

# Candidate Information

Head of Technology

**“Education is for improving lives and for leaving your community and world better than you found it”**

Dear Applicant

September 2017

### Head of Technology at The Telford Priory School

Thank you for acquiring details of this exciting opportunity to join this wonderful new school for Telford. We are all exceptionally proud of the staff and young people at the school as they settle into new ways of working, form new powerful professional partnerships, make new friends and together achieve more than they ever thought possible.

The Telford Priory School joined our Trust officially on 1st November 2015, however we have been working with the leadership since well before this date. Our Trust originated as The Polesworth School Academy Trust and then became the Community Academies Trust after going into partnership with Birchwood Primary School in November 2012. Both of these schools were judged outstanding by OFSTED within the last 3 years. The Trust has grown since 2012 and now comprises five secondary schools and nine primary schools in Warwickshire, Staffordshire and Telford. Other schools are currently consulting on joining our Trust.

We are proud of our community school based origins and organize ourselves so that schools operate locally, sharing resources and excellent practice with other CAT schools that are geographically close. The Telford Priory School is in our Telford Hub that consists of two further secondary schools and a primary school.

Our Trust is a values driven organisation, believing fundamentally in the talent of young people and is driven to ensure local communities have exceptional schools. As a high performing sponsor, the Trust has a track record of improving schools and if successful you will be an important leader significantly influential on the journey of school improvement.

Your professional development is crucial to us and you will be well supported both by colleagues in The Telford Priory School and others across Telford and the wider Trust. This is a wonderful opportunity for an ambitious teacher. The opportunities for further professional progression and enrichment are significant and enhanced by our proactive approach to the support and development of our staff.

Our website describes the Trust and our work in more detail –

[www.communityacademiestrust.org](http://www.communityacademiestrust.org)

Good luck with your application. I look forward to meeting you.

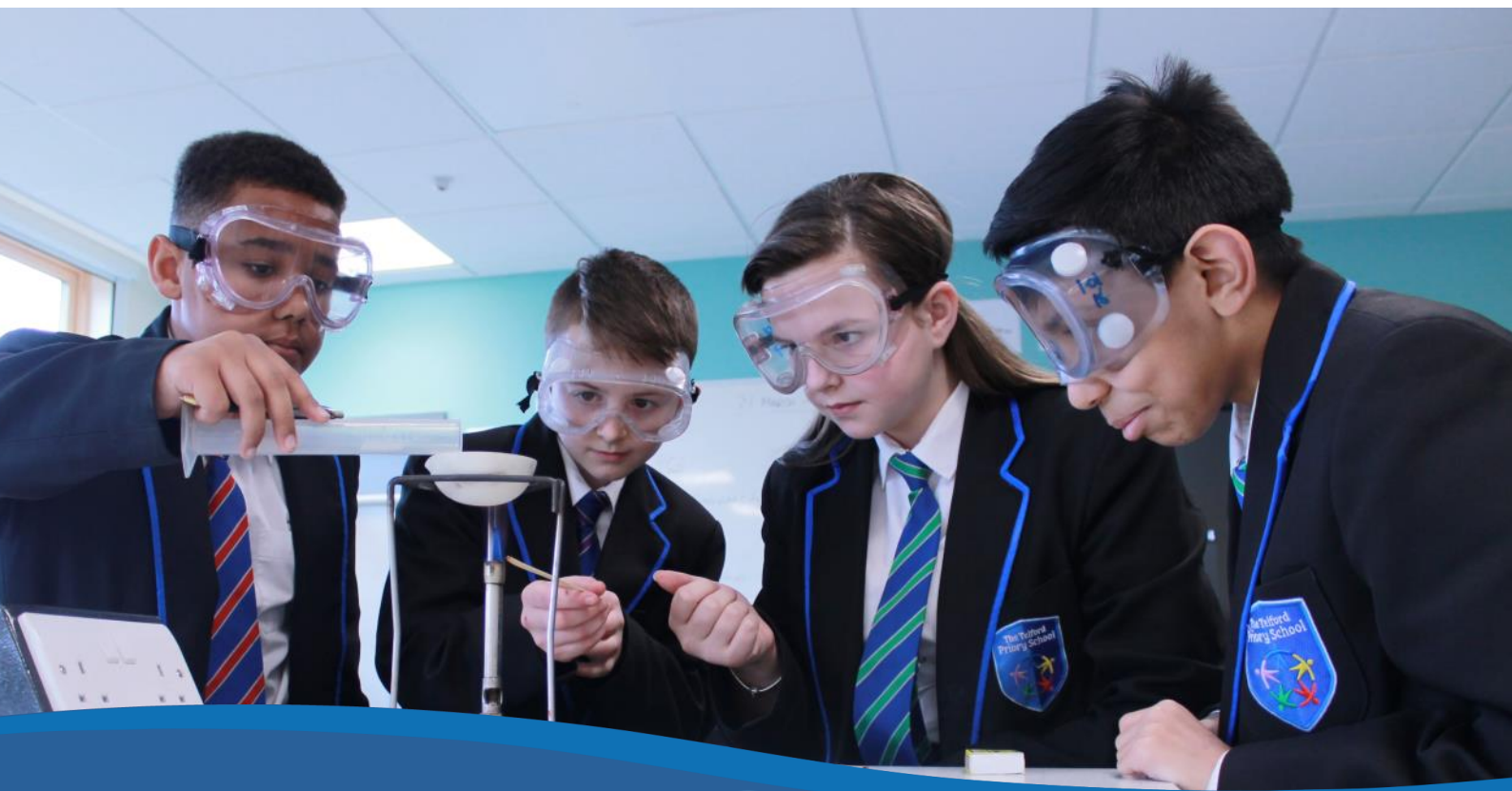


Philip Hamilton

Executive Headteacher and Chief Executive Officer







We welcome visits to the school.  
If you would like any further  
information or to arrange a visit  
please contact us or email  
TPS.HR@taw.org.uk



#### Dear Applicant

These are exciting times for us all at The Telford Priory School as we move into year 3 and look to the future with continued energy, commitment and a passion for developing our students and staff.

At The Telford Priory School, we want to ensure that we embed the core values of the Community Academies Trust in everything that we do in our bid to Ensure Excellence.

We believe in the power of education and the endless possibilities which education can provide. Every day at TPS is a chance to transform lives and open doors for the young people we work with.

We value every child at TPS and welcome parents to talk to us about how best to support their child. Our half termly Parent Focus group sessions in particular are an opportunity to work with us to help develop our school.

We have high standards at TPS and insist on a professional look for our staff and students helping to create a core sense of learning and pride in everything that we do. All members of our community are dedicated to supporting one another to be the best that we can be.

We have high expectations for behaviour at TPS and expect our students to be excellent role models for one another. As part of our House system, students in our school work together for charity events and other community engagement projects.

We see TPS as being at the centre of this community whereby we provide opportunities for all to benefit from our beautiful new building and facilities including our 3G pitch, our theatre and our extensive ICT facilities.

We look forward to meeting you and welcoming you to our school.

*Stacey Jordan*

**Headteacher**

*Imran Iqbal*

**Deputy Head-Staff**

## Values & Ethos - Anyone can be a hero

At The Telford Priory School, we believe that everyone can be a hero in their own way. We believe that the small things that we do can make a positive difference to someone's life and we encourage and celebrate the achievements of staff and students both inside and outside of school. We believe that it is the duty of everyone to keep learning and growing together to become the very best that they can be.

TPS is sponsored by The Community Academies Trust and as such our core values are underpinned by a set of principles that shape and define the way we work with the students in our care and the community we serve.

Our three main types of achievement are:

**Academic** - where students are challenged to achieve more than they ever thought possible. We aim to create learners who succeed regardless of their socio-economic background. We believe that all students who enter our school should be able to access quality learning which enables them to succeed and be prepared for the next step of their education and life.

**Relationships** - where excellent relationships for learning form the basis for all types of achievement. Relationships at The Telford Priory School are founded upon a mutual trust and respect between all members of our community where high standards and expectations of oneself and each other are the norm. We expect all members of our school community to be courteous, polite and treat others as they expect to be treated.

**Letting your light shine** - where all the young people in our care can achieve something they can and should be proud of every day, in addition to their academic achievement. We believe that all students need to find their passion and be supported to excel in these areas. All students and staff should be able to grow within our school and become the absolute best that they can be.







## Our Staff

Our Values extend to how we challenge, support and work with each other. All staff (support and teaching) play a crucial role in the education of young people. We all understand how our work has a direct influence on the life chances of the young people in our care. In the same way that we all have a duty of care to them, we have a duty of care to each other and have regard for each other's professional and personal well being.

All members of the staff community see themselves as learners. They are empowered to make decisions, be creative and to lead. Mutual respect pervades all relationships, working together to enhance professional learning and practice and collaboration; collegiality and a sense of team identifies how all staff work together. All staff have clarity and certainty about the direction our school is taking and can be working on only a few initiatives at any one time with a sense of how their work is contributing to that vision. Staff co-operate with each other and are not in competition with each other – they are part of a team that ensures our schools are among the best in the country.

# JOB DESCRIPTION

Head of Technology

**Salary:** MPS + TLR 1 (£7, 699)

**Effective Date:** January 2018

## Purpose:

- To develop, lead and promote an ethos of ensuring excellence in all areas of the school's life
- To provide strong leadership and management for the department of Technology
- To line manage the department of Art
- To contribute to the Operational and Strategic Leadership of our schools in Telford as part of our Middle Leadership Team
- Ensure that our values are put into practice and we make significant progress across the school
- Model operational and strategic excellence
- To raise levels of achievement and standards through high quality management and the implementation of a robust and effective climate for learning across the department
- Improve the quality of teaching and team creating a learning culture within the department
- To work to ensure there is a culture of encouragement and support across the department
- To contribute to the development and leadership of all staff within the department
- To model our values and expectations
- To write and develop curriculum plans for each year group
- To develop and co-ordinate the sharing of SoL and resources for the subject across the department
- To ensure robust assessments are written, carried out, marked, moderated and entered into the system at each assessment point across the department
- To track and monitor the achievement and progress of students within the department, including all key groups
- To offer and put in place appropriate interventions to ensure all students within the department are on track to make good progress
- To support and develop Teaching and Learning to ensure all teaching within the department is consistently effective
- To support assessment and feedback to ensure it is carried out in line with whole school policy and is consistently leading to impact and progress over time in students' books
- To offer and support appropriate enrichment and extra-curricular opportunities across the department. Including working with the Extra-Curricular Leads on ensuring whole school plan is supported

## Reporting to:

Deputy Head - Staff

## Leading:

All leaders and staff within the departments of Technology and Art

## Principal (Core) Responsibilities

- To provide effective leadership and management for the department of Technology
- To carry out effective evaluation and write development plans to raise standards and improve outcomes for the department of Technology
- To develop a balanced curriculum plan for the KS3 and KS4 that builds on from primary, meets the specification requirements at KS4 and provides progression at Post 16
- To ensure the Transition Lead is given effective support by the department and the department offers transition events as required
- To ensure the Community Lead is given effective support by the department and the department offers Community events as required
- Ensure the performance management systems across the school are robust and lead to improved teaching
- To line manage and provide effective support for all staff within the department of Technology and for the Head of Art

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage.

This person-specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for all employees and volunteers. We are a no smoking site.

## Teaching, Learning and Guidance

In collaboration with the senior team:

- Ensure excellence in classroom practice informed by the principles of Assessment for Learning
- Drive up standards
- Line manage staff
- Model excellence in leadership and day to day practice to include teaching, care and welfare
- Implement effective student advice and guidance systems across the school

## Relationships

- Promote an excellent climate for learning across the departments of Technology, Art and more widely across the school
- To ensure positive relationships for learning as part of the House system and a form tutor
- To work with other leaders and teachers, ensuring an intelligently consistent approach to the management of behaviour, sanction and reward
- Model an emotionally intelligent approach to ensuring excellence in behaviour for learning

## Staff

- Lead, guide, support, mentor and develop staff
- Hold staff within department to account for their work
- Set expectations for all staff and students, in the context of school policies, and help them to achieve those standards in relation to day to day working practice
- With the senior team identify and respond to the professional learning needs of staff utilising all available expertise and provision

- With the senior team ensure effective induction, support and training for new staff and trainee teachers
- Develop effective working relationships with all teams
- Undertake performance management review(s), acting as a reviewer
- Contribute to the assessment of staff skill in support of pay progression based on sound evidence
- Act as a positive role model for staff on a day-to-day basis and lead others with high levels of emotional intelligence and adopting a professional persona that all staff can rely on for support, leadership and guidance

## Communication

- Work with the SLT and the Governing Body to enable it to meet its responsibilities
- Ensure effective collaboration and consultation with staff, parents and students
- Liaise and work with partner schools, parents, and other relevant external agencies where appropriate
- Excite and engage visitors at Open Evenings and other events
- Ensure regular communication between teachers and parents
- Ensure effective management of accommodation and learning resources

## Other Specific Responsibilities

- Comply with any reasonable request from the Head Teacher to undertake work of a similar level that is not specified in this job description
- This job description may be changed by the Head Teacher in consultation with you to reflect or anticipate changes in the job commensurate with the grade and job title



# PERSON SPECIFICATION

## 1. Professional Qualifications and CPD

- Good honours graduate
- Qualified teacher status
- Competence in the effective use of ICT on a day to day basis
- Evidence of relevant professional development relating to school management and current educational developments
- Interest in/already registered for professional leadership development qualification
- Appropriate qualification, experience and any other requirements needed to perform the role in relation to safeguarding and promoting the welfare of children and young people

## 2. Experience

- Proven high standards of classroom practice
- Teaching experience across the full ability and age range in a variety of school contexts
- Successful leadership experience in a secondary school
- Proven record of raising standards of achievement and sustaining improvement through self evaluation and strategic planning
- Experience of building and maintaining effective relationships with parents, carers, partners and the community
- Experience of working with SLT and other stakeholders

## 3. Personal Qualities

- Excellent attendance and punctuality record
- High level of commitment to inclusive education and Equal Opportunities
- Committed to raising standards for all students in pursuit of excellence
- High level of integrity, honesty and fairness
- High professional standards
- Demonstrate high levels of energy and ability to work under pressure
- Have leadership skills which recognise and respond to difficulties as well as celebrate the achievements of the school
- Ability to lead, inspire, motivate and manage people
- Committed to effective working relationships, giving and receiving support from others
- Lead by example and model excellent practice

- Ability to communicate as an active listener, orally and in writing
- Good reasoning powers and the ability to make considered decisions in a variety of situations
- Readiness to reflect on practice
- Self motivated and able to work with initiative
- Demonstrate effective time management skills
- Strong commitment to the school ethos
- Committed to developing the global dimension of the school
- Has a real presence and personal impact within school

## 4. Leadership and Management

Ability to:

- Consistently demonstrate and actively promote a commitment to safeguarding and promoting the welfare of children and young people in a safe, secure and healthy school environment
- Monitor and evaluate own and others work, acknowledging excellence and challenging poor performance
- Assess impact of work on outcomes for students and stakeholders
- Share and develop commitment to the school ethos and vision. Inspiring, challenging and empowering others to carry the vision forward
- Show a clear knowledge and understanding of the implication of current educational developments and legislation relevant to specific areas of responsibility
- Implement and manage change to effect improvement
- Challenge, influence and motivate others to set appropriate and challenging targets.
- Promote the development of staff and to build capacity
- Commit to developing and managing high performing teams
- Work with other agencies for the well being of all students and their families
- Use comparative data for benchmarking and target setting purposes and develop relevant strategies for performance improvement

### The Telford Priory School

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We welcome visits to the school. If you would like any further information or to arrange a visit please contact us or email [TPS.HR@taw.org.uk](mailto:TPS.HR@taw.org.uk)