



Job Pack

Subject Leader Design and Technology

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# The City Academy, Hackney

Values and Success

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Principal Mark Malcolm

Dear Applicant,

Thank you for expressing an interest in the post of Subject Leader Design and Technology at The City Academy. We are achieving exceptional results to match our status as an outstanding school. 77% of our students achieved five A\*-C (9 – 4) grades with English and mathematics, and 58% achieved the English Baccalaureate. This has been achieved in an academy with levels of attainment below the national average on entry, and over 60% are entitled to pupil premium. We have also just received our second set of A Level results, with 79% of exams awarded A\* - C grades, and all students securing either a university place or high quality apprenticeship.

This is an exceptional school with high expectations, tight discipline and an exciting curriculum. It is a place where teachers gain experience in a high achieving environment which enables them to quickly develop their practice and progress in their career. I can promise you that this will be one of the most rewarding places to work and that aside from the intrinsic challenges and rewards this post offers, there are many other benefits for staff who work for us. We are committed to creating a professional and supportive workplace for our staff.

We want you to look forward to each day at the academy. We expect hard work, skill and dedication to our ethos, and in return we will provide an excellent working environment, competitive rates of pay and an excellent benefits package. We will also provide outstanding experiences and training opportunities, and simply having worked in our school at some time in your career will enhance your curriculum vitae.

If you feel that you can make a positive contribution to our academy, please apply online via our website, [www.thecityacademy.org](http://www.thecityacademy.org). I look forward to reading your application.

Should you have any queries, please do not hesitate to contact me.

Yours faithfully,

**Mark Malcolm**  
Principal

**Please note applications must be received by Monday 20<sup>th</sup> November at 9am**

## Job description

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<b>Post:</b>	Subject Leader Design and Technology
<b>Grade</b>	Inner London Spine + TLR1D
<b>Responsible to:</b>	Assistant Principal – Director of Teaching
<b>Responsible for:</b>	Design and Technology faculty

### Principal Accountabilities

1. Lead and develop all aspect of Design and Technology education within the Academy.
2. Provide high quality leadership of the Design and Technology faculty.

### Main Activities and Responsibilities

Main duties and responsibilities are indicated here. Other duties at an appropriate level and nature may also be required and will be negotiated.

#### 1. Teaching and Learning

- Teach Design & Technology to all age groups
- To be a Tutor and/or Personal Advisor
- Ensure pupils' progression is adequately monitored and achievements maximised
- Efficiently address gaps in attainment of underachieving students
- Fulfil the requirements of Academy polices as outlined in the *Academy Handbook*

#### 2. Leadership and Management Responsibility

- Be responsible for developing the work of the faculty, raising the level of attainment in Design & Technology in accordance with Academy targets and expectations
- Line Manage post holders within the Design & Technology Faculty.
- Monitor the quality of Design & Technology Faculty
- Monitor and identify underachieving pupils from performance data
- Address underachievement through contributing to Academy strategy as well as developing and implementing faculty strategies and approaches
- Fulfil a strategic leadership role as part of the Academy Middle Leadership Group, contributing towards developing the Academy and its policies

### Standards/ Quality Assurance and Additional Responsibilities

- Support extended day activities to enhance pupils' learning experiences
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy
- Attend and participate in open evenings and pupil performances
- Uphold the Academy's behaviour code and uniform regulations
- Participate in staff training and development
- Attend team and staff meetings
- Develop links with Governors, LEAs and neighbouring schools/ Academies

## **Key Organisational Objectives**

The Postholder will contribute to the Academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- Being committed to safeguarding and promoting the welfare of children and young people
- Operating within the school's equalities policies at all times, demonstrating commitment and contributing to improving standards of attainment
- Adopting customer care and quality assurance initiatives
- Fulfilling the role of Student Personal Adviser and/or mentor if required
- Contributing to the maintenance of a caring and stimulating environment for young people

## **Conditions of Service:**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

## **Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

## **Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the Academy Equalities Policies.

Date of issue: \_\_\_\_\_

Signature of Post holder: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

## Person specification

	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level or equivalent	✓	
Qualified teacher status	✓	
<b>Experience</b>		
Ability to use ICT effectively	✓	
Ability to use ICT to raise achievement and as a management tool	✓	
Provide high-quality teaching to students of all abilities	✓	
Leadership experience, including managing staff and students		✓
Ability to use collaborative teaching methods and work with colleagues in the preparation, assessment and monitoring of work	✓	
Demonstrable experience of improving student outcomes	✓	
Ability to provide high-quality outcomes	✓	
A record of continuous professional and career development		✓
Experience as a form tutor and/or pastoral work	✓	
<b>Skills</b>		
<b>Personal</b>		
Well organised	✓	
Well presented	✓	
Excellent communication skills and organisational skills	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Good interpersonal skills and the ability to work collaboratively, leading to professional development of staff, achievement of department aims, and to the efficient running of the faculty	✓	
Excellent creative teaching ability	✓	
Commitment to personal career development	✓	
Ability to organise whole school/year based activities	✓	
Ability to think and plan strategically and manage change	✓	
<b>Knowledge and understanding</b>		
Developments in the National Curriculum	✓	
Academy's strategic plan and the role to be played by the Subject Leader and the faculty		✓
Developing differentiated schemes of work	✓	
Effective strategies for supporting staff to improve teaching and learning	✓	
<b>Equal opportunities</b>		
Understanding of different social backgrounds of students	✓	
Understanding the needs of students and the appropriate strategies to support them	✓	
Understanding the needs of bilingual students	✓	

**The City Academy, Hackney**  
**Subject Leader Design and Technology**  
**(Inner London pay spine + TLR1D (£13,027) plus performance related bonuses and other benefits)**

**If you want to be the best, then you should probably join us**

Students in our academy made more progress than in any other school in Hackney and made the best progress of any co-educational school in the country in 2014. In 2015 and 2016 students made exceptional progress with a Progress 8 score above 1.00, one of only seven schools in the country to achieve this. That is great news for our students, the academy and our community, but there is so much more that we know can be achieved and you can help.

We have a relentless ambition to deliver continuing success to the young people we serve. Our approach is based on very simple principles: clear systems and extremely high expectations. We focus on the development of our students, their values and ultimately their academic success. We maximise the impact of teaching by providing clear leadership, minimising bureaucracy and effective support that have tangible results on the quality of teaching and outcomes for our students

**The Post**

We are looking for a Subject Leader Design and Technology to start in **April 2018**. This exciting and challenging post requires an enthusiastic, conscientious and energetic individual, who is also an exceptional teacher of design and technology.

Duties will include:

- The strategic leadership of the Design and Technology department;
- Ensuring high-quality teaching and learning is delivered to all students;
- Developing systems and procedures to efficiently challenge any underachievement;
- Developing meaningful partnerships with parents/carers and local primary schools.

If you think you can help radically transform the opportunities for the community we serve then we would like to hear from you.

The City Academy, Hackney is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applicants.

For more details about the role and to apply please visit [www.thecityacademy.org](http://www.thecityacademy.org).

**The closing date for applications is Monday 20<sup>th</sup> November at 9am**