WHITMORE HIGH SCHOOL

Headteacher: Susan Hammond MA
Headteacher's PA: Janina Zachopoulos-Butler

Porlock Avenue, Harrow HA2 0AD
Telephone: 020 8864 7688
www.whitmore.harrow.sch.uk
Email: office@whitmore.harrow.sch.uk

May 2021

Dear Colleague

HEAD OF DESIGN & TECHNOLOGY (RMT Specialist) – for September 2021

Thank you for your interest in applying for the above role at Whitmore High School.

Whitmore is a happy, successful school and we are seeking to appoint someone to join our team and make a positive impact on students' lives.

Staff here are supportive, caring and committed to a collaborative approach to teaching and learning. As a new member of staff, you can expect a warm welcome and a wide range of CPD opportunities to develop your practice and career. Our state-of-the-art building provides excellent resources for both staff and students.

I do hope the attached Job Description, alongside the information on our website, inspires you to make an application and we look forward to welcoming successful applicants for interview.

The closing date is **9.00am on Monday 24th May 2021.**

Early applications are encouraged – we may interview candidates as they apply and hence we reserve the right to interview early for this post should a suitable candidate apply.

I look forward to hearing from you.

Yours sincerely

Susan Hammond
Headteacher

When applying, please complete all sections of the application form and ensure that you do not leave any gaps in your qualification/work history and that you give details of any periods not accounted for by full time employment, education or training. Forms with missing sections and/or gaps may not be considered.
Whitmore High School is committed to safeguarding and promoting the welfare of young people. We expect all staff to share this commitment. The successful applicant will be required to undertake an Enhanced DBS check. Our CP Policy is available on the school's website www.whitmore.harrow.sch.uk

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HEAD OF DESIGN & TECHNOLOGY (RMT and Food)
(TLR 2C £7,013)

JOB DESCRIPTION

At the heart of subject leadership is the provision of professional leadership to secure high quality teaching and learning, effective use of resources, improving standards of achievement for all students, and the promotion of students' personal development and well-being. A Head of subject must provide leadership and direction for the subject and ensure that it is managed and organised to meet school and subject aims and objectives. A Head of subject plays a key role in supporting, guiding and motivating teachers of the subject. **Heads of subject evaluate the effectiveness of teaching and learning, the subject curriculum and progress towards targets for students and staff in order to inform future priorities for the subject. The policy and practice of monitoring within a department provides the information for evaluation and action.** A Head of subject identifies needs in their own subject and recognises that these needs must be considered in relation to the overall needs of the school. It is also important that a Head of subject has an understanding of how their subject contributes to school priorities and to the overall education and achievement of all students.

Throughout their work a Head of subject ensures that practices improve the quality of education provided, meet the needs and aspirations of all students and help to continue to raise standards of achievement in the school.

The details outlined below represent the school's supplement to the requirements for a Main Scale D&T Teacher (attached).

JOB PURPOSE

To lead, manage, develop, and be accountable for the subject team and the curriculum at Key Stages 3, 4, & 5 in order to ensure the highest possible standards of pupil achievement, personal development and well-being.

REPORTING

The post holder will report to the specified Leadership Team member

RESPONSIBLE FOR

The post holder will be responsible for the teaching and support staff allocated to the subject area.

WORKING TIME AND CONDITIONS

These will be as specified in the latest School Teachers Pay and Conditions Document

DIMENSIONS

The post holder will be responsible for the following, with reference to the national framework for middle leaders:

- The strategic direction and development of the subject
- Teaching and learning
- Leading and managing staff
- Pupil progress and standards of achievement
- The efficient and effective deployment of staff and resources

ACCOUNTABILITIES

<u>The strategic direction and development of the subject</u>

- To ensure that the departmental culture, policies and practices follow and contribute to those of the school

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- To contribute to a whole-school culture and climate which enable staff and pupils to develop and maintain positive attitudes towards the subject.
- To create an annual subject review and development plan, which contributes to the achievement of the School Improvement Plan.
- To set expectations and goals for colleagues and pupils in relation to standards of achievement and behaviour.
- To contribute to whole school planning, review, monitoring and evaluation.
- To monitor, evaluate, and review standards of leadership, teaching and learning, and pupil achievement and progress against school, local, and national standards.
- To represent the department in the wider school community and liaise with the rest of the school, governors, partner schools, the Local Authority, further and higher education, industry, outside agencies, examination boards etc.
- To advise on and assist with the development of spiritual and moral elements of the curriculum
- To keep up to date with national developments in the subject area and teaching practice and methodology.

Teaching and learning

- To lead all subject staff in the creation, implementation, and development of accessible and challenging courses/schemes of work which meet school and national requirements.
- To lead the development and implementation of effective teaching and learning strategies, including ICT-based developments.
- To lead the development and implementation of effective departmental assessment policies, within the framework of those for the whole school
- To promote, manage and support a wide range of extra-curricular activities.

Leading and managing staff

- To build a team in which good practice is shared, and meeting time is used effectively to raise achievement, and support pupils' personal development and well-being.
- To monitor and review the performance of staff in the department and take responsibility for any necessary action arising, including ensuring that Appraisal is carried out according to school and national regulations and that staff receive regular feedback, which supports progress against their appraisal objectives.
- To support/challenge and professionally develop staff so that they are effective in their role(s) and provide high quality teaching and learning.
- To communicate effectively with staff so that they are properly informed of developments across the school and that their views are represented.
- To ensure that staff understand and effectively implement school policies.

Pupil progress and standards of achievement

- To set and monitor appropriately challenging subject targets for pupils, which will make a measurable contribution to the fulfilment of those for the whole school; to manage interventions to maximise pupil progress.
- To maximise achievement by ensuring that examination entries are at an appropriate tier and non-entries are minimised; to assist with the management and conduct of examinations.
- To promote, manage, and be responsible for high standards of pupil behaviour.
- To implement creatively the school's systems for rewarding good pupil performance and to ensure all staff use them effectively
- To ensure effective communication with parents/carers, so they are kept up-to-date with curriculum developments and their children's progress.

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The efficient and effective deployment of staff and resources

- To manage efficiently the available resources of staff, space, finance, and equipment within the limits and guidelines laid down.
- To assist in the recruitment of staff.
- To be responsible for the effective deployment of staff and to make appropriate arrangements in their absence.
- To ensure that the department's accommodation/ area, resources and equipment are maintained in good order, including the management of a) health and safety, and b) security.
- To provide a stimulating environment, including maintaining displays that promote interest and learning.

Other Specific Duties

- To undertake the above responsibilities in addition to those held by a standard scale teacher at the school.
- To undertake any other duty as specified by the STPCD not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from a manager, including ad hoc projects, to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title

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TEACHER OF D&T (RMT Specialist)

JOB DESCRIPTION

At the heart of a successful school is the provision of high quality teaching, the effective use of resources, improving standards of achievement for all students, and the promotion of students' personal development and well-being. A subject teacher plays a key part in this provision by a commitment to the school's ethos, by working effectively in subject and pastoral teams, and by delivering high standards of teaching and learning and personal care. In this way, s/he assists the school in reaching its targets and objectives.

JOB PURPOSE

To teach pupils across the full age and ability range present in the school in order to ensure the highest possible standards of pupil achievement, personal development, and well-being.

REPORTING

The post holder will report to the specified Head of Department and Head of Year.

WORKING TIME AND CONDITIONS

These will be as specified in the latest School Teachers Pay and Conditions Document

The post holder will continue to meet, maintain, and build upon, as appropriate:

- the National Standards for QTS as laid down by the Training and Development Agency, relating to
  a) Professional values and practice
  b) Teaching
  c) Knowledge and understanding
- the Induction Standards
- the Threshold Standards

(Please see www.tda.gov.uk)

ACCOUNTABILITIES

- To promote and be committed to the school's aims and objectives
- To maintain and contribute to the development of school policies
- To promote and be committed to securing high expectations for learning and the raising of achievement
- To work with teachers in the department to create resources and support extra-curricular activities
- Within school and subject policies, to:
  - Effectively teach National and School Curricula
  - Set appropriate homework
  - Mark work, assess, record, track and report student progress, using available data
  - Provide a stimulating learning environment
  - Have due regard for maintaining health and safety and security in the areas s/he uses
  - Contribute to department and school enrichment programmes
- To be a member of a pastoral team and, if required, a form tutor carrying out the associated responsibilities
- To assist with the effective operation of subject and year teams by, individually and with others:
  - Developing schemes of work, resources, teaching and learning strategies
  - Contributing to team review, monitoring and evaluation, and the development of working practices
  - Participating in working groups, ad hoc projects
  - Taking part in other professional development activities

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Other Specific Duties

- To undertake any other duty as specified by the STPCD not mentioned in the above
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description
- To uphold the school's policies and procedures regarding the safeguarding of all young people, equal opportunity and health and safety

The job description is current at the date shown, but, in consultation with you may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

PERSON SPECIFICATION

Whoever is appointed will need:

- To be a well-qualified teacher of Design and Technology (RMT Specialist) with the ability to teach RMT to GCSE Level
- To have a sound knowledge of D&T and current issues in this area, including the use of ICT in effective teaching and learning
- To be willing to experiment with and apply new approaches to teaching and learning
- To help create an environment that values feedback from all in order to improve student learning and motivation
- To be interested in children as individuals, in how they learn and in a collaborative approach to learning
- To be aware of appropriate strategies for mixed-attainment teaching and adapt to the varying demands of each classroom situation
- To be able to build good-humoured working relationships with many colleagues
- To believe in the importance of teamwork, both at departmental and whole school levels
- To be committed to the comprehensive ideal, to the principles and practice of equal opportunities and of mixed-attainment teaching
- To be aware of, and committed to, the safeguarding of all young people
- To be aware of, and committed to, health and safety at work

May 2021