

Queen Elizabeth Grammar School Penrith



**Application pack for
Head of Technology**

Queen Elizabeth Grammar School Penrith

Ullswater Road, Penrith, Cumbria CA11 7EG



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Headteacher: Paul Buckland M.A.

March 2017

Dear Candidate

The post provides an opportunity to lead a successful department which offers popular subjects in the school at A Level.

You will benefit from working with a very experienced and dedicated team of specialists. The successful candidate should be able to teach across the age range, or be prepared to do so with support and guidance.

Before applying please have a look at our website www.qegs.cumbria.sch.uk, which I hope will give you a taste of the ethos and atmosphere of the school.

I look forward to receiving your application.

Yours faithfully

A handwritten signature in dark blue ink, appearing to read 'P Buckland', written in a cursive style.

Mr Paul Buckland
Headteacher



Queen Elizabeth Grammar School Penrith

A mixed selective academy
Roll: 873 including 238 in the Sixth Form
Ofsted: Outstanding in every category

Head of Technology

Main Scale plus TLR 2b £4,815 Full Time

Required for September 2017

We wish to recruit an enthusiastic Head of Technology to lead a successful department. You will benefit from working with a very experienced and dedicated team of specialists. The successful candidate should be able to teach across the age range, or be prepared to do so with support and guidance.

We are committed to safeguarding and promoting the welfare of children. The post is subject to an enhanced DBS check and satisfactory references.

Deadline for all applications: 12noon, Wednesday 22nd March 2017

Application packs via TES, our website www.qegs.cumbria.sch.uk or
from the Head's PA Mrs Caroline Richards secretary@qegs.cumbria.sch.uk

All applications to be submitted via TES.

Design & Technology at Queen Elizabeth Grammar School Penrith

The Design and Technology department is currently composed of five teachers, presently one full time and four-part time staff. We have two part-time technicians in food/textiles and resistant materials. You would be joining the school to lead the department at an exciting time, with the opportunity to shape the technology curriculum with a new food teacher who will also start in September 2017.

The department is resourced to a high standard. There is a suite of four specialist rooms, one textiles, one food and two resistant materials. Each room has a digital projector, internet network facility and the textiles room has an interactive white board.

The food room is spacious and equipped with eight cookers and sinks, plus laundry facilities. Sixteen individual workspaces are available in addition to three mobile units for students with individual dietary requirements. The room is well resourced with a full range of equipment and experimental apparatus. There is an extensive library within the room and a large storage space housing resources. Four permanent computers and a bank of ten laptops are available on a mobile unit. The students have a room for storage that has both shelving, refrigeration, freezer as well as additional refrigeration space within the room itself and the storeroom. A tabled area at the front of room can be used for both teaching and food display.

The textiles room has a suite of sixteen Pfaff sewing machines with individual workspaces. In addition to four Janome CAD/CAM machines and four overlockers. There are three sinks and a wet area at the rear of the room. Ten large cutting tables are available in the centre of the room. The department has an extensive range of additional tools, equipment and materials allowing the students to have considerable choice in their designing. There is a very well stocked store cupboard inside the room that includes a mobile bank of ten laptops. We are very proud of our impressive library and range of resources and the flexibility this gives for being creative.

In resistant materials there are two well equipped multimedia workshops, one mainly metals and one specialising in wood. One workshop has an office area and the other two storerooms for wood, metal and plastic. Both workshops cater for sixteen work places and include a bank of laptops. A range of IT software is available to the students including a range of Focus programmes and 2D Design. Tools and machinery available include a full range of hand tools plus a laser cutter, Denford CNC router, small Roland CAMM-2 router, plotter cutter, 3D printer, a metal and wood lathe, milling machine, aluminium casting bay, various welders, double brazing hearth etc. For qualified staff and technicians there is a circular saw, planer and thicknesser and two bandsaws. There is an extensive library of suitable design and material.

Curriculum provision at KS3 in Year 7 and 8 is currently based on a carousel of food, textiles and two resistant materials modules. In Year 9 the students opt into two material areas of their choice. There are 3 mixed ability teaching groups at GCSE in Textiles (Edexcel), Resistant Materials (Edexcel), and Food Preparation and Nutrition (WJEC)

Department Results 2014-2016

GCSE

	2014			2015			2016		
	Number of entries	% Passes A*-A	% Passes A* - C	Number of entries	% Passes A*-A	% Passes A* - C	Number of entries	% Passes A*-A	% Passes A* - C
DT: Food	9	66.7	100	7	57.1	100	11	55.16	100
DT: Resistant Materials	10	40	100	13	38.5	84.6	9	33.3	88.9
DT: Textiles	18	66.7	100	16	87.5	100	16	93.8	100

A Level

	2016				2015				2014			
	No of entries	% A*E	% A*-B	% A*-A	No of entries	% A*-E	% A*- B	% A*- A	No of entries	% A*-E	% A* - B	% A*- A
DT: Resistant Materials	4	100	25	25	1	100	0	0	4	100	50	0
DT: Textiles	-	-	-	-	-	-	-	-	3	100	100	66.7

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Job Description for Head of Department

Allowance: TLR 2b £4,815

Purpose of post: To lead, manage and develop the teaching of the subject, monitoring the teaching and learning of the subject across the school and enhancing the teaching practice of staff who teach or are involved with the subject.

To whom responsible: SLT

Line manager of: All staff teaching the subject (and technicians where relevant)

Generic responsibilities:

1. To create an environment in which morale is high, where there is a positive approach to teaching and learning and where the delivery of the subject is in line with the aims, policies and agreed new initiatives of the school.
2. To ensure that appropriate departmental policies, schemes of work and resources are in place and implemented and that appropriate public examination courses are being followed.
3. To support teachers of the subject in their preparation and teaching as well as in their classroom management.
4. To allocate students to teaching groups where appropriate taking account of their ability and achievement.
5. To assess the quality of resources on the market and work with other members of the department to select and acquire those that are relevant and appropriate to ensure forward student progression; order, manage and monitor stock of consumables and resources available to department members and ensure their safe and appropriate storage.
6. To liaise with the School Librarian to ensure there is an appropriate range of resources available in the School Library to support student study.
7. To ensure that new technologies and other resources are used effectively and where appropriate, liaising with the Head of ICT and other specialists to exploit best practice.
8. To liaise with the Deputy Head on timetabling issues and organise the allocation of staff to groups, sets and rooms.
9. To ensure consistency within the department with respect to teaching and covering syllabus content.
10. To ensure that there are appropriate schemes of assessment in place including the co-ordination, setting, marking and moderation of internal examinations, mock exams for public examinations and appropriate GCSE and A level coursework.
11. To ensure that the work and involvement of students within the subject is displayed and promoted in classrooms and on corridor display facilities.
12. To ensure the achievement of pupils in the subject is recognised by promoting the use of department and school rewards systems.

13. To co-ordinate the collection of pupil data and analyse data thereby monitoring pupil progress and identifying special needs and those who are gifted and talented and to facilitate appropriate intervention.
14. To prepare for and report to a meeting with the department Leadership Link member of the SLT at least three times a year.
15. To liaise with the Deputy Head and Able, Gifted & Talented Co-ordinator in providing or arranging additional support for the gifted and talented including Oxbridge candidates.
16. To liaise with the Assistant Head (Pastoral/SENDCo) in providing or arranging support for students with special educational needs.
17. To advise Year 11 students about A Level options and Sixth Form students about appropriate university courses and career pathways specific to the subject.
18. To contact parents when necessary regarding pupil progress.
19. To organise appropriate visits by outside speakers, workshops, additional activities and visits for pupils to offsite events, and encourage participation in local and national competitions, which will enhance pupils' learning of the subject, liaising with SLT to ensure these are published well in advance on the school calendar and there is negotiation with other departments when students are taken off timetable.
20. To plan, call, chair and record regular department meetings, ensuring through these and other means that relevant information is disseminated, department policy is agreed, acted upon and action points communicated to SLT.
21. To ensure that members of the department attend exam board feedback meetings where appropriate and participate in other appropriate continuing professional development whether organised in-house, through external courses or by visiting other schools.
22. To carry out ongoing evaluation of the department's work, update the department's development plan and handbook on an annual basis, plan and monitor department budget spending in line with the development plan.
23. To represent the views of the department and contribute to the development of school policy by responding to SLT circulars, attending Heads of Department meetings and other school committees and working parties.
24. To write entries for the school website, Sixth Form Handbook, options booklets and school prospectus, and organise relevant materials and presentations for open evenings, Sixth Form induction and Discovery Day.
25. To provide information about examination entries and predicted grades for the examinations officer.
26. To carry out performance management of staff in the department reviewing and setting appropriate targets.
27. To keep up to date on issues and best practice related to the teaching of the subject on a local and national level and disseminate information to members of the department as well as SLT where appropriate.
28. To be aware of health and safety regulations applicable to the department, to write risk assessments and to monitor and report to the Health and Safety Officer, Bursar or SLT issues which arise as well as monitoring the state of rooms, furniture and equipment within the department's area.

29. To report to the SLT and Governors when required about the progress and needs of the department.
30. To liaise with outside agencies where useful and appropriate and deal with departmental post.
31. To ensure that the classes of absent colleagues are set appropriate work.
32. To contribute to the provision of a bank of useful and meaningful tasks for Sixth Form students' service periods.
33. To advise and support the SLT on the appointment of teaching and technical staff and the writing of their job descriptions.
34. To oversee the induction of new staff and contribute to the management and support of NQTs and ITT students working within the department.
35. To contribute to the promotion of whole school links with the local, national and international community.
36. To contribute to appropriate bids for additional funding for both whole school and department initiatives.

Specific responsibilities of the Head of Technology

- To work with the Maths and Science departments on the school wide STEM provision, including extra-curricular activities and competitions
- To co-ordinate with the Head of Sixth Form regarding the Arkwright scholarship entrants and provision where appropriate.

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Person Specification for Head of Technology

Qualifications

- Good degree in a technology related subject.
- Postgraduate Certificate of Education or equivalent teaching qualification.
- Secondary school trained.

CPD

- Enthusiastic to develop and extend further own teaching skills, subject knowledge and expertise.

Experience

- Experience of and/or affinity for teaching very able children (teaching practice experience acceptable).

Teaching

- Passionate about teaching Technology in a dynamic, innovative and inspirational manner.
- Able to teach Technology (Resistant Materials) throughout Key Stages 3-5.
- The flexibility to contribute to the teaching of other disciplines in technology to years 7/8 would be helpful.
- Willingness to contribute substantially to enrichment and extra-curricular activities in both technology and other non-subject areas.

Educational Philosophy

- Supportive of selection and traditional grammar school values.
- Supportive of the aims of Queen Elizabeth Grammar School which are:
 1. to build upon its tradition of academic excellence encouraging students to strive for the highest levels of achievement and to maximise their potential.
 2. to take full advantage of its small numbers to provide a caring environment in which the individual pupil's personality and abilities are valued and fostered.
 3. to provide an environment in which creativity, enterprise and initiative are encouraged, promoting social, artistic and sporting activities to develop pupils' interests and talents.
 4. to do its best to ensure that pupils leave this school to embark upon higher education or employment confident in their skills and learning and fitted for useful, active citizenship.
- Value the importance of developing the whole child through the provision of additional opportunities which enhance the curriculum.

Skills

- Excellent classroom practitioner able to inspire and motivate children to learn.
- Imaginative and creative approach to teaching and learning.
- Ability to use ICT effectively in teaching, recording and reporting.

Personality

- Out-going, confident, energetic and willing to be involved in all aspects of school life.
- Good personal organisation, ability to work under pressure and a sense of humour which can be maintained even on a Friday afternoon when it has been a busy week!

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School Strategy

Vision

To prepare our students to succeed in tomorrow's world by providing a secure learning environment, a rigorous academic curriculum, high expectations, and best practice in teaching, learning and technology enhanced by wide-ranging extra-curricular opportunities and outstanding pastoral care.

Aims

1. The school aims to build upon its tradition of academic excellence. Pupils will be encouraged to strive for the highest levels of achievement to maximise their potential.
2. The school aims to take full advantage of its small numbers to provide a caring environment in which the individual pupil's personality and abilities are valued and fostered.
3. The school will provide an environment in which creativity, enterprise and initiative are encouraged. Social, artistic and sporting activities will be promoted to develop pupils' interests and talents.
4. The school will do its best to ensure that pupils leave this school to embark upon higher education or employment confident in their skills and learning and fitted for useful, active citizenship.

The Academy will do its best

1. To raise the standard of educational achievement of all students;
2. To ensure that every child enjoys the same high quality education in terms of resourcing, tuition and care;
3. To improve its effectiveness by continual review of the curriculum and organisational structure;
4. To provide value for money for the funds expended;
5. To comply with all appropriate statutory and curriculum requirements;
6. To maintain close links with institutions of higher education, business, industry and commerce;
7. To conduct its business with the highest standards of integrity, probity and openness.

