publications
- To support school standards in terms of behaviour and uniform
- To provide an inspiring and effective role model for students and colleagues
- To support extra-curricular involvement and enjoyment of school life
- To be an inspiring and effective role model for students and colleagues



# Team Leader KS4 DT / Second in Faculty

## Education/Training

*Essential:* Graduate (in a related discipline)

PGCE or other appropriate teacher training qualification

*Desirable:* A Level in appropriate subject

Postgraduate (in a related subject)

## Relevant Experience

*Essential:* Teaching (or teaching practice) in a comprehensive school

*Desirable:* Teaching (or teaching practice) in a mixed 11-18 secondary school

## Relevant Skills/Aptitudes:

### Teaching and Learning

*Essential:* Good classroom teacher (potential to be excellent)

*Desirable:* Appropriate ICT skills

### Safeguarding

Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

Motivation to work with children and young people

Emotional resilience in working with challenging behaviours

### Special Requirements

*Essential:* A good curriculum innovator, manager and team worker

Committed to high standards from all students

Passion for Design Technology

Awareness of and commitment to equality and diversity

Knowledge and skills in workshop materials

*Desirable:* Experience of computer aided design and manufacturing

DATA training in workshop Health and Safety



# Team Leader KS4 DT / Second in Faculty

## Line Management

The post-holder reports to the Head of Faculty.

## Terms and Conditions

The Thame Partnership Academy Trust employs teaching staff working at Lord Williams's School on the conditions of service contained in the General Terms and Conditions of Employment for Teaching Staff.

## Safeguarding

Lord Williams's School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant employment checks.

Any offer of employment is subject to satisfactory medical, reference and DBS clearance and also to The Asylum and Immigration Act ID checks.

## Equal Opportunities Statement

The School's policy is to employ the best personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age.

