



Hardenhuish School
A High Performing Academy

Candidate Information



Teacher of Design Technology & Art
maternity cover

Closing Date: 8.30am on Monday 11 November 2019



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November 2019

Dear Applicant

Thank you for your interest in Hardenhuish School and our vacancy for a part-time **Teacher of Design Technology**, starting January 2020 on a maternity cover contract basis.

We wish to appoint a highly motivated and enthusiastic teacher to join our vibrant team of talented colleagues, committed to providing effective learning outcomes to enable all pupils to make excellent progress from their starting point. Although not essential, it would be advantageous for the successful candidate to teach across all of the DT material areas including Food Technology at KS3, GCSE Food Preparation and Nutrition and Hospitality and Catering Level 1 / 2.

After reading the supporting job description, I hope you pursue an application for this exciting and rewarding role. Please send your completed application and equal opportunities forms to Human Resources at hr@hardenhuish.wilts.sch.uk.

Hardenhuish School is committed to safeguarding and protecting the welfare of children and young people and, as such, has robust safeguarding policies and procedures. We expect all staff and volunteers to share this commitment and our application pack includes the School's Safeguarding Child Protection Policy with Handbook and a self-disclosure form.

Please note, shortlisted applicants will be expected to respond appropriately to safeguarding questions at interview and the successful candidate will be required to complete an enhanced DBS disclosure.

The closing date for this post is **8.30am on Monday 11 November 2019** with interviews taking place within a fortnight of the closing date. If you have not heard from us by this date, I am afraid that on this occasion your application has been unsuccessful. Unfortunately, due to the high response rate that we receive for posts such as these, we are unable to offer feedback on individual applications which are not shortlisted for interview.

Thank you again for your interest in Hardenhuish School and I hope you will pursue your application.

Yours sincerely

Lisa Percy

Lisa Percy
Headteacher



Hardenhuish School is an 11-18 co-educational comprehensive school set in the magnificent parkland of the former Hardenhuish Manor and Chippenham Grammar School. We enjoy an outstanding reputation locally and nationally. At Hardenhuish we put children at the centre of all we do: we believe in a three-way partnership with the school, home and the individual, ensuring that each and every young person is 'inspired to learn and supported to succeed'.



Art, Design & Technology Departmental Profile

The Art, Design & Technology Department consists of three full time and four part-time teachers and benefits from the support of two enthusiastic and skilful technicians. This is a vibrant and cohesive team who are progressive in their pedagogy, passionate about their subjects and enthusiastic about innovation.

The Art, Design & Technology team are committed to the continual development of a high-quality curriculum and seek to encourage students to be resilient and ambitious independent learners with inquiring minds. The aim of the department is to encourage students to perceive Art, Design & Technology as relevant, creative, challenging and engaging subjects. We share a common purpose – using our passion for Art, Design & Technology to enthuse and motivate those that we teach. We welcome new ideas and initiatives that can enhance the quality of pupils' experiences and achievements.

The Facilities

Art, Design & Technology are based in the purpose-built Creative Centre at the heart of the Hardenhuish site, providing a stunning environment for both pupils and staff. Facilities are maintained by our technicians and include:

- Three well equipped workshops including a large laser cutter and two 3D printers.
- Two spacious Food rooms with a newly refurbished store that provides ample space for pupils' work.
- Textiles room with a sublimation printer, sewing machines and over lockers.
- Two spacious Art rooms featuring print making facilities, a separate kiln room and Sixth Form studio
- Photography MAC Suite
- A dedicated 'open area' equipped with computers and an A3 colour printer for staff and pupils



Art, Design & Technology at Hardenhuish

All classrooms and workshops are equipped with interactive whiteboards, a laptop and digital projector. Each teacher is provided with a tablet and we enjoy utilising these technologies for the benefit of our students. Our large faculty room is welcoming and has a vibrant atmosphere at break and lunchtime.

Teaching, Learning and the Curriculum

Key Stage 3

Pupils learn in mixed ability groups and Art and Design & Technology are taught separately in 100-minute lessons. The Design & Technology curriculum is taught in five rotating modules; Food, Systems and Control, Graphics, Resistant Materials and Textiles. The Art curriculum includes opportunities for ceramics, painting, printmaking and the introduction to a wide range of artistic contexts.

In Year 9 the school curriculum broadens, and pupils can opt to study Art and/or Design & Technology in 100-minute lessons. Design & Technology includes two subject focus areas building pupils' knowledge, understanding and higher-level making skills in readiness for GCSE. Art in Year 9 introduces more independence and our current projects include Food, Insects and Conflict. The Year 9 Curriculum provides a strong foundation for those pupils who go on to study with us at GCSE and allows pupils to fully explore their interests and take ownership of their ideas.

Key Stage 4

The following GCSEs are taught at KS4:

- Art, Craft and Design (Eduqas)
- Food Preparation and Nutrition (OCR)
- Design and Technology – Product Design (AQA)
- Level 1/2 Hospitality and Catering (WJEC)

Again, pupils are taught in mixed ability groups and may opt for more than one Creative subject. We are looking to grow the department in order to include a separate GCSE in Textiles in the future.

Key Stage 5

We currently offer A Levels in Product Design, Photography and Art, Craft and Design. Our numbers are growing steadily, and students enjoy the independent work that they undertake.

Progress and Achievements

The department has achieved consistently good results at KS4 and KS5 in recent years. The results from Summer 2018 were:

KS4:

- GCSE Food Preparation and Nutrition 70% 9-4 and 26% 9-7.
- Level 1 / 2 Hospitality and Catering 57% achieved a level 2 grade.
- GCSE Systems & Control, 76% A*-C and 35% A*-B.
- GCSE Resistant Materials 64% A*-C.
- GCSE Art 79% 9-4 and 25% 9-7.

KS5:

- 100% of A Level Product Design students obtained a grade A*-C.
- 80% of A Level Art, Craft and Design students obtained a grade A*-B.



Art, Design & Technology at Hardenhuish

Our students have gone on to study Architecture, Fashion Design, Graphic Design, Fine Art, Game Design and Animation at university, and many go on to complete a Foundation Diploma before studying Art or Design at degree level.

Extra-curricular

The department offer a well-attended and wide-ranging programme of extra-curricular activities including STEM Club, Year 7 Street Art Club and KS3 Photography and Textiles Clubs. We also host GCSE and A Level Open Studio and Open Workshop sessions where students can make use of the Creative Centre to complete their coursework. Students are encouraged to take part in competitions such as South West Chef and Rotary Chef, ARTiculation and the annual Bright Ideas Challenge.

We host an annual Arts Week with visiting artists, one-off workshops and exhibitions. A highlight of our calendar is the KS5 Creative Showcase, an exhibition that reflects pupils and students' unique creative journeys and celebrates their hard work.

Throughout the year, the department organises a number of exciting trips to further augment curriculum learning. In recent years these have included trips to the Tate Modern, The Design Museum, Life Drawing at the Holburne in Bath, UWE Degree Show, Saatchi Gallery, and the Festival of Engineering.



The Vacancy

We welcome applications from candidates able to teach any specialism within Design & Technology and/or Art. The ability to teach Food Technology at KS3, GCSE within Food Preparation and Nutrition and Hospitality and Catering Level 1/2 would be an advantage but not essential. This position will be on a part-time maternity contract basis broadly within the range of 0.3-0.5. There may be scope for more hours if the successful candidate is able to teach other subjects.

Applications Procedure

If you feel that you would like to join this thriving Department, and that you can offer what we seek, please complete the application form and write a letter in support of your application. As part of this, please include the following:

1. Your relevant experience and achievements.
2. How you would increase the progress and engagement of all pupils in Design & Technology and/or Art?

The closing date for this post is **8.30am on Monday 11 November 2019**, with interviews being held within a fortnight of the closing date.



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Job Description

Introduction	
Name of post holder	
Post title	Teacher of Design & Technology
Start date	January 2019
Working time	Part-time maternity cover contract
DBS disclosure	Enhanced level
Post Purpose	<p>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area.</p> <p>To monitor and support the overall progress and development of pupils as a teacher.</p> <p>To facilitate and encourage the learning experience which provides pupils with the opportunity to achieve their individual potential.</p> <p>To contribute to raising standards of pupil attainment, including closing the gap for SPIGS.</p> <p>To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</p>
Why this post is important	<p>You have a key role in the development of the young people in this school. By implementing, delivering and monitoring a broad and balanced curriculum which meets the needs of individual students, you help those students to reach their full potential as learners. By providing those young people with opportunities for personal, spiritual and academic growth you contribute to the development of students who can make a valuable contribution to the wider community.</p>
Line Manager	Curriculum Leader or Second in Curriculum Area.
Liaising with	The Leadership Team, teaching/support staff, external agencies, parents.
Responsible for	The provision of the full learning experience and support for pupils.

Operational/Strategic Planning	
Your responsibilities include...	Where practice is excellent you might...
Planning and preparing courses and lessons. (4)	Share generic lesson planning strategies with colleagues in your area and other curriculum areas.
Assisting in the development of appropriate syllabuses/specifications, resources, schemes of work, and teaching strategies within the curriculum area. (2, 4, 5)	Take responsibility for developing a fully resourced, differentiated scheme of work which can be used by the other members of your team. Plan for the effective use of support staff including Teaching Assistants (TAs).
Contributing to the curriculum area's development plan and its implementation. (8)	Attend exam board INSET and develop curriculum provision for your subject based on the training received. Take responsibility for the planning, implementation, review and refinement of one aspect of your Curriculum LTSEF. Participate in cross curricular area working party to develop practice. Develop a process to elicit feedback from pupils/students and implement changes to the curriculum based on the results.
Contributing to the whole school's planning activities. (8)	Lead training in meetings or with colleagues in other curriculum areas, explaining how you make use of data to inform your planning.
Taking responsibility for the identification of Special Interest Group (SPIG) pupils/students and monitor their progress. (5)	Support learners identified as being in SPIGs, e.g. share materials which focus on challenging Able, Gifted and Talented pupils/students by developing higher order thinking skills and which support pupils/students with Special Educational Needs by 'scaffolding' their learning in order to raise achievement. Create and share specific opportunities for pupils/students to understand and develop multiple intelligences. Create and resource a strategy for a Key Stage which develops the pupils'/students' 'learning to learn' skills in your curriculum area.
Assessment	
Your responsibilities include...	Where practice is excellent you might...
Assessing pupils'/students' work as required by internal procedures and external bodies. Providing written and verbal feedback to pupils/students which offers clear paths for improvement and provides high expectations and a sense of self-worth for those you teach. (6)	Develop a system of Assessment for Learning for your subject and share it with your colleagues. Contribute to the development of assessment across the school by presenting your ideas to colleagues via TeachMeets.
Developing pupils'/students' ability to self and peer assess. (6)	Develop systems which empower pupils/students to assess their own work and set themselves meaningful learning targets.

Assessment cont.	
Your responsibilities include...	Where practice is excellent you might...
Recording and reporting on the attendance, progress, development and attainment of pupils/students and keeping clear accessible records in line with school practice. (6)	Create a resource which can be used by colleagues in your curriculum area to improve the quality of their record keeping.
Providing high quality written and verbal assessments, references and reports relating to individuals and groups of pupils/students. (6)	Lead training at curriculum area and school level to improve the quality of reporting. Create a comment bank of key phrases and terminology for your curriculum area for use by new and non-specialist teaching staff.
Teaching	
Your responsibilities include...	Where practice is excellent you might...
Teaching pupils/students according to their educational needs, including the marking and setting of pupil/student work. (5)	Support colleagues in differentiating materials.
Assessing the progress, development and attainment of pupils/students and keeping records. (6)	Lead colleagues in the development of tracking learner progress.
Providing, or contributing to, oral and written assessments, progress checks, reports and references relating to individual and groups of pupils/students. (6)	Support new colleagues at parents' evenings and/or lead training on writing and completing reports.
Undertaking a designated programme of teaching. (1, 4, 5)	Observe others and contribute to the coaching of colleagues in improving their teaching.
Ensuring high quality learning experience for pupils/students, which meet internal and external quality standards. (1, 2, 3, 4, 5)	Take responsibility for one of these strands within your subject area and develop a range of resources and model lesson plans which embed these initiatives and the school's ethos.
Preparing and up-dating subject materials. (3, 4, 5)	Update and revise materials to ensure relevance to young people.
Using a variety of delivery methods, which will stimulate learning. (1)	Develop a bank of model lesson plans which demonstrate how the school's values can be integrated into your subject area.
Maintaining discipline in accordance with the school policy and encouraging punctuality, behaviour, standards of work and homework. (1, 7)	Offer to support new or inexperienced staff with classroom management either by acting as receiving teacher or peer observing them with a focus on discipline. Review the quality of homework within your curriculum area and work with your team to improve it.
Undertaking assessment of pupils/students as requested by external examination bodies and school procedures. (6)	Lead colleagues in their understanding of external examinations and ensure that experience and good practice are shared.
Marking, grading and giving written/verbal and diagnostic feedback as required in accordance with school practice. (6)	Collate and manage the collection of data within the curriculum area to monitor progress.

Tutor	
Your responsibilities include...	Where practice is excellent you might...
Tutoring, getting to know your tutees with a holistic overview. (8)	Know your tutees really well, by being friendly and professional. Support new colleagues in developing their style of tutoring.
Promoting the progress and well-being of individual pupils/students and the tutor group. (6, 8)	Lead assembly and contribute to the writing of tutor period activities.
Liaising with the Learning Manager, Pastoral Team and other colleagues over issues with individuals and within the wider tutor group. (8)	Contribute to Team Around the Child/Common Assessment Framework/Personal Education Plan meetings of pupils/students in tutor group.
Registering pupils/students and encouraging their attendance and participation in school life. (7, 8)	Support Attendance Officer in monitoring attendance of tutor group.
Communicating with parents after liaising with the appropriate staff. (8)	Support new colleagues by encouraging contact with parents. Contribute to Parent Forums.
Preparing for and meeting with parents and tutees on Personalising Learning Day (PLD). (8)	Act as the lynch pin in three way communication between parents, pupils and the school.
Writing the annual report for tutees. (8)	Collect relevant personal information about tutees in a systematic way to write individual, informed reports of high quality to facilitate pupils'/students' improvement.
Development	
Your responsibilities include...	Where practice is excellent you might...
Taking responsibility for your professional development by engaging actively in the appraisal process. Reviewing your progress from the previous year and setting meaningful targets with clear outcomes which benefit pupils/students and meet your own professional development needs. (8)	Set yourself challenging targets with ambitious outcomes which impact on the pupils/students you teach and, on the pupils, /students taught by other members of your curriculum team. Develop your skills by volunteering to take responsibility for an aspect of school life which falls outside your current remit.
Assisting in the process of curriculum development to ensure continued relevance of provision to meet pupils'/students' needs and syllabus requirements. (5) Taking an active role in the shaping, implementation and review of the curriculum area LTSEF. (5, 8)	Assist your Curriculum Leader or Second in the process of curriculum area monitoring to gauge pupil/student views on your subject. Offer to take responsibility for the implementation, review and refining of one aspect of the Curriculum LTSEF.
Making a contribution to whole school INSET and planning activities. Contributing to cross-curricular and school wide developments and initiatives. (8)	Lead a whole school INSET on an area of particular strength. Work with teachers from other schools to share good practice and implement what you have learnt. Lead on a Cross-Curricular Day activity. Lead an Activities Day experience. Identify a gap in the provision of extra-curricular activities and organise an activity to fill the opening.

Communication	
Your responsibilities include...	Where practice is excellent you might...
Communicating effectively with parents. (8)	Compile individual pupil/student action plans for parents/carers at PPCEs/PSCEs.
Following agreed policies for communications in the school. (8)	Contribute to the evaluation and development of communication systems within the school.
Playing a full part in Open Evenings, Parents' Evenings and PLDs. (8)	Model expectations to newer members of staff.
Other Specific Duties	
Your responsibilities include...	Where practice is excellent you might...
Promoting school policies. (1-8)	Support new colleagues in developing their understanding of school policies.
Complying with the school's Health and Safety policy. (1, 7, 8)	Take responsibility for one aspect of Health and Safety: for example, the risk assessment and attendant paperwork for a field trip in your subject area.
Undertaking any other duty as specified by School Teachers' Pay and Conditions Document not mentioned in the above. (1-8)	
Complying with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. (1-8)	
Improving Standards	
Your responsibilities include...	Where practice is excellent you might...
Evaluating your teaching to ensure that you meet the agreed Teachers' Standards in respect of preparation, delivery and assessment. Modifying and improving your practice where appropriate. (1-8)	Peer coach a colleague in your department, focussing on developing standards. Work with your Curriculum Leader or Second develop clear curriculum area criteria for preparation, delivery and assessment.
Contributing to the process of monitoring and evaluating your curriculum area in line with agreed standards and performance criteria, including methods of teaching and schemes of work. (1 – 8)	Develop model lesson plans, resources and schemes of work to exemplify the agreed standards within your curriculum area and share them with colleagues.
Participating in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school. (1- 8)	Take an active role in establishing clusters of colleagues in curriculum and pastoral roles to review the functions and organisation of these parts of the school.

What sort of support can you expect?

The Curriculum Leader or Second in your Curriculum Area will give you clear guidance on the standards of planning, assessment and delivery at least once a year. They should also be able to suggest colleagues to peer coach in your department and a possible focus for model lesson plans. Your LT line manager will be able to suggest ways that you can become involved in participating in improving standards at a whole school level.

Management of Resources ... You will be expected to

Contribute to the process of ordering and allocating materials and equipment.

Assist the Curriculum Leader to identify resource needs and to contribute to the efficient/effective use of resources to the benefit of the pupils/students and department.

Safeguarding children, young people and vulnerable adults

Hardenhuish School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and you may be asked to carry out additional responsibilities by your Curriculum Leader or LT.

Signatures

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed.....
(Teacher)

Dated

Signed.....
(Headteacher)

Dated



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Headteacher: Mrs L Percy

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