



Job advert:

Dame Alice Owen's School, NoR 1,464, Sixth form: 433

Ofsted: "An outstanding school", "Students achieve outstandingly well", "Behaviour ... is excellent"

**Part time/ Full time Teacher of Food and Textiles (MPS)
Maternity cover for January 2019**

Closing date: Monday 15 October 2018

Interview date: Thursday 18 October 2018

There may be the opportunity for this to lead to a part time permanent post in September 2019.

The governors of this highly successful, partially selective, mixed school invite applications for the post of Teacher of Food and Textiles to cover a maternity leave. We seek a highly motivated and energetic candidate to join our very successful Food & Textiles Department, housed in a new purpose-built Technology Department. This post provides an excellent opportunity for an NQT or experienced teacher to work within a friendly and supportive team.

In 2018, 96% of all students secured five or more A*-Cs at GCSE, and 84% of A level entries were graded A*- B. 85% of GCSE Food and Textiles results were graded 9-8.

The school is situated on an attractive 35-acre site in the Green Belt, has excellent facilities and is committed to an extensive programme of staff development. Central London is easily reached by rail from Potters Bar and the school is close to motorway links. Accommodation on site can be available for those needing to relocate.

Please visit www.damealiceowens.herts.sch.uk > Contact us > Vacancies to download an application pack. For an informal discussion, contact Carolyn Cerny, Head of Food/Textiles, on 01707 643 441 x 243 (cernyc@damealiceowens.herts.sch.uk).

Please send your completed application forms together with a covering letter, by email, stating why you are well placed to take this position at our school to Mrs Lona Hennigan, Executive Assistant to Headteacher; ea@damealiceowens.herts.sch.uk by **Monday 15 October 2018**.



**DAME ALICE OWEN'S SCHOOL
THE DAME ALICE OWEN FOUNDATION – 1613**

Tel: 01707 643 441
Fax: 01707 645 011
Email: admin@damealiceowens.herts.sch.uk

**Dugdale Hill Lane
Potters Bar
Herts EN6 2DU**

**Part time/ Full time Teacher of Food and Textiles (MPS)
Maternity cover for January 2019**

**Closing date: Monday 15 October 2018
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Application pack

Thank you for your interest in the post Teacher of Food and Textiles. Though much of the information we have about our school is available on our website, we have put some key information together here to help you through the application process.

This pack consists of the following information:

1. Copy of the full advertisement
2. General information on the Food and Textiles Department
3. Description of the sort of person we think would suit this post

If you have any general enquiries about the recruitment process, or to arrange a tour or informal discussion about this position, please do not hesitate to contact Carolyn Cerny, Head of Food and Textiles on cernyc@damealiceowens.herts.sch.uk.

How to apply and where to send your completed form

- A. The completed **application form** and **person specification** must be returned to school by email by **12:00 midday on Monday 15 October 2018**. Please send your completed applications to ea@damealiceowens.herts.sch.uk
- B. Please also enclose a **letter of application** outlining why you are uniquely placed for this post.
- C. Please also enclose the names and full contact details, including email addresses and mobile phone numbers if possible, of **two references**. They are likely to be contacted after shortlisting, but before the interview stage.

We look forward to reading your application, and thank you for your interest in our School.

Anna Denko.

Headteacher

Application pack – Food and Textiles Teacher – maternity cover for January 2019

Teacher of Food and Textiles for January 2019

Full- time, maternity cover (with the possibility of becoming permanent)

Introduction

Dame Alice Owen's School is a mixed, part selective secondary school with over 1,430 registered pupils and a vibrant and highly successful sixth form. Our school was founded 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and as demand outstripped space, it moved to its current setting in the Hertfordshire countryside. Because of its roots and its close and important relationship with the Worshipful Company of Brewers, there are at least 20 places each year for 11 year old students from Islington. It also offers 65 places to the highest scoring applicants who sit the entrance exam each year and a further 10 places for the most talented or able musicians who apply for a place in Year 7. The remainder of the places in an annual cohort of around 200 go to local pupils on the basis of proximity to the school and to those with priority need.

It is this combination of student and its truly outstanding record of achievement and added value that makes our school such a special place. It is oversubscribed by 5 applicants per place every year. Our dedicated staff, parents' association, governing body and school (staff and student) leaders constantly appraise and re-appraise the various aspects of school life, learning and achievement so we are never complacent. Our school faces the usual challenges of all educational establishments in the public sector, and ensuring that their impact is felt least by the students is a key objective.

Owen's has recently been described as "a gem of a school" in the Good School Guide and "the golden ticket" in Tatler, and benefits from some of the most able students in the country. Our Foundress left a number of fields in the then village of Islington to the care of the Worshipful Company of Brewers which now generate over £900k of additional income for the school annually, to support the school. This creates a very special ethos and fosters the very positive staff working environment. The students and staff benefit from a number of traditions including Beer Money, staff awards and Visitation.

As you will learn through the information provided in the pack, we have much to be pleased about: in 2013 we received, the Teaching School award; we currently lead an Alliance which is a Who's Who of top schools; in 2017 we were placed as the highest achieving state school in Hertfordshire by The Times with Dame Alice Owen's achieving in the top 8% of schools nationally under the new Progress 8 measure. Many of our school leavers from Year 13 have offers from top universities to choose from, including on average 20 places at Oxbridge each year.

Below are some of the key qualities and attributes we believe have contributed to the school's excellent reputation:

- Committed and dedicated staff who are responsive to change
- The value we place on collaboration, both within our school and with other schools
- Teamworking
- Superb pastoral care
- Energetic, curious and enthusiastic students
- A very wide range of extra-curricular activities, most notably within Music
- Excellent resources and facilities
- Forward-looking and proactive leadership
- Attention to detail
- A foundation stone of tradition and heritage; and
- Exceptional recognition by Ofsted.

Our primary aim is to work in partnership with students and parents to ensure that students achieve their full potential by

- Striving for academic excellence;
- Providing a happy, safe, purposeful and caring environment and encouraging a sense of pride in the individual and our School;
- Embracing innovation whilst maintaining our strong links with tradition;
- Providing interesting and challenging opportunities so that students enjoy their learning and maintain a desire to continue learning throughout their lives;
- Recruiting and developing outstanding staff;
- Offering high quality extra-curricular activities which involve all students;
- Promoting respect for and understanding of religious and moral values.

The Food and Textiles Department

The Food and Textiles Department is situated together with the Art Department and Maths Department in a new purpose-built building. There are two Food Technology rooms, a large Textiles room, a technicians' room and a Design and Technology staff room. The Food and Textiles Department is well resourced. All rooms have an IWB and there are 20 laptop computers.

All Key Stage 3 students study Food and Textiles, for approximately six months in each area, each year. The school day is divided into 5 periods and each Food and Textiles lesson is one hour long. Each year group of 200 pupils in Key Stage 3 is divided into 11 practical groups.

GCSE Textile Design (AQA) and GCSE Food and Nutrition (AQA) are both popular option choices at KS4. A2 Textile Design (AQA Art and Design) is offered in the 6th Form. Results in all Key Stage 4 and 5 courses are very good.

The team you will join

Carolyn Cerny – Head of Food and Textiles

Pamela Perrett – Assistant Head and Teacher of Food and Textiles

Ipek Kerim – Teacher of food and textiles

Lorraine Loton – Technician (part time)

Michelle Waller – Technician (part time)

What we can offer you

The school provides an excellent range of staff development opportunities. This is currently led by Stephen Fry, Deputy Headteacher and our team of ASTs/SLEs with responsibility for teaching and learning. All staff members are encouraged to continue their personal development and undertake further qualifications if they wish.

We have a commitment to ensuring staff undertake minimal cover and wherever possible none at all.

We fully appreciate the time and consideration which go into applying for a new job. If there is anything we can do to help you through this process, please do not hesitate to ask. We very much look forward to receiving your application.

Successful candidates will be interviewed on Thursday 18 October 2018 all day. Procedures for appointments at the school include a tour of the school, a student panel, an invitation to teach a lesson and a formal interview. We very much look forward to reading your application.

Job title: Teacher and Form Tutor

Reports to: Head of Food and Textiles

Job purpose

To teach a range of classes across the 11–18 age and ability range and use available resources to maintain the highest possible standards of teaching and learning in the subject.

Teaching and Learning

1. Teach well prepared, challenging lessons in accordance with Dame Alice Owen's expectations
2. Make good use of class information and data to ensure all students are supported and challenged according to their need
3. Demonstrate your commitment to personal development through your actions and your commitment to your own Performance Management
4. Implement curriculum change as appropriate
5. Oversee the writing and delivery of appropriate Schemes of Work which meet the academic needs of all students as directed by your HoD
6. Ensure public examination syllabuses are taught thoroughly, keeping abreast of changes and swiftly making amendments as required
7. Promote a stimulating learning environment, including useful and stimulating displays, which encourage students to learn

Achievements and Standards

1. Track and monitor individual students to bring about improvement where needed
2. Ensure appropriate participation in departmental moderation as required throughout the year
3. Take responsibility for overall behaviour management within lessons and throughout the school to ensure a safe, secure and structured learning environment
4. To play an active role in performance management and self-development activities

General requirements

1. To carry out any pastoral support roles (including being a tutor) as required
2. To play a role in ensuring effective safeguarding and wellbeing of our students
3. Provide clear and useful feedback to students and parents/carers as required
4. To attend periodical after school meetings / events such as Visitation, Parents' evening, as required by the Headteacher and published in the school calendar
5. To check your email regularly and respond in a timely manner
6. To contribute articles to the half-termly newsletter as appropriate

Person Specification	Desirable / Essential
Education	
Holds a degree (or higher) level qualification in a related subject	E
Holds QTS	E
Up-to-date in-service training in subject and whole school issues	E
Additional qualifications relevant to the post	D
Experience	
Experience from a similar post	E
Recent experience of teaching the 11-18 age range	E
Experience of producing examination results to a high standard	E
Experience of working in more than one previous school	D
Specialist skills and knowledge	
Strong working knowledge of the National Curriculum, issues and developments	E
Excellent administration, organisation and management skills	E
Excellent information and communication technology skills	D
Knowledge of equal opportunity issues for students and staff	E
Clear commitment to the safeguarding of students	E
An innovative and exciting approach to teaching and learning with an understanding and proven practice of excellence for all	E
Other	
An outstanding classroom practitioner	E
An energetic committed individual with a clear vision and unwavering commitment to excellence for all	E
Open and enthusiastic	E
A problem solver with a 'can do' attitude	E
Ability to multi task, prioritise, stay relaxed under pressure and deal with numerous challenges simultaneously	E
Willingness and clear commitment to be involved in extra-curricular activities	E
Excellent Emotional Intelligence and interpersonal, communication skills	E
A good sense of humour!	E