



**NOTTINGHAM**  
FREE SCHOOL

## Job Application Pack

### **Head of Technology (Food Specialist)**

Salary: MPS/UPS £22,917 to £38,633 + TLR 2B £4,442

Contract Details: Full time, Permanent

Closing Date: Monday 5th February 2018



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## Letter from the Head of School

Thank you for expressing an interest in a vacancy at Nottingham Free School. On behalf of the whole Nottingham Free School community, I extend you a very warm welcome.

I am really proud to be the Head of a relatively new school for the Sherwood, Carrington and Mapperley area.

Nottingham Free School opened in September 2014; we currently have 370 year 7, 8, 9 and 10 students and will increase by a further 90 year 7's in each subsequent year. Eventually growing to an 11 – 18 secondary school, we are oversubscribed with applications for each year group.

Our aim is to be an outstanding school for our community with high aspirations for all of our students both academically and socially. The extended school day enables us to provide our students with a rich variety of activities both within curriculum subjects, study support and our enrichment lessons.

It is our core belief that every student has the innate ability to succeed whatever their starting point and our experienced staff will work hard to ensure excellent rates of progress for every individual.

The next few years will be a very exciting time as we grow and develop together and we are looking for staff with a flexible approach and a desire to be part of an excellent new educational provision.

**Jenny Brown**  
Head of School



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## Letter from the CEO

Dear Candidate,

We are immensely proud of the Nottingham Free School which opened in September 2014. The Nottingham Free School exists as a direct result of the local community's need for good secondary education provision within the Sherwood area.

This small, friendly school embodies an ethos of high aspiration for all its students whilst at the same time nurturing and supporting personal growth.

The very nature of the Nottingham Free School demands staff of the very highest calibre and we would encourage applications from teachers who share our vision and high expectations.

Working at Nottingham Free School is a unique opportunity and privilege.

Thank you for your interest.

**John Tomasevic**

CEO of the Nova Education Trust



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## **Application Details**

Thank you for your interest in this vacancy at the Nottingham Free School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

## **How to Apply**

Should you wish to apply for the post, please complete an online application form including a covering letter addressed to Mrs. Brown, which clearly demonstrates your suitability for this role.

The online application form for this role is located on the current vacancies page of the school website [www.nottinghamfreeschool.co.uk](http://www.nottinghamfreeschool.co.uk). Wherever possible, please provide email addresses for your referees.

## **Closing Date**

Please ensure your application arrives by 5pm on the closing date of Monday 05 February 2018.

## **Interview**

Interviews dates for this role are yet to be confirmed. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

## **Safeguarding**

The Nottingham Free School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



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## **Job Description - Head of Technology (Food Specialist)**

Reports to: Senior Leadership Team and Head of School

### **Key purpose of the job**

To provide leadership and management of the department.

In addition to the requirements of a class teacher, areas of responsibility and key tasks include:

### **Strategic direction and development of the department**

- Develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning
- To have an enthusiasm for the subject which motivates and supports other staff and encourages a shared understanding of the contribution the subject can make to all aspects of pupils' lives
- Use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of pupils
- Develop plans for the subject which identify clear targets, time-scales and success criteria for its development and/or maintenance in line with the school development plan
- Monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes
- Chair meetings of subject staff (including provision of agenda and minutes) and provide other briefings as necessary.

### **Teaching and learning**

- Use your own class as an example of high quality teaching and learning in the subject;
- Ensure continuity and progression in the subject by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through an agreed scheme of work, developed in line with the school development plan;
- Establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular yearly analysis of this data;
- Evaluate the teaching and learning of the subject by the monitoring of teachers' plans and through work analysis, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching;
- Develop effective links with the local community including parents, business and industry;
- Ensure that teachers are aware of the implications of equality of opportunity which the subject raises;



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- Assist in the efficient organisation of internal assessments ensuring that assessments are started, changed and finished in accordance with the schools assessment policy;
- Ensure that entries for all external examinations are submitted to the examinations officer by specified deadlines.

### **Leading and managing staff**

- Enable all teachers to achieve expertise in planning for and teaching the subject through example, support and by leading or providing high quality professional development opportunities;
- Ensure that the Head of School, S.L.T. and governors are well informed about policies, plans, priorities and targets for the subject and that these are properly incorporated into the school development plan.

### **Effective deployment of resources**

- Support the Head of School by maintaining efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject;
- To be aware of and respond appropriately to any Health and Safety issues raised by materials, practice or accommodation related to the subject;
- Support the Head of School by maintaining efficient and effective management of the expenditure for the subject;
- Help colleagues to create a stimulating learning environment for the teaching and learning of the subject;
- Take on any additional responsibilities, which might from time to time be determined.

### **Requirements of a classroom teacher**

- Teach pupils within allocated classes, enhancing their learning and providing the opportunity for achievement for all pupils
- Planning and preparing tasks which challenge pupils and ensure high levels of interest during lessons
- Monitor the academic progress of pupils within allocated classes and implement appropriate strategies to address underachievement
- To assess, record and report on the progress and attainment of all pupils within allocated classes
- To register the attendance of pupils in class
- To set appropriate homework
- To mark pupil's work and give appropriate and constructive feedback
- To research new topic areas, maintain up-to-date subject knowledge, and devise and write new curriculum materials



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- Manage pupil behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of misbehaviour
- Communicate with parents and carers over pupils' progress and participate in departmental meetings, parents' evenings and whole school training events
- Undergoing regular observations and participating in regular in-service training (INSET) as part of continuing professional development (CPD)
- Undertake critical self-evaluation and then participate in continuous professional development designed to enhance the quality of teaching or other working practices.

### **Responsibilities of a form tutor**

- To address any issues concerned with the wellbeing, personal development and academic progress of pupils within the tutor group
- To check uniform and general appearance on a daily basis
- To monitor the behaviour of pupils in the tutor group.

### **Performance Management responsibilities**

- All members of staff are required to participate fully in the school's performance management system.

### **Other professional requirements**

- Have a working knowledge of teachers' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.



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## Person Specification: Head of Department

| Factors                      | Essential   | Desirable   |
|------------------------------|---|---|
| <b>Qualifications</b>        | <ul style="list-style-type: none"> <li>• Qualified Teacher Status (PGCE or equivalent qualification)</li> <li>• Good Honours degree (First or Second Class)</li> </ul>  | <ul style="list-style-type: none"> <li>• Higher professional qualification.</li> </ul>  |
| <b>Experience</b>            | <ul style="list-style-type: none"> <li>• Successful experience of teaching in the subject across the full age range of a secondary school</li> <li>• Experience of teaching a wide range of abilities</li> <li>• Proven record as a teacher whose pupils reach high standards of learning and achievement.</li> </ul>   | <ul style="list-style-type: none"> <li>• Current/recent responsibility post within a department</li> <li>• Experience of pastoral/tutor role</li> </ul>   |
| <b>Skills/<br/>Knowledge</b> | <ul style="list-style-type: none"> <li>• Excellent teaching skills, including effective communication skills, ability to motivate students and staff and the capacity to create good learning environments.</li> <li>• A clear understanding of the characteristics of high quality teaching and learning and achievement for all pupils.</li> <li>• Knowledge of current issues and recent developments in the curriculum area.</li> <li>• Capacity to use ICT as integral part of teaching.</li> <li>• Knowledge and understanding of the value added agenda, including levels of progress.</li> <li>• Ability to lead initiatives, support the process of change and work effectively in a team.</li> <li>• Ability to prioritise, plan and organise.</li> <li>• Secure commitment to a clear aim and direction for the subject</li> <li>• Understanding of safeguarding and promoting of welfare of children issues.</li> <li>• Understanding of equal opportunities issues and their application to work.</li> </ul> | <ul style="list-style-type: none"> <li>• Understanding of particular needs of pupils with SEN</li> <li>• Awareness of factors affecting language and learning across the curriculum</li> <li>• Knowledge/involvement in other cross curricular initiatives/projects or whole school developments</li> </ul> |
| <b>Personal Qualities</b>    | <ul style="list-style-type: none"> <li>• Enthusiasm for the subject</li> <li>• Ability to use own initiative</li> <li>• A commitment to the vision of the school</li> <li>• A commitment to inclusive education.</li> <li>• Ability to form good working relationships with pupils and staff</li> <li>• High standards and expectations</li> <li>• Ability to use pupil assessment data to raise standards</li> <li>• Outstanding communication skills</li> <li>• Reliability and integrity</li> <li>• A commitment to safeguarding and promoting the welfare of young people</li> </ul>  | <ul style="list-style-type: none"> <li>• A willingness to contribute to extra-curricular activities</li> <li>• A vision for the development of the department.</li> <li>• A commitment to personal and professional development.</li> </ul>   |



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## Overview of the Trust

Nova Education Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children.

## Overview of the School

### Vision

Our vision is to ensure all our students achieve a good career through university or equivalent training. Our high aspirations combine the key strands of strong achievement, employability skills and consideration towards others which is summed up in our motto 'work hard be kind. These principles, which guide our school community, enable our students to reach this goal and be well rounded citizens who are highly desired by higher education and employers.

### Ethos

The ethos of the Nottingham Free School is highly academic embedded in a strongly disciplined learning environment. We believe that all children can succeed regardless of background or prior learning. All students will be treated as an individual and their needs understood and catered for in each and every lesson. Students will feel safe and supported at all stages in their intellectual, physical and social development. Strong support will be provided to guide students to make the right decisions. We will develop well rounded, confident, outward looking individuals who will be fully prepared to compete with the best and become future leaders. Nottingham Free School is developing partnerships with our community and our students will be active citizens during their time at school and beyond. Our school motto is 'work hard, be kind'

To summarise:

- We ensure an 'achievement for all' culture, with the core belief that every student can achieve
- We offer a wide range of activities that enables students to reach their potential
- We provide a caring and supportive learning environment for students to develop in a safe and secure setting
- We develop student leadership skills and abilities and create enabled future leaders.



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- We encourage students to be involved in decision-making and students will help shape our enrichment offer.
- Students are encouraged to take responsibility and act as role models to others.
- We develop students' communication skills, through explicitly teaching public speaking and LAMDA qualifications
- We deliver high quality, engaging lessons
- We expect students to develop independent learning skills and to complete work outside of the classroom
- We openly work with our community to develop working partnerships that enrich the lives of our students and the wider community.
- We explicitly aim to increase the number of students accessing higher education from our community.
- We promote traditional values of pride and respect
- We do not accept or tolerate any form of bullying or anti-social behaviour.

## **Achievement**

We have very high academic aspirations for our students and expect them to make rapid rates of progress in all of their lessons from each of their starting points.

We have developed a curriculum designed to challenge and engage students, offering them the very best preparation for examination success and the skills and confidence required to make full use of those qualifications.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and as a school we constantly strive to provide students with the very best educational experiences.

Should a student require additional support Nottingham Free School provides a range of support services that will ensure every student's success, whatever their individual educational needs.

## **CPD**

A comprehensive continuous professional development programme for teaching staff is delivered through weekly timetabled sessions. These support the development of teachers as reflective practitioners who focus on outstanding teaching and learning. Other CPD opportunities are also available through the Teaching School Alliance.

## **Pastoral**

At the core of this provision is a year system led by a Head of Year and supported by the Assistant Head of Year, Tutors, Student Welfare and Learning Support teams.



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This system provides students with the care they need whilst allowing them to nurture friendships and develop a strong sense of community.

Tutors play an active role in ensuring that students are happy, well supported and fully engaged in school life and serve as the first point of contact between school and home. There are regular updates of students' progress through termly reports, data on our online 'Insight' package, twice yearly parent consultation days with tutors and a parents' evening with subject staff.

The attainment and well-being of students is closely monitored throughout each year, ensuring that they are recognised and rewarded when they succeed but also supported when things are more challenging.

Nottingham Free School is a very caring community and the health, happiness and well-being of students underpins our overall ethos and philosophy.

## **Curriculum**

Our curriculum follows National Curriculum guidelines and aims to provide a broad and balanced learning experience for all.

At Key Stage 3 our two-year programme covers all the National Curriculum subjects. Students are taught in ability groups in the majority of subjects.

During our three year Key Stage 4 programme the majority of students will study the English Baccalaureate core subjects of English, Mathematics, Science, a Modern Foreign language and a humanities subject such as Geography or History.

A wide range of option subjects including visual and performing arts, technology, sports, and ICT courses supplement the core curriculum. We expect all our students to achieve at least 8 passes at GCSE grade 5 or above including the English Baccalaureate subjects.

Students will continue to progress into years 12 and 13 to study a range of A Level facilitating subjects. These choices will enable students to have access to universities including those in the Russell group or employment and further training.

## **Enrichment**

Our extended school day is a compulsory provision for all students for four days a week. This gives students the opportunity to have dedicated time to complete homework and revision in a supportive, supervised environment and also take part in a wide range of enrichment activities. These will always include a wide range of activities which cover sports, creative and performing arts, science and activities which promote positive mental health. These sessions are supported and delivered by teaching staff, external extra-curricular providers and volunteers from our local community.



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Music is very important to us and we encourage students to take up or continue playing a musical instrument. All year 7 and 8 students will have a traditional music lesson and an instrumental lesson each week. All year groups also have the opportunity to receive private music tuition during the school day.

We plan residential, trips and visits to complement the curriculum and trips abroad to widen horizons and raise aspirations of all students.

### **Student Voice**

Student voice is an active part of Nottingham Free School with a student council consisting of student representatives from each year group. They are included in some decision making for the school and may be part of the interview process for staff appointments.

Students will also have the opportunity to take on leadership roles by being Primary school ambassadors and coordinating and leading many initiatives within our enrichment and charity activities.

### **Learning Support Department**

The learning support team is led by our Special Educational Needs and Disabilities Coordinator (SENDCO) and provides support for any students who require intervention or support with their education. The learning support team will liaise with parents/carers to ensure that the best coordinated support is provided.

Below are some of the things Learning Support offers:

- One-to-one interventions for reading, spelling and numeracy.
- Bespoke support for particular needs e.g. dyslexia and handwriting support groups
- Some students may come out to complete small group work during lesson time with a TA or CLA.
- Students who are struggling in lessons may come to Learning Support for extra support, either academically or socially.
- Break times and lunch time activities are available so that students have a safe place to go and can meet friends.
- In class support is provided by TAs /CLAs where they assist the teacher with ensuring students make progress in lessons.
- Access arrangements are provided for students who need additional support.



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## **Safeguarding and Child Protection**

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.