BRIEF FOR THE POSITION OF

Teacher of Design & Technology

DT Materials Coordinator

May 2019



Lord Williams's School

Sic itur ad astra a tous venaunts



Lord Williams's School is a thriving and popular comprehensive school. It is the only secondary school in Thame, a market town of 12,000 people, set in attractive countryside within easy reach of Oxford (12 miles), Aylesbury (9 miles), London (45 miles via M40) and the Chilterns. The school receives students from the town itself and several nearby villages. Particular attention is paid to each individual student by promoting their personal, social and educational development to enable all to achieve at the highest level possible.

Our school mottoes are:

***Sic itur ad astra* (thus the way to the stars)**
***a tous venaunts* (for all comers)**

The school is fully comprehensive and was formed in 1971 by the amalgamation of Lord Williams's Grammar School, founded in 1559, and the Wenman Secondary Modern School. The Grammar School site on Oxford Road has been developed for students in Years 10-13 and the other site at Towersey Road has become the Lower School for students in Years 7-9.

Lord Williams's School has been judged 'Outstanding' by Ofsted:

"Lord Williams's is an outstanding school. It offers its students an exceptionally broad range of opportunities to develop their talents and interests, through a very well-resourced curriculum and the strong commitment of staff to a rich extra-curricular programme." Ofsted, 2011

As a result of our continuing success, Lord Williams's School is consistently oversubscribed.

We admit 320 students each year. We work very closely with our partner primary schools in the Thame Partnership to ensure a smooth transition from Year 6 to 7. There is a Sixth Form of 500 and a total school roll of over 2100. There are 300 teachers and support staff.

We promote high quality teaching and learning. We attract talented, committed and conscientious teachers who produce stimulating and challenging learning activities helped by experienced support staff. Teamwork is a key feature of our work. We are an inclusive school; we cater for all abilities and we provide access for all students. This is reflected in our work with the more able, with students with a range of learning and other difficulties and in our admissions policy for the Sixth Form.

We hope you will be interested in working at Lord Williams's School and look forward to receiving your application.

David Wybron, Headteacher

Teaching & Learning

Teaching is organised through faculties with strong team structures for organising learning activities and curriculum materials. Teachers are always keen to build on proven best practice and to incorporate new ideas into their work. The Sharing Best Practice group is just one of a number of groups which focuses on the quality of the learning experience. Our school is committed to the principles of Assessment for Learning and has a long history of working with leading practitioner, Dylan Wiliam.

Students are placed in tutor groups within year teams led by a Head of Year and Pastoral Support Officer. Most teachers are tutors.

High priority is given to supporting students with special needs including those who are most able. As far as possible students with learning difficulties are supported within mainstream classes. The school incorporates the Communication and Interaction Resource Base for children on the autistic spectrum, with speech, language and communication needs. Most of the students spend time in mainstream lessons supported by a teacher or teaching assistant.

The success of a school depends upon the strength and cohesion of the entire staff. Colleagues enjoy administrative support from the team of support staff. We have skilled and dedicated teams who work well together throughout the school; this creates a very positive atmosphere. The Governors are keen to appoint people of considerable all-round ability with commitment to maintain and develop our work.



The school is an equal opportunities employer and welcomes applications from all sections of the community, irrespective of gender, ethnic origin, sexual orientation or disability.



Examination Results



The 2018 GCSE results were amongst the school's best ever, with 72% of students achieving 5 or more A*-C/9-4 (including English and Mathematics at 4+). This follows 3 years in succession in which the school exceeded the Fischer Family Trust D figure for "all students".

In Mathematics, the school had another year of excellent performance at 4+ grades, with 81% of the cohort achieving this measure. In English, the 9-4 figure rose to 85% of the cohort and in Science, 80% of the cohort achieved 9-4 grades in the "Trilogy" GCSE . The 2017 FFT analysis shows 20/24 subjects achieving positive value added scores, with 16 of those 20 being significantly above expectation.

At A-level, student achievement also showed positive value added scores, following on from excellent GCSE results for this cohort in 2016. We are an inclusive Sixth Form and are providing improved life chances for a significant number of students. Just over 80% of Year 13 students normally go on to study with higher or further education providers and usually, a quarter secure places at Russell Group universities.





Working at Lord Williams's School

Staff Development



At Lord Williams's School particular attention is paid to staff development and to staff participation. Each year all staff have the opportunity to review their work and discuss their ideas for the future.

Training is provided to support changes and the particular needs of staff. There is a comprehensive internal training programme and colleagues are also supported to attend external training and events. As a large school, there are many opportunities for career progression.

Support for newly qualified teachers includes a reduced timetable, a planned induction programme and mentor support.

The school has a strong partnership with the Oxford University Department of Educational Studies. We take part in its PGCE programme which is school focused with interns and tutors working with school staff in a co-operative way. It has brought considerable stimulus to our own staff development work.

Facilities

The school has excellent teaching facilities and each faculty has its own dedicated suite of rooms on both sites. The Sixth Form has its own separate accommodation on the Oxford Road site. The Foundation Centre, formerly a boarding house, has been developed to provide Sixth Form facilities.

A number of building projects have been completed recently including a new science and mathematics building, astro-turf pitch, vocational skills centre and dedicated dance & drama studio.







Extra-curricular activities

Lord Williams's School offers a wide range of extra-curricular activities, in many of which it has excelled, especially in dance, drama, music and sport.

All Year 8 students take part in a week's outdoor education camp in July.

The intention is to cater for the interests and abilities of all the students and to encourage everyone to participate.

Students are involved in adventurous activities throughout school, all the way up to the World Challenge Expedition in the Sixth Form.

There is a thriving Duke of Edinburgh's Award Scheme.

Staff Benefits



Salaries and Pensions

The school follows the Pay and Conditions of staff determined by Oxfordshire County Council.

Teaching Staff

Pay and conditions of service set out in the current School Teachers' Pay and Conditions Document and Teachers' Pension Scheme (TPS).

Support Staff

Pay and conditions of service set by the National Joint Council for Local Government Services and the Local Government Pension Scheme (LGPS).

All Staff

Lord Williams's School recognises previous continuous service with any Local Authority (or one of its constituent authorities under the Local Government Act 1972) which runs up to the date on which employees start working with us.

Moving to Oxfordshire

The Government's **Help to Buy** initiative is designed to help people purchasing their first home. Further information may be obtained from: **www.helptobuy.gov.uk.**

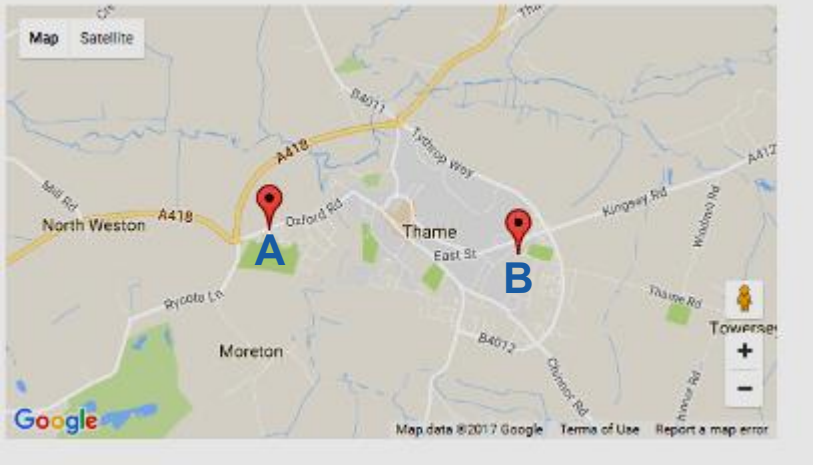
Accommodation at Lord Williams's School

To ease the transfer to Oxfordshire, Lord Williams's School has its own on-site one bed-roomed flats and bedsits which are available on short-term lets.

Childcare

Lord Williams's School has a popular, purpose-built Day Nursery which cares for children aged from 6 weeks to 5 years. Based on the Oxford Road site, the Nursery accommodates 39 babies/children of staff and members of the local community. The Nursery is open during term time and half term breaks. School staff have priority for places and benefit from discounted rates. www.lwsdaynursery.co.uk

Location



Lord Williams's Upper School (A)

Oxford Road, Thame,
Oxon. OX9 2AQ

Lord Williams's Lower School (B)

Towersey Road, Thame,
Oxon. OX9 3NW

Thame

Thame is a market town of 12,000 people, set in attractive countryside within easy reach of Oxford (12 miles), Aylesbury (9 miles), London (45 miles via M40) and the Chilterns. The school receives students from the town itself and several nearby villages.



T: 01844 210510 **E: office.4580@lordwilliams.oxon.sch.uk**

W: www.lordwilliams.oxon.sch.uk **@LordWilliamsJob**

Teacher and Coordinator of DT Materials

General

This is an exciting post for a highly-qualified, enthusiastic, ambitious and committed Teacher and Coordinator of Design and Technology Materials. The successful candidate must be able to deliver high quality teaching in a successful and well resourced Faculty, and take a significant lead in helping to develop the new GCSE DT Materials courses across key stages 3 and 4. The post involves working closely with the KS3 Subject Coordinator and the Head of Faculty. The post would suit a teacher who has successful experience of working with metals as well as woods and plastics and who can also take a lead and show initiative. The post is permanent from September 2019 and is full time.

This is an excellent opportunity to join one of Oxfordshire's largest and most successful schools judged "Outstanding" by OFSTED in the latest inspection. Effective administrative systems support the two sites. Students are well-behaved and motivated and there is a strong sense of community in Thame, with a committed parent support base.

We are exceptionally strong in terms of pastoral support for all students and have the highest expectations for individual achievement whatever the starting point. Outside the classroom there are wonderful extra-curricular activities for all. Students leave the school successful and well-rounded individuals. There is a 'buzz' about learning in the school and our students are fortunate to be supported in their learning by dedicated teachers and support staff. Staff training and professional development are always priorities and many of our staff move on to promotions in other schools.

The School

The school is the only school serving the market town of Thame and surrounding villages. It is a popular school and always oversubscribed. It is a split site school – Years 7-9 on our Lower School site and Years 10 -13 on our Upper School site. There are around 500 students in our Sixth Form and we attract many students from other schools, post-16. Teamwork is a key feature of school life and so is partnership with our feeder primary schools. There is a strong drive to establish powerful curriculum links cross-phase, with teachers collaborating on a range of projects.

The Faculty

The Design and Technology Faculty offers a range of very successful courses, where students make excellent progress in their learning and produce very strong results. It has very supportive and friendly staff who, between them, have a lot of experience and a diverse range of specialisms. Staff have well-resourced, purpose-built workshops, classrooms and preparation/resource areas, where the teaching, administration and technical staff are able to provide excellent support to one another.

Curriculum

Key Stage 3

The current course, studied by all students, seeks to provide students with a sound foundation to understanding our modern technological world, as well as providing a solid introduction to the values, knowledge, skills and understanding they will need if they go on to study Design and Technology based subjects on offer at GCSE and beyond.

The teaching modules cover Food, Textiles, Design Skills, Materials, Structures, Electrical and Mechanical Systems, Graphical Skills, and CAD/CAM.

Job Details

Teacher and Coordinator of DT Materials

Key Stage 4
Year 10 and 11 students follow the new AQA GCSE courses. A wide range of options are available to students allowing them to specialise in areas that they are interested in. These include DT Engineering Materials; DT: Material Technology; DT: Electrical and Mechanical Systems; DT: Textiles; Food Preparation & Nutrition and a Technical Award in Child Development. In addition students have access to a range of vocational courses, such as Construction Level 1, which is delivered in our purpose built skill centre.

Results each year are very good with high numbers of students achieving GCSEs at grades A* - C (9-4).

Key Stage 5
The Advanced Level Design Technology (AQA) courses are very popular, producing excellent results and the majority of our students go on to pursue related subjects at degree level. As well as Product Design, the Faculty also offers very successful course in Textiles and sometimes Food at AS/A2 Level.

Resources
The Lower School has a purpose built Technology Centre, comprising a suite of six very well-equipped and networked rooms supported by preparation areas and designed around a central ICT room, a team room and an inspirational display area. Extensive teaching resources are available alongside excellent technical and administrative support.

The Upper School courses are also taught in well-resourced areas with adjacent computer suites, these have all either been recently built or modernised. There has been significant investment in computer networking and equipment in all classrooms; this includes a full suite of CNC lasers, routers, lathes and 3D printers.

Extra-Curricular Work
Over the years the students have enjoyed participating in an extensive range of clubs during the school term and have successfully entered a wide range of competitions. Currently students are able to attend a range of lunchtime and afterschool clubs that support them in their coursework.

Application
We hope you are interested and want to follow up with a firm application. Please apply using the Teacher Application Form on our website and include a covering letter. In your letter you should say why you are interested in the post and summarise your most relevant experience. You may also choose to include details of your particular interests.

Completed applications should be sent to personnel@lordwilliams.oxon.sch.uk
Contact number for telephone enquiries: 01844 210621

The closing date for receipt of applications in the school is **9am on Monday 13th May 2019**.

Lord Williams's School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Teacher and Coordinator of DT Materials

Post: **Teacher of Design and Technology—Coordinator of DT Materials**

Salary: **Teachers' Main Scale/Upper Pay Scale +TLR2 (1) £2,721**

A Recruitment and Retention Allowance is available for a suitably qualified candidate.

Line Management: **Key Stage Team Leader - Head of Faculty - Curriculum Deputy - Head**

Introduction

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher, or other Senior Manager if appropriate, who will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the Stress at Work Policy and the Dignity at Work Policy.

This post has no responsibility for the management of other staff.

Principal Responsibilities

To meet all the requirements of the Teachers' Standards, September 2012: please see: https://www.gov.uk/government/publications/teachers-standards

General Duties

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation.

Teaching and Learning

1. Plan, prepare and deliver high quality lessons to students at some or all Key Stages.
2. Report on progress and any concerns to line manager and parents.
3. To take a lead in the development of a strand of the Design and Technology curriculum.

Pastoral Care

1. To provide high quality pastoral care as a tutor to a group of students in one year group.

Job Description

Teacher and Coordinator of DT Materials

General Responsibilities

All staff employed by Lord Williams's School are expected to work within the following policies and procedures:

Safeguarding

Ensure that all School child protection policies are adhered to and concerns are raised in accordance with these policies.

Health and Safety:

- take reasonable care of their own Health, Safety and Welfare and that of others who may be affected by what they do or do not do
- be familiar with emergency and First Aid procedures
- cooperate with all issues involving Health, Safety and Welfare
- use work items provided correctly and in accordance with training and instructions
- not interfere with or misuse anything provided for protection of Health, Safety or welfare
- report any Health, Safety or Welfare concerns to their line managers as soon as is practicable
- ensure tasks are completed in a safe manner

Security and data protection:

Work within the confines of the General Data Protection Regulation and to take appropriate measures to ensure the security and confidentiality of data.

Job Description

Teacher and Coordinator of DT Materials

Education/Training

Essential: Graduate (in a related discipline)

PGCE or other appropriate teacher training qualification

Desirable: A Level in appropriate subject

Relevant Experience

Essential: Teaching (or teaching practice) in a comprehensive school

Desirable: Teaching (or teaching practice) in a mixed 11-18 secondary school

Relevant Skills/Aptitudes:

Teaching and Learning

Essential: Good classroom teacher (potential to be excellent)

Desirable: Appropriate ICT skills

Safeguarding

Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

Motivation to work with children and young people

Emotional resilience in working with challenging behaviours

Special Requirements

Essential: A good curriculum innovator, manager and team worker

Committed to high standards from all students

Passion for Design Technology

Awareness of and commitment to equality and diversity

Desirable: Experience of engineering materials

Person Specification

Teacher and Coordinator of DT Materials

Line Management

The post-holder reports to the Key Stage Team Leader who in return reports to the Head of Faculty.

Terms and Conditions

The Thame Partnership Academy Trust employs teaching staff working at Lord Williams's School on the conditions of service contained in the General Terms and Conditions of Employment for Teaching Staff.

Safeguarding

Lord Williams's School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. Any offer of employment is subject to satisfactory medical, reference and DBS clearance and The Asylum and Immigration Act ID checks. Right to work documentation must be presented/completed at interview.

All emails received will be acknowledged; only shortlisted applicants will be contacted prior to interview. In order for us to contact you we need your consent to collect, process and store your data. You have the right to withdraw any or all data we have collected from you at any time. Further information can be found in our Privacy Statement for Applicants:

https://www.lordwilliams.oxon.sch.uk/staff-vacancies/2547.html

Equal Opportunities Statement

The School's policy is to employ the best personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age.