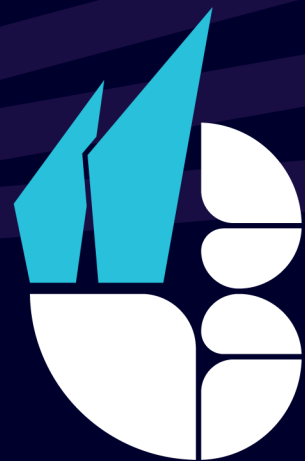


Head of Design & Technology

Caister Academy

April 2020



**CAISTER
ACADEMY**
*Creative
Education
Trust*

Dear Colleague



Thank you for your interest
Head of Design & Technology at in the role of
Caister Academy.

Caister Academy joined Creative Education Trust in March 2015. The Academy network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Further schools are in the pipeline and our medium-term ambition is to be a trust of 25 schools.

At Caister Academy we believe that every pupil should be given the opportunity to **BE THE BEST THEY CAN BE**, irrespective of their starting points and backgrounds. Our core values and ethos are based around four key principles:

- *RESPECT for each other and the environment*
- *RESPONSIBILITY for our learning and behaviour*
- *RELATIONSHIPS between pupils, staff and the wider community*
- *RESILIENCE to keep going in difficult circumstances*

As a smaller academy we are able to focus on knowing each of our pupils and their individual needs, and by developing purposeful and personal relationships, guide them to achieve their potential. It is our belief that engagement with parents and external agencies are invaluable. We have been recognised by Ofsted as a 'good' school, with a broad and balanced curriculum which encourages pupils to develop a wider understanding of culture. It is important to us as an academy that we develop fully rounded individuals capable of contributing positively when they transition to further education and the world of work.

There are lots of opportunities available for innovative and ambitious staff to further their own professional development and to gain experience in a wide range of roles.

Caister Academy – as part of the Creative Education Trust - pursue a rigorous and continuous programme of educational improvement, but we also aim to provide pupils with a rich programme of co-curricular activities. In addition, our unique Knowledge Connected approach teaches pupils to analyse and understand their curriculum of study through the application of six key concepts, encouraging them to identify and solve problems in practical and creative ways that give them a sense that they can have impact on the world around them.

You can watch a short video on what it means to be part of Creative Education Trust, illustrating our 'Knowledge Connected' approach to learning on our YouTube channel:
www.youtube.com/user/creedacad.

We are looking for an ambitious, experienced, committed and energetic leader who shares our vision, supports the ethos of Knowledge Connected, can translate both into the practical realities of leading and managing Design at Caister Academy.

I look forward to receiving your application.

Yours sincerely,

Ann Bridges – Acting Principal

“At Caister Academy we believe that every pupil should be given the opportunity to **BE THE BEST THEY CAN BE, irrespective of their starting points and backgrounds.”**

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST

Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare pupils for their transition to adult life and employment.

Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



You can find out more at:

www.creativeeducationtrust.org.uk



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

ABOUT CAISTER ACADEMY



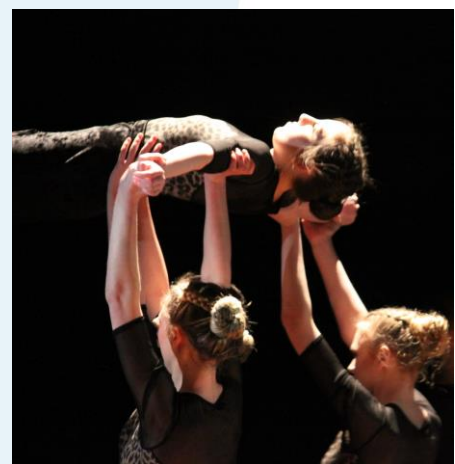
We are a mixed secondary school, catering for children between the ages of 11 and 16 years and located in the village Caister-on Sea on the outskirts of Great Yarmouth and bordering on The Norfolk Broads. The school is located on the coast, with the beach being 500m away and an exciting wind turbine project on our doorstep.

Since Mach 2015 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care.

Our on-site facilities include:

- A large multi-purpose Sports Hall
- A well-equipped technology area
- A Drama studio
- Dance studio complete with sound system and mirrored wall;
- Hall complete with tiered seating;
- Interactive whiteboards in every classroom;
- Modern and open-plan library with wide range of reading materials
- Fully equipped motor vehicle facility
- Textiles room with sewing machines



Summary of Caister Academy's Outcomes in 2019:

- English 4+: 69%
- English 5+: 55%
- English and Maths 4+: 51%
- Entered for EBACC: 85%
- Staying in Education or entering employment: **98%**

To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/139068/Caister-academy>

SUPPORT FOR OUR STAFF

We are committed to providing all our staff with the highest quality support and challenge to ensure that their practice excels and gives our pupils the education they deserve.

Our Principal and Senior Leadership Team are supportive of new ideas and approaches, and eager to allow individuals to develop their professional practice in line with their career goals. Those who are new to middle leadership, and have not lead a team before, will benefit from moving into an established department of specialist teachers, here at Caister Academy. We will also provide anyone new to leadership with an experienced coach to guide and support in any areas of development.

Each Head of Department will have regular team leader meetings with a member of SLT to help them strategise and develop approaches to strength progress and attainment in their area. All middle leader meet regularly as a collective group to discuss whole school priorities, and work together to build opportunities to develop the school culture and ethos.

Each of the Creative Education Trust's academies benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group in which Heads of Department meet regularly and share good practice.



You can find out more at:
www.creativeeducationtrust.org.uk

Head of Design & Technology with Food

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Caister Academy, Caister-on-Sea, Gt Yarmouth

SALARY

MPS/UPS with TLR

THE ROLE

The Head of Design & Technology will provide the leadership required at Caister to achieve excellence and support the Academy's key values of Respect, Resilience, Responsibility and Relationships. They will also lead a multi skilled department.

REPORTING LINES

The post will report to assigned Line Manager.

STRATEGIC DIRECTION AND DEVELOPMENT

- Promote and uphold the values and ethos of Creative Education Trust in the school, such that the highest achievements are expected from all members of the school community.
- Formulate, devise and agree plans to achieve excellence in the Technology Team.
- Lead and manage successful change across the school.

LEADING TEACHING AND LEARNING

- Take responsibility for rapidly raising academic standards and ensure the highest standards of learning outcomes.
- Ensure the provision of a high-quality, relevant and dynamic curriculum within Creative Education Trust's curriculum framework that matches the needs of all pupils

- Promote and develop excellence in Teaching and Learning, ensuring a continuous and consistent academy-wide focus on pupils' progress and development (moral, spiritual, physical and social as well as academic).
- Drive innovation in Technology, ensuring the academy is able to respond to a changing external environment and that the skills, learning and aspirations of children and young people are developing and enhanced at all key stages.
- Ensure the consistent implementation of robust tracking and monitoring systems that accurately identify and evidence pupils' ongoing and projected progress in all subjects.
- Ensure that assessment for learning is embedded in all teaching so that pupils understand fully what they need to do to make the best possible progress.
- Monitor, evaluate and review classroom practice; celebrate and promote excellence, challenge under-performance at all levels and ensure appropriate action is taken in accordance with policies and procedures.

LEADERSHIP OF PEOPLE

- Provide exemplary leadership for the Technology team.
- Ensure a high level of staff morale and ownership of the academy's values and policies.
- Provide high quality training and development for all staff which empowers staff at all levels to lead and initiate improvements.
- Manage performance and workload effectively.

PUPIL WELFARE

- Ensure a high-quality pastoral structure so that all pupils fulfil their potential.
- Ensure pupils are all informed about the Technology curriculum attainment and progress and are able to understand targets and improvements.
- Ensuring that good conduct and discipline are maintained and acceptable standards are understood and applied consistently by the team.
- Create and maintain an atmosphere of respect, recognition, celebration and mutual support in the school.
- Maintain an environment which feels safe and enables pupils to report any concerns or complaints.

You can find out more at:

www.creativeeducationtrust.org.uk

KEY RESPONSIBILITIES

- Teach and model for others engaging and effective subject teaching that motivates, inspires and improves pupil attainment.
- Secure academic outcomes in line with the targets set through the academy's target setting policy.
- Plan and implement a subject curriculum that ensures coherence and progression in the teaching of key subject knowledge, skills, understanding and concepts.
- Monitor, evaluate and continually improve the quality of planning, teaching and assessment of all members of the subject team.
- Lead the assessment process in the subject team ensuring accurate measurement of subject standards in all year groups, at all summative assessment points.
- Analyse student performance data and respond to the outcomes of assessment, to ensure appropriate planning, teaching and interventions are in place to keep all pupils on track to achieve their targets.
- Lead the professional development of others in the subject team to be highly effective practitioners.

ACCOUNTABILITIES

- Monitor the practice of all members of the subject team to ensure they are following all areas of subject and academy policy accurately and appropriately.
- Review and refine the curriculum, planning, teaching and assessment in the subject team on a regular cycle to continually improve the subject outcomes.
- Regularly monitor the quality of teaching in line with academy expectations and provide effective feedback and coaching to individuals to ensure subject teaching continually improves.
- Line and performance manage all members of the subject team as per the academy policy and take necessary corrective action where there is any ineffective practice.
- Manage allocated budget effectively and stay within set budget allocation.
- Create an orderly subject environment in which the academy's culture and ethos is upheld.

TEACHING, LEARNING AND STANDARDS

- Plan and prepare effective teaching scheme of work and lessons.

- Teach engaging and effective lessons that motivate, inspire and involve pupils and improve student attainment.
- Use regular assessments to monitor progress and set targets.
- Respond accordingly to the results of such monitoring to differentiate intervention.
- Utilise a full range of assessment strategies.
- Maintain regular and productive communication with parents, to report on progress, sanctions and achievements.
- Promote reading and teach literacy skills.

LEADERSHIP OF THE SUBJECT

- Develop innovative schemes of work which are inspiring for learners and teachers alike and feed into standards based assessments.
- Produce half termly assessments with mark schemes.
- Ensure assessments are moderated internally and externally.
- Ensure end of year assessments reflect each pupil's overall level which is both externally valid and provides an accurate baseline for the next academic year.
- Analyse progress and attainment data to make data-driven changes to curriculum design, and pupil interventions.
- Work in collaboration with classroom teachers and SENCo to ensure pupils receive high quality interventions.
- Through regular observation and feedback, mentor subject teachers to ensure excellent teaching and learning in all lessons.
- Ensure that classroom teachers are utilising best pedagogical practice for their subject.
- Conduct half termly evaluations of the quality of teaching and learning of individual classes and as a department, agreeing implementing and holding teachers to account to change to teaching and learning.
- Create and sustain a positive department culture, where teammates feel collectively supported and developed.

You can find out more at:

www.creativeeducationtrust.org.uk

OTHER ACCOUNTABILITIES

- Play an active role in school life and make a positive contribution to the ethos of the academy.
 - Share the responsibility with other managers for the maintenance of a learning environment and the well-being of pupils throughout the day and at the end of the school day.
 - Assist in the development of academy policies when requested and effectively implement all academy policies within the department.
 - Assist in devising strategies and implementing activities to recruit pupils to the academy
 - Actively participate in Heads of Department meetings and collaborate with other Heads of Department in order to enrich pupil learning.
 - Perform additional duties and tasks required for the effective operation of the academy.
 - Undertake other relevant responsibilities as directed by the Principal.
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	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Qualified to degree level or above. • Qualified teacher status 	<ul style="list-style-type: none"> • Evidence of continuing professional development
EXPERIENCE	<ul style="list-style-type: none"> • Proven record as a teacher whose pupils reach high standards of learning and achievement. • Experience of teaching across the full age and ability range of an 11-16 school. • Experience in the use of ICT in the classroom with the skill to impart that expertise to others. • Experience of managing an area of development 	<ul style="list-style-type: none"> • Evidence of support for/delivery of whole academy initiatives • Experience of managing a team. • Evidence of delivery on interventions, including evaluation of impact.
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Knowledge of current educational policy. • Understanding of the social, emotional and intellectual development of teenagers. • Supporting disadvantaged pupils to realise their potential. • Effective behaviour management strategies. 	<ul style="list-style-type: none"> • Knowledge of relevant GCSE & Vocational Design & Technology specifications
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Ability to teach to KS3 and GCSE. • Able to lead a team, effectively communicating a vision, in order to get the best out of staff and pupils. • Good ICT, oral and written communication skills. • Ability to produce high quality written documents. • Ability to work effectively as part of a team. • Ability to work on own initiative • Ability to take responsibility for planning own workload and commitments. • Ability to work under pressure and keep to deadlines. • Ability to be sensitive to the needs of others. • Ability to be supportive Professionalism. • Willingness to reflect upon his/her experiences in a critical and constructive manner. 	<ul style="list-style-type: none"> • Evidence of managing CPD effectively in a whole school context.
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, pupil welfare, equality and diversity. 	
SAFEGUARDING	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom. 	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

You can find out more at:
www.creativeeducationtrust.org.uk