



Recruitment Information and Job Pack

# HEAD OF DESIGN & TECHNOLOGY

Permanent

MPS/UPR + TLR 1B (£9,243)

**Closing Date:** Wednesday 28 February 2018 at 10.00am

**Interview Date:** Thursday 15 March 2018



# Letter from the Principal

Dear Applicant

Thank you for your interest in Exmouth Community College. We have an exciting opportunity for you to join our College and work with highly motivated staff, enthusiastic students, supportive parents and knowledgeable Governing Board. We are a hardworking, dedicated and supportive learning community.

The College is committed to recruiting the very best staff for our young people and as a result I have the pleasure of working alongside a fantastic team of both teachers and support staff. Staff at the College work hard and set high standards for our students and ourselves. Consequently, the College is a stimulating place to work and the professionalism of staff here ensures that the College is constantly moving forward.

We were very pleased with our most recent set of GCSE results in terms of attainment, where 65% of students achieved a standard pass in English and Mathematics. Whilst our Progress 8 score was lower than expected, we have made changes to our curriculum model that will address this and are confident that these changes, alongside our renewed focus on the consistency of our teaching and learning will result in improved results in the years to come.

2017's Post-16 results were our best ever. Students and staff have achieved a fantastic 99% pass rate and an amazing 19% A\*-A grades, with 72% of all grades being A-C. This is despite new courses making it more of a challenge for both students and staff. Most pleasingly, our value-added measure which shows the progress of students over their time with us was significantly above the national average, leading to almost 25% of our Post-16 students going on to Russell Group universities. I am absolutely delighted that the hard work and ability of our students has reaped such positive rewards for them.

If you are looking for a College which is completely focussed on ensuring consistently great teaching and learning, investing in your professional development, and where your passion and ideas will be welcomed enthusiastically, we would love to hear from you.

I hope that you find the information in this pack to be both interesting and informative. I would also urge you to explore our website to get a deeper understanding of why we are so proud of this dynamic College: [www.exmouthcollege.devon.sch.uk](http://www.exmouthcollege.devon.sch.uk)

Having myself only joined Exmouth Community College in September 2017, I recognise that much time and thought goes into preparing an application which I thank you for in advance and we, in turn, will give your application serious consideration.

If you require any further information regarding the post or the application process, please do not hesitate to contact us.

Yours faithfully



Andrew Davis  
Principal



# The School

Exmouth Community College is one of the largest secondary schools in the country with over 2300 students currently enrolled (almost 400 of these in Post 16). The College, which converted to Academy status in April 2011, is set in a leafy split-site location.

*Behaviour in lessons is generally good. Pupils told inspectors that there is little disruption in lessons and this was confirmed by the observations that inspectors made.*  
**(Ofsted 2017)**

The College's mission is to provide a positive, enjoyable and structured approach to learning, where success is rewarded and students' individual aptitudes are given the chance to develop. We are an inclusive school and we pride ourselves on catering for all abilities. We offer a safe, secure, non-threatening environment in which students develop consideration for others, self-discipline and positive relationships. We aim to provide a thorough education which prepares students for their future.

*Pupils conduct themselves well, and so the school runs smoothly on a day-to-day basis. The school is calm and orderly, even when large numbers of pupils are moving around both sites and across the bridge in between.*  
**(Ofsted 2017)**

We believe that young people should be given the opportunity to develop the qualities we expect of good citizens. Our curriculum is broad and challenging; designed to stretch students of all abilities and to provide the widest range of opportunities. The curriculum includes, over and above the normal provision, enrichment, work based, gifted and talented and support elements all of which combine to ensure that all students have an opportunity to develop their intellectual and practical skills.

*Sixth-form students make strong progress on their courses because they are motivated to succeed and are well taught.*  
**(Ofsted 2017)**

In addition the College provides opportunities beyond the classroom in: sport, the arts, adventure, travel and more, everything from Rocket Clubs to the Ten Tors challenge and from Public Speaking to a range of visiting authors and speakers.

The school has a strong pastoral system organised on a Key Stage basis and excellent contacts with partner primary schools.

Our catchment area extends northwards towards Exeter city boundary and eastwards to include Budleigh Salterton and many attractive rural villages. The College embraces working as part of the community and has strong local partnerships.



As an academy, we have more flexibility in the way we manage the College. The Exmouth Community College Trust is overseen by the Governing Board who are committed to delivering the best comprehensive education for the young people of Exmouth and the surrounding villages.

*(Post 16) Teachers have good subject knowledge and well-developed strategies for helping students to make progress. As a result, students are challenged to think deeply about their learning in many subjects.*  
**(Ofsted 2017)**



## Our Vision

*Teachers are well motivated. They have welcomed the new Principal's recent initiatives to improve the quality of teaching. They are keen to share ideas and consider how they can accelerate pupils' progress.*  
**(Ofsted 2017)**

Our Vision is to create a stimulating, enjoyable and structured learning environment, where success is rewarded and all students and staff can thrive. We want students, staff, parents/carers and the entire Exmouth Community to be proud of their College; for students to make us their first choice for education and, for staff, their preferred place to work. In order to achieve this, we will:

- offer a broad, inclusive curriculum which enriches students' education and provides them with the opportunity to discover, develop and achieve their potential, whether academic, sporting, cultural or aesthetic.
- prepare all students for the next stage of their life.
- provide a safe, secure, environment in which students develop consideration for others, self-discipline and positive relationships.
- strive continuously to establish the best possible site and resources.
- provide excellent teaching and learning from teachers and staff who relish the opportunity to work in our College, because they feel inspired, valued and supported to do the best they can for their students.
- engage with parents and carers, using effective communication channels to ensure that they are well informed, able to support their child's education and have the means to raise any concerns they may have.
- build and maintain links with the wider community to enable them to support the College across a range of activities.

*The leaders of the sixth form demonstrate a genuine passion for the success of all students, no matter what their starting points.*  
**(Ofsted 2017)**

## The Area

Exmouth is a town of 40,000+ inhabitants situated at the mouth of the River Exe. As with so much of the South West, employment in Exmouth is largely in the service sector and the College is by far the largest employer in the town. Employers also include primary schools, Exmouth Hospital and a thriving retail and tourist trade.

Exmouth is a very pleasant place to live. It is situated at the start of the Jurassic Coastline which has been officially ranked alongside the Great Barrier Reef and the Grand Canyon as one of the natural wonders of the world. East Devon is an area of outstanding natural beauty.



The town has a marina and the two mile beach front offers a variety of water sports. An indoor tennis centre is attached to the College campus and is used on a daily basis by both the College and the public. Exmouth also has other excellent sporting facilities including a large Sports Centre with two heated pools, fitness suites, squash and badminton courts. The town has a wide range of hotels and restaurants, a number of pubs and night clubs as well as shopping facilities.

On the outskirts of Exmouth is Woodbury Common. It is a huge and beautiful moorland, ideal for walking, riding, mountain biking and picnics. The common is also the home of Woodbury Golf and Country Club offering two golf courses, one to championship standard. Exeter, the capital city of Devon, is just 10 miles from Exmouth and offers a wealth of shopping, sporting, cultural and historic attractions.

*Teachers have positive relationships with their classes and have high expectations of behaviour. Most pupils respect their teachers, and so interruptions to learning are rare.*  
**(Ofsted 2017)**

# Introduction to the Design & Technology Department

## Staffing

The Design and Technology Department is a very large, successful, forward-thinking department. It is made up of 11 full and part-time teachers and 5 Technicians. The department has a very strong sense of team spirit, with members working together to evaluate and improve all aspects of teaching.

## Accommodation and Resources

The Technology Department is housed in three separate buildings on both sites. The Engineering building contains a well-equipped engineering workshop, a number of small offices and two multi-material classrooms. The D&T building contains four multi-material workshops, a large storeroom and a technician's prep-room. The Food/Textiles building has three food rooms, three textiles rooms and a prep-room/office.

The department has a wide range of equipment, which includes:

Dehydrator, blast chiller, food processors, computerised embroidery machines, dye-sub machine, welding and casting bay, spot welder, CNC mill, lathes, 3D printers, laser cutter, injection moulder, plastic recycling processor, PCB manufacturing suite.

## Key Stage 3 Curriculum

We offer a wide range of Design and Technology projects in KS3. The year is broken into 4 quarters, with students studying Food technology, Textiles technology and two sections of D&T. The KS3 projects are as follows:

Year	D&T1	Food	Textiles	D&T2
7	CAD CAM & Key Fob	Healthy Eating	Apron	Graphics
8	Skills Project	Energy Foods	Cushion	Clock
9	Hand-crafted Box	Ethnic Food	Recycled Clothing Bags	Electronic Dice

## Key Stage 4 Curriculum

In KS4 we offer a comprehensive selection of L2 subjects:

- GCSE Design & Technology (Eduqas)
- GCSE Food Preparation & Nutrition (AQA)
- Art & Design: Textiles (AQA)
- Art & Design: Graphic Communication (AQA)
- VCert L2: Craft (NCFE)

## Post 16 Curriculum

Our Post-16 provision is covered by 2 A-levels:

- Design & Technology: Product Design (Eduqas)
- Art & Design: Textiles (AQA)

## Extra Curricular

The department is extremely active with STEM related trips and events. It also runs multiple Textiles-oriented visits, and regularly enters "FutureChef" competitions, succeeding at regional and national level.

# Job Description

<b>Title:</b>	Head of Design & Technology
<b>Type of Appointment:</b>	Permanent
<b>Start Date:</b>	1 September 2018
<b>Salary:</b>	MPS/UPR + TLR 1B (£9,243)
<b>FTE:</b>	1.0000%
<b>Reporting to:</b>	Designated Senior Leadership Team Member
<b>Responsibility for:</b>	Approx. 10 Teachers and 5 Technicians

## Introduction to the Post

Exmouth Community College is seeking an outstanding, inspirational and dynamic qualified teacher to take on the Head of Design and Technology role. This offers a unique opportunity for an ambitious, creative and enthusiastic individual to lead and manage Design and Technology within the context of the whole College vision.

## Head of Design and Technology Role

As defined in the School Teachers Conditions of Service Document and College policy documents, the post holder will undertake a sustained additional responsibility and lead a team of Design and Technology staff. The post holder will be supported by a designated member of the Senior Leadership Team.

## Purpose of the Post

- Provide professional leadership and management to a significant number of staff within the Design and Technology Department.
- Promote high standards and a clear direction for the Design and Technology Department within the context of the whole College vision, in order to contribute to whole College improvement.
- Develop Design and Technology teaching in line with national expectations and explore new strategies so that Design and Technology teaching in the College can continue to improve.
- Secure high student achievement in the context of the College's overall aims and priorities.
- Ensure that there is consistency within the Design and Technology Department in the implementation of College policies and procedures.
- Endorse positive attitudes to learning in Design and Technology lessons and activities throughout the College, to maximise achievement.

## Key Responsibilities

- Monitor standards of teaching and student achievement across all Design and Technology lessons and plan for improvement.
- Work with the designated Senior Leadership Team member to undertake regular evaluation of the work of the Department, in line with the College evaluation policy.

- Set a clear direction for the Design and Technology Department within the context of the College vision and goals, setting a subject development plan which involves all subject teachers.
- Actively engage all staff in effective planning, development and delivery of the Design and Technology curriculum in line with College aims.
- Conduct the performance management process, including annual appraisal meetings and reviews, identifying any training needs.
- Exercise professional skills and judgements in order to support and develop members of the Design and Technology Department, providing regular feedback in a way which recognises good practice and supports progress against appraisal objectives, to lead and enhance the teaching practice of others.
- Act as a positive role model for the Design and Technology Department, in terms of leadership and own practice, so that staff have a clear understanding of good professional conduct.
- Take a lead role in extracurricular activities.
- Effective organisation of resources and allocation of staff.
- Oversee and evaluate subject budget allocations, to ensure spending is in line with learning priorities and best value principles.
- Assist with the recruitment and induction of new members of the Design and Technology Department.
- Hold regular Department meetings.
- Promote equal opportunities so that all learners achieve their potential.
- Ensure high standards of Health and Safety within the Department.
- Any other duties commensurate to the post.

## **Classroom Teacher Role**

The post holder will adhere to the professional duties of a teacher as set out in the School Teachers' Pay and Conditions of Service document and College policies.

### **Key Responsibilities**

- Provide outstanding teaching and learning of Design and Technology to ensure the high attainment of their students.
- Provide a nurturing classroom and school environment that helps students to develop as learners.
- Help to establish / maintain discipline and good order in the classroom and across the Design and Technology Department.
- Contribute to the effective working of the Design and Technology Department.
- Participate in departmental CPD and undertake professional development as identified.

### **Teaching and Learning**

- Plan and teach engaging and effective lessons that motivate, inspire and improve student attainment.
- Use regular assessments to monitor progress and set targets.
- Respond accordingly to the results of such monitoring.
- Ensure that all students make significant and continuing progress.
- Maintain accurate pupil data that can be used to make teaching more effective.
- Identify situations where the Key Stage Co-ordinator or Head of Department needs to be involved.
- Communicate enthusiasm of the subject, and the areas of learning related to it, to students.

### **Department Ethos**

- Have an infectious enthusiasm for the teaching of Design and Technology.
- Ability to initiate curriculum innovation and develop resources.
- Willing to participate fully in the College's extracurricular programme.
- Interested and involved in the College's aim to service the needs of the whole community.

# Person Specification

Attributes	Essential	Desirable	How Identified
<b>Qualifications</b>			
Qualified to degree level in related subject specialism	✓		Application, Certificates.
Qualified teacher status	✓		
Ability to teach GCSE and A Level	✓		
<b>Teaching Experience</b>			
Successful experience of teaching Design & Technology in a placement or a previous school	✓		Application, Interview, Assessment/ Observation, Reference.
Proven track record of raising attainment in a positive classroom environment	✓		
Ability to provide professional leadership and management	✓		
Experience of providing professional leadership and management		✓	
<b>Teaching Standards</b>			
Set high expectations which inspire, motivate and challenge students	✓		Application, Interview, Assessment/ Observation, Reference.
Promote good progress and outcomes by students	✓		
Demonstrate good subject and curriculum knowledge	✓		
Plan and teach well structured lessons	✓		
Adapt teaching to respond to the strengths and needs of all students	✓		
Make accurate and productive use of assessment	✓		
Manage behaviour effectively to ensure a good and safe environment	✓		
Fulfil wider professional responsibilities	✓		
<b>Personal Qualities</b>			
Passion for Design & Technology	✓		Application, Interview, Assessment/ Observation, Reference.
Enthusiastic and inspiring	✓		
Capacity to adopt a variety of leadership and management styles	✓		
Ability to command respect	✓		
Capacity to analyse student progress data and identify areas for development	✓		
Awareness and understanding of data protection and confidentiality	✓		
Facility to work with groups of students to raise expectations and achievement	✓		
Creative and dynamic approach to problem solving and turning ideas and opportunities into successful practice	✓		
Ability to work actively, productively and flexibly as part of a team	✓		
Adaptable, flexible and creative	✓		
Excellent written and oral communication skills	✓		
Confident user of ICT	✓		
Ability to take responsibility and show initiative	✓		

## Additional Criteria

We have an expectation that all staff employed at Exmouth Community College will:

- Understand and recognise the principles of equality and diversity
- Commit to the safeguarding and welfare of all students
- Commit to regular and on-going professional development
- Commit to high standards
- Demonstrate and promote good practice in line with the ethos of the College

## Important Information

Please read the *Application and Recruitment Guidance Notes* available from the College website before completing your application.

We are committed to providing the best possible care and education to our pupils and safeguarding and promoting the welfare of children and young people, and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks. A satisfactory Enhanced DBS Disclosure (with Barred List check) will be required before the successful candidate can commence employment at Exmouth Community College.

## To Apply

Please complete the Teaching application form available from the College website. Please clearly state your subject specialism within your application.

Your completed application form should be submitted before 10am on the closing date.

Email to: [recruitment@exmouthcollege.devon.sch.uk](mailto:recruitment@exmouthcollege.devon.sch.uk)

Or post to: Human Resources  
Exmouth Community College  
Gipsy Lane  
Exmouth  
Devon  
EX8 3AF

## Questions?

For further information about this post please contact Amanda Day:

Email: [amanda.day@exmouthcollege.devon.sch.uk](mailto:amanda.day@exmouthcollege.devon.sch.uk)

Phone: 01395 255687



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Gipsy Lane, Exmouth, Devon EX8 3AF

Principal: A J Davis BSc(Hons)

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