



CLAIRES COURT

Application Pack

Head of Food Technology

Required for September 2023

Our School

Our curriculum extends far beyond the basics and offers a myriad of opportunities and stimuli. The boys and girls experience an education which equips them really well for life in an ever changing, fast paced and challenging world.

At Claires Court our aim is to develop our boys and girls to succeed in life and we achieve this by having a strong and coherent learning philosophy, called the Claires Court Essentials. This is underpinned by our Key Values and together they help develop happy young people with deep feelings of self-worth and self-belief. As an all through diamond structure school, we offer girls and boys the unique opportunity to thrive in surroundings that suit their learning and social needs best.

It is our job as educators to ensure that we provide multiple opportunities which enables access for children, builds a have-a-go mentality and develops interests in diverse areas. Whatever a child's starting point in life, developing their internal motivations to succeed is the most effective way of ensuring they will be successful as learners and collaborative members of their society.

Junior & Senior Girls (4-16) Nursery (co-ed 3-4+) Sixth Form (co-ed 16-18) **College Avenue**



Junior Boys (4-11) The Thicket, **Maidenhead Thicket**



Senior Boys (11-16) **Ray Mill Road East**



The Role

We are seeking to appoint an enthusiastic and passionate Head of Food Technology mainly teaching at Key Stage 3 and 4 to join our highly committed and professional team at our Senior Girls and Boys. The post would suit an NQT or experienced practitioner, who is committed to raising standards at all levels; delivering excellent lessons and enthusing pupils through their passion for teaching. This is a full-time post working at our Senior School from September 2023.

To express your interest please call 01628 327 362 before 12 pm on Thursday 25 May 2023 and send your CV to recruitment@clairescourt.com.

To be successful in this role, you must be:-

- Suitably qualified with QTS in the appropriate age range and experience teaching at KS3 through to KS4 in Food Technology. There is also opportunity to work at KS5 for the right candidate.
- Develop, maintain and stimulate pupil's curiosity, interest and enjoyment in food technology.
- Develop pupils' familiarity, competence and confidence within a safe workshop and kitchen environment.
- Contribute and engage in extra-curricular Food Technology activities.
- Ready to utilise the benefits of an independent curriculum that is innovative and flexible in terms of delivery and content
- Engaged with the School's ethos, thinking creatively and reflectively within an open, honest and hardworking team

Above all you must want the very best for our pupils and be prepared to put their needs first. You recognise the importance of educating the whole child within a broad curricular and co-curricular programme, and of achieving high standards.

In return we offer a positive working environment, with supportive colleagues and regular opportunities for professional development and training.



Job Specification

Job purpose:

To be an effective professional, committed to personal and professional development, who demonstrates thorough curriculum knowledge and can teach and assess effectively so that pupils achieve and thrive at school.

Main duties / key responsibilities:

1. Teaching Staff must also have regard for the Teachers' Standards as set out by the Department for Education.
2. Contribute to the whole school aims, values, policies and practices especially those in relation to the pastoral care of pupils.
3. Lead and/or support through participation in extra-curricular activities.
4. Effectively teach students of all abilities planning, preparing and delivering engaging and challenging lessons which enable all students to make good progress in their learning.
5. Use a range of appropriate classroom management strategies to maintain high levels of behaviour and discipline and deal promptly and effectively with misbehaviour in accordance with school policies.
6. Where appropriate, use ICT in preparation and delivery of lessons, in the tracking and reporting of pupils and in accordance with the general professional expectations of teaching staff.
7. Recognise each student as an individual, for instance liaising with the SENCO and EAL co-ordinators and supporting the gifted and talented.
8. Write and deliver regular reports on pupil progress to parents and guardians, giving clear and constructive feedback in accordance with school policies.
9. Develop own teaching practice, and support colleagues' development, in line with whole school initiatives.
10. Be responsible for identifying and participating in further professional development and continuous INSET as appropriate/required to maintain a thorough and up-to-date subject knowledge and wider developments relevant to your work*
11. Assist the HoD in the development of new schemes of work/programmes of study and in the updating of current schemes of work/programmes of study.
12. Attend staff meetings, pastoral meetings, open evenings and parents' evenings (and other functions of a similar nature) as deemed necessary by the Headteacher and/or Senior Management Team.
13. Undertake any additional responsibilities, including cover work and participation in the school's arrangements for continuous performance management, as required by the senior leadership team from time to time.

General Responsibilities

14. Work safely for own protection and the protection for others (see also Health and Safety policy).
15. Be responsible for safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security.

16. Complete and attend all safeguarding and child protection training as required by the school.
17. Ensure compliance with the requirements of the General Data Protection Regulation (GDPR) and the School's Privacy Notice for Staff.

(*NB: this is in addition to the in-house INSET sessions held at the beginning and end of each term which all staff are expected to attend in accordance with the published staff term dates calendar)

CO-CURRICULAR

The School has a vigorous and varied co-curricular programme and, subject to timetable arrangements, the successful applicant will be expected to deliver two or more After School Activities.

After school activities take place each Monday to Friday during term-time. The programme is wide-ranging but a few examples of what we offer are sports coaching, sailing, drama, arts and crafts, and music and study groups.

Activities are usually agreed at the beginning of each term – please note that full time members of staff are expected to offer at least two activities and part-time members of staff are usually expected to offer at least one, depending on their timetable arrangements.

Due to the nature of the work the post holder will be engaging in regulated activity with children.

All responsibilities outlined in this job specification are subject to review and change from time to time.

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Person Specification

The School will seek evidence of the following criteria from:-

- Application form
- Letter of application
- References
- Interview
- Qualification certificates

REQUIREMENT	ESSENTIAL
Education, training and qualifications	<ul style="list-style-type: none">- Qualified to degree level (or equivalent), holding QTS in the appropriate subject and age range.- An excellent practitioner able to teach Food Technology from key stage 3 through to 4. The ability to teach Key stage 5 is useful but not essential.- Honours degree in a relevant subject or PGCE Secondary in Food Science and Technology or equivalent.
Knowledge and understanding	<ul style="list-style-type: none">- High level of subject knowledge.- Up to date knowledge of the characteristics of high quality teaching and the main strategies for improving and sustaining high standards of learning and achievement for all pupils.- Thorough understanding of current education policies and practice, in particular relating to Safeguarding and Health and Safety.
Experience and Skills	<ul style="list-style-type: none">- Able to teach pupils of all abilities to a high standard, utilising excellent classroom teaching skills to enhance pupil learning.- Has employed strategies/initiatives to improve pupil attainment.- Promote the School's aims positively and use effective strategies to enthuse pupils with a love of learning.- The ability to deliver the curriculum in an imaginative and exciting way.- Create a happy, challenging and effective learning environment.- Innovative in approach to teaching and learning.- Proficient in the use of ICT.
Personal qualities	<ul style="list-style-type: none">- Professional in approach and appearance.- Enthusiasm for working with young children.- Strong interpersonal skills to effectively communicate with staff, parents and pupils.- Good team player, willing to make a full contribution to the work of the department and the extra-curricular programme.- Committed to the protection and safeguarding of children and young people.- Understands and is willing to uphold, the core values of Claires Court.- Well organised with high expectations of achievement and behaviour.

Further Information

EQUAL OPPORTUNITIES

It is the policy of Claires Court Schools to ensure equality of opportunity for all members of staff, both teaching and non-teaching.

SAFEGUARDING STATEMENT

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

PRE-EMPLOYMENT CHECKS

In accordance with our Recruitment of Ex-offenders Policy, you are advised that all posts within the School will have the opportunity for unsupervised contact with children and therefore all shortlisted candidates will be required to complete a self-declaration form to declare any convictions, cautions, reprimands or final warnings that are **not "protected"** as defined by the [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(as amended in 2013\)](#). This is regardless of whether any such convictions, caution, reprimand or final warning is considered 'spent' or 'unspent'.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are "protected" and not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Disclosure and Barring Service website](#). **Having a criminal record will not necessarily bar you from working with us:** this will depend on the nature of the position and the circumstances and background of your offence(s).

APPLICATIONS

To apply, please download an application form from our website. Completed application forms may be emailed to recruitment@clairescourt.com (no agencies, please). Alternatively please post completed forms to the following address:-

HR Department
Claires Court Schools Ltd
1 College Avenue
MAIDENHEAD
SL6 6AW

Applications must be received by 12pm on Thursday 25 May 2023. Interviews will be held on Friday 26 May 23. Please apply early as applications will be considered upon receipt; we reserve the right to interview/appoint prior to the closing date.

NB: CVs will not be accepted in place of an application form, but may be submitted as additional supporting documentation.



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www.clairescourt.com

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