



# Notre Dame

CATHOLIC SIXTH FORM COLLEGE

<b>POST</b>	HEAD of PRODUCT DESIGN
<b>RESPONSIBLE TO</b>	ASSISTANT PRINCIPAL
<b>SALARY SCALE</b>	<p><b>The appointment will be made on the Sixth Form Colleges' Employers' Association Salary spine for Leadership - Point 1 £32,178 to point 9 £49,725 plus 2 x Additional Responsibility Allowance Points (2 x £1,289) per annum.</b></p> <p><b>This post is on an Extended contract of 210 days per year. (To enrol new students starting GCSE results Day)</b></p>
<b>START DATE</b>	<b>The post will commence August 2025</b>

**\*Applications from all faiths are welcomed\***

## **PRODUCT DESIGN at Notre Dame Catholic Sixth Form College**

We are looking for an inspirational and visionary individual to the full-time post of Head of Product Design, who can build on the academic success of the subject area, to lead and further develop the team.

Product Design is a highly successful and popular department with over 17 years of outstanding success. The department has highly committed, enthusiastic, specialist staff and runs two courses: A Level Product Design (following the AQA specification) and CTEC in Art and Design following an architectural/interior design pathway. Currently 150 students are studying A level Product Design or CTEC Art and Design.

The Product Design Department has an excellent reputation for innovation within the college and prides itself on its close links with higher education and both local and regional industry specialists. The department has a purpose-built accommodation with some of the latest specialist IT and CNC facilities, which are used extensively including Google Sketchup, SolidWorks and TechSoft 2D design.

There is a friendly and professional atmosphere within the department and a strong emphasis on encouraging a positive rapport between staff and students in the pursuit of academic success. There is a wealth of experience and professional knowledge and an encouragement to undertake CPD. This is an exciting time to join the department and the college as we continue to invest in the specialist accommodation and resources across the site.

You will have a track record of outstanding success and be able to make a significant contribution to the future of Notre Dame within an inclusive environment, where we have a real commitment to the personal and academic development of all students.

**Duties to include:**

**Management responsibilities**

- Provide effective leadership and management of the Product Design department to provide outstanding standards of student achievement and attainment within the department.
- To develop, motivate and inspire colleagues within the department in line with the College's Ethos and Mission Statement.
- To pro-actively lead the department in the provision of an outstanding quality of education as evidenced in all the key performance indicators, especially value added and high grades.
- To pro-actively lead the department in embracing a varied and effective range of teaching and learning strategies appropriate to the post-16 learner, including the appropriate integration of ILT.
- To pro-actively lead the curriculum and curriculum development of the department
- To rigorously monitor and track the Quality Assurance in the department's teaching, learning and assessment to ensure consistency of outstanding provision
- To be a 'champion of the student' and to have overall responsibility for monitoring and improving student performance in terms of Key Performance Indicators.
- To employ effective strategies to maintain outstanding retention and achievement in line with college and national benchmarks.
- To produce an annual SAR (Self-Assessment Review) and rigorously monitor this involving both staff and students to maintain outstanding provision.
- To develop a vibrant, enriching and enjoyable experience for all students within the department.
- To manage the departmental budget.
- To manage, guide, direct and undertake Appraisals with staff within the department and ensure their training and development needs are identified and met.
- To allocate responsibilities within the department to maximise the skills and talents of individuals.
- To provide opportunities for formal and informal meetings within the department.
- To attend meetings in accordance with the College meetings' schedule.
- To be responsible for all relevant and timely reports to SLT and Governors
- To be responsible for ensuring that all staff and students in the subject area comply with all the College's policies and procedures.
- To lead on and contribute to activities which publicise and promote the work of the department, including assisting in liaison with partner schools, higher education, employer engagement, examination boards, awarding bodies and other relevant external bodies where appropriate, in order to achieve an effective, proactive and successful working partnership.

- Manage the deployment of staff and physical resources flexibly and efficiently, to ensure all aspects of service are effectively covered.
- Provide a full contribution to College Liaison events including Open events, marketing, admissions, enrolment, and induction processes and procedures, to ensure agreed quality standards are met. This includes interviewing and assessing potential students.
- To demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with College policy.
- To have full regard for the College's Equality and Diversity and Health and Safety requirements
- To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

### **Teaching, Learning and Assessment:**

- To pro-actively lead the department and own classes, in the provision of high-quality learning, teaching and assessment in accordance with the duties of main scale teachers and in accordance with the College's policies.
- To lead the department on teaching, learning and assessment strategies and initiatives to ensure outstanding quality of education provision.
- To follow the principles of Rosenshine to embed and further develop effective teaching and learning strategies.
- To monitor and track each learner's achievement according to value added criteria, assessment and attendance in order to ensure each learner is able to fulfil their potential.
- To lead and manage the development of high-quality resources, including schemes of work, teaching, learning and assessment resources, etc.
- To pro-actively lead on the further development of the subject through enrichment, to maximise student's engagement.
- To lead and manage the planning activities of the department, reflecting the needs of the students and the aims and objectives of the College.
- To work as part of a team, lead and foster effective working relations.
- To undertake the assessment of students' work in accordance with the College's assessment policy.
- To undertake an appropriate programme of teaching in accordance with the duties of a main scale teacher.

**Please note: The job description is an outline of the key tasks and responsibilities and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder. Any changes would be discussed with the post-holder prior to implementation.**

## PERSONAL AND PROFESSIONAL REQUIREMENTS

### Method of Assessment

A = Application    I = Interview    T = Task    C = Certificate/s    R = Reference

Essential	Method of Assessment
• A Good Honours Degree in Product Design or relevant subject	A, C
• Post Graduate Certificate of Education or equivalent (Secondary or F.E.)	A, C
• Able to demonstrate outstanding results at A level, Level 3 and/or GCSE	A, I, R,T
• An excellent classroom teacher of Product Design and have ability to teach Product Design at A Level.	A, I, R,T
• High level working knowledge of wood and metal working machinery and processes	A, I, R,T
• Excellent level of technical skills using specialist IT and CNC including Techsoft 2D Design	A, I, R, T
• Evidence of providing effective leadership and management of a Business or relevant subject area department	
• Able to demonstrate successful experience of managing and developing staff	A, I, R,T
• Able to display high levels of skills in the leadership and management of learning	A, I, R
• Experience of using value added and other data to raise standards	A, I, R
• Experience of implementing effective quality improvement strategies	A, I, R
• Have a high level of communication and interpersonal skills	A, I, R,T
• Have an ability to enthuse, inspire and motivate staff	A, I, R
• Have an ability to set and achieve high standards for themselves, colleagues and students	A, I, R,T
• Excellent organisational and administrative skills with an ability to prioritise workloads and meet deadlines	A, I, R,T
• The ability to lead a team effectively	A, I, R
• Be relentlessly proactive with students, staff and all members of the College community	A, I, R,T
• Have a commitment to a student-centred approach to the learning process	A, I, R,T
• Evidence of successful management of rigorous monitoring and tracking of students' progress and achievement.	
• Evidence of pro-active approach to using IT research developments to enhance own teaching and learning practice	A, I, R,T
• Evidence of successful teaching and learning strategies including the use of stretch and challenge.	A, I, R,T
• Ability to adopt a creative and imaginative approach to developing resources	A, I, R,T
• Have an awareness and understanding of current developments in the subject area Product Design	A, I, R
• Have a sense of humour, be able to keep issues in perspective, celebrate success and address under productivity.	A, I, R,T

• Excellent record of attendance and punctuality	A, R
• Commitment to Safeguarding and promoting the welfare of young people	A, I, R, T
• Display the values, attitudes and behaviour consistent with the Catholic ethos of the College	A, I, R, T

### **Desirable**

• Experience of working in a successful department	A, I, R
• Knowledge of developments in the post-16 sector	A, I,
• Experience of working with SolidWorks and Google Sketchup	

## **COMPLETING YOUR APPLICATION FORM**

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae).** It is vital that you fill in the form as fully and accurately as possible.

At the initial shortlisting stage, we will pay particular attention to how well your experience and skills fit **the criteria of the Person Specification and you should address each of these clearly in your application.**

The College is committed to Safeguarding and promotes the welfare of young people and expects all staff, students and volunteers to share this commitment.

In promoting equality, we welcome applications from all sections of the community.

This post is subject to an enhanced Disclosure and Barring Service check under the Protection of Children and Young Persons procedures. If you are selected for interview you will be required to consent to the necessary enquiries being made.

**Completed applications should be returned via the TES Portal.**

**Closing date: 9AM on 15<sup>th</sup> May 2025**

**It is intended that interviews will take place week beginning 19<sup>th</sup> May 2025**

Applicants who have not been contacted within four weeks of the closing date should assume that, on this occasion, their application has been unsuccessful.

Thank you for your enquiry and interest in this post.

### **About Notre Dame Catholic Sixth Form College**

Notre Dame Catholic Sixth Form College is one of the top sixth form colleges in the country with a historical track record of success. We are extremely proud of all our students' achievements, especially the individual progression that they each make in their time with us. The success is built upon teamwork between staff and students. Our staff are passionate about working with

young people and always go the extra mile to provide guidance and support to help them succeed.

We are in a prime central location adjacent to Leeds University, within walking distance of the city centre with good transport connections to the rail/bus stations, uniquely situated down a tree lined avenue which provides a peaceful almost non-urban setting. Parking on site is provided.

Our core activity is to provide education for students aged 16-19, offering a range of A Level and BTEC courses, at both level 2 and 3. We are a highly successful college of approximately 2000 full time 16-18 year olds and oversubscribed each year. Student destinations are excellent, with circa 80% progressing to University, a significant number achieving Russell Group and Oxbridge places, and with an increasing number of students opting for apprenticeships. Students study in a purposeful and diverse environment with a strong focus on respect in which every learner genuinely does matter.

### **An Outstanding College**

We are very proud our recent Ofsted inspection has again graded the College for all areas as **Outstanding** demonstrating a sustained track record of outstanding both academically and pastorally. Our results at A level and BTEC/CTEC as measured by ALPs are consistently outstanding, which puts Notre Dame Catholic Sixth Form College one of the top Sixth Form Colleges in the country. There is a culture of high expectations and rigorous quality improvement in all areas with students continuously achieving well above their target grades and making a positive contribution to the College and its wider community. Student attendance and behaviour are exemplary, illustrating that the Catholic mission and ethos of the College is lived out at all levels.

### **Our Community**

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment that lives by its mission to build a community based on faith and trust. The College has a high proportion of students from disadvantaged areas (the College is in the lowest quartile of providers nationally in terms of disadvantage). Students are supported in their personal, academic and spiritual needs. Although the majority of the students are from Catholic backgrounds, the College welcomes students of other faiths and celebrates the diversity of the student population.

Links with the Catholic and local high schools are very strong. The Principal meets regularly with Head Teachers to discuss and share a wide range of curriculum, pastoral and strategic issues. Relationship with the Diocese of Leeds are maintained through the foundation governors.

The College has outstanding links with both the local and wider community. Learners and staff fully contribute to this for example, students at the College are encouraged to engage in volunteer work within the community. Voluntary work is carried out in the local community by the CAFOD Group; Health and Social Care students; the Medevs (medical, dentistry and veterinary Product Design & T Level Product Design enrichment group) and Chaplaincy. The curriculum departments also contribute widely to the links with local community groups, employers, charities and local primary schools.

Notre Dame has an extensive range of enhancement and enrichment activities, involving many team sports, drama and overseas visits. There is a first class programme of student support and a very active Chaplaincy group.

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

### **Staff at Notre Dame Catholic College**

Notre Dame Catholic College has achieved all of its success through the hard work, skills and commitment of all staff. We seek to work with an inclusive and transparent style of management, which is open, consultative and encourages all staff to participate in the leadership and management of the College. The development of staff skills is a priority for the College and teams are encouraged to innovate and continuously improve Notre Dame's curricular and pastoral offer to its students.

A core focus on **Staff wellbeing** is key to our success, the college provides numerous initiatives throughout the year to support wellbeing and everything we do is underpinned by the Framework for Ethical Leadership in Education.

### **What our staff say about Notre Dame Catholic College**

Teacher of Product Design

*'I have worked here for 13 years because it is a college which cares about the students both academically and pastorally and which allows them to achieve their potential.'*

Head of Department

*'Working at Notre Dame was the best career decision I could have made. Since my first day I have always felt supported, challenged but above all empowered to teach my subject the way I want to teach it.'*

Course Leader

*'I am new to the College and I have found everyone to be so supportive and helpful. There is an air of kindness and I am trusted to do my best for our students. Everyone is in it together to work, succeed and grow.'*

Teacher of Health and Social Care

*'I have been here for nearly 9 years and cannot believe how fast time has flown. I absolutely love it here, the great students, the wonderful staff who are genuinely so caring and the feeling of being part of such a 'tight' family. We all do work hard, but I don't mind as I feel valued and appreciated. Even though I am Sikh, I have always felt a strong sense of connection within this Catholic college allowing me to develop strong friendships. I honestly believe that my time at Notre Dame has enabled me to be the best possible version of myself as a professional and as a person.'*





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# WHAT OUR STUDENTS SAY ABOUT US



Name: Lucy Taylor

School: BBG Academy

Programme of Study: A-level French, Biology, Law & Geography

"Studying at Notre Dame has been an incredible experience. The supportive teachers, welcoming community, and inspiring atmosphere have helped me grow both academically and personally. I feel fully prepared for my future".

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Name: Sivin Viji

School: St Thomas a Becket Catholic Secondary School

Programme of Study: A-level Biology, Chemistry and Maths

"I'm glad I chose to study at Notre Dame because it has given me the opportunity to meet new people. There's a wide range of enrichment activities related to my subjects that will help me with my medicine application".

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Name: Fanta Sanneh

School: Mount St Mary's Catholic High School

Programme of Study: Health T Level

"Notre dame is a diverse and inclusive college that empowers and celebrates the different cultures and beliefs that bring the ND community together which I'm proud to be a part of".



