



# Head of Design and Technology

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## Candidate Information Pack

*Going beyond what schools ordinarily do*



# Head of Design and Technology – Post Details

The Kingston Academy seeks a skilful and engaging Head of Design and Technology with a strong command of this subject and a forward thinking approach.

We invite applications from candidates with the following attributes for this pivotal role:

- Passionate about their subject, with an innovative approach to DT (engineering & manufacturing focus, '*beyond the birdbox*');
- Strong classroom practitioner, with the ability to engage pupils, and experienced in teaching to GCSE and 'A' level standard;
- Experienced in curriculum planning and development;
- With the ability to think strategically about the future direction of their subject area;
- Experienced in managing teaching professionals;
- Experienced in performance development;
- Innovative in their approach to engaging pupils in Design and Technology;
- Flexible and committed to engage in the wider curriculum through our Going Beyond and enrichment activities.


Position:	Head of Design and Technology
Scale:	Main pay scale / UPS – spine point dependent on experience
Commitment:	Permanent
Contract type:	Full Time
Commencement:	September 2019

## Application Process

Please visit the careers section of the school website ([www.thekingstonacademy.org](http://www.thekingstonacademy.org)) where you can register and use the portal to fill in your application form online.

## Interview Procedure

Our selection procedure will aim to identify with rigour whether the candidate fulfils the requirements of the post and will include the consideration of the candidate's suitability to work with children and young people. The process will include:

- Teaching an observed lesson to a full class of pupils;
  - Meeting with a panel of our pupils for informal question and answer session;
  - Written safeguarding exercise;
  - Interview with Head Teacher and Deputy Head Teacher.
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## Safeguarding and Safer Recruitment Statement

The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and undergo appropriate checks, including enhanced DBS checks (with a barred list check for regulated activity), checks with past employers and eligibility to work in the UK. Identity and qualification documents will be checked prior to any offer being made.



## Letter to Candidates from Ms Sophie Cavanagh, Head Teacher

Dear Candidate,

Thank you for your interest in The Kingston Academy. I am delighted that you are considering joining our accomplished team of teaching professionals. The opportunity to share in the architecture of a new school and be integral in its delivery is unique.



We have a strong team of teaching staff who have a genuine passion for STEM subjects, which lie at the heart of our curriculum as a STEM focused academy. Learning at the school is enhanced by our strong links with Kingston University. Their students frequently come into the school to assist in the classroom and pupils will visit the university to take place in design and technology focused activities.

The successful candidate for this role will join us at an exciting stage in our development. The project to build a large modern extension with state-of-the-art STEM facilities to house our growing school will be nearing completion. The addition of a new Year 7 intake in September 2019 will take total pupil numbers to over 900, whilst our original History Makers, entering in Year 11, will be in the final year of their KS4 studies. In addition, planning for the development of our Sixth Form will be in full flow.

Recruitment and development of exceptional staff is a top priority for us at The Kingston Academy. Our team comprises committed professionals who are invested in the process of ensuring our pupils achieve to the very best of their abilities. We understand that our drive to build an exceptional school relies upon our ability to recruit a fantastic team of staff and offer them excellent opportunities for professional development.

We hope you will be able to see your place in The Kingston Academy story and come forward to apply for this exciting, central role. Prospective candidates are very welcome to come for an informal visit to the school prior to submitting their application. Our science lead would be happy to talk to you about the role and the Academy, the staff and our pupils. Alternatively, you may call to discuss any questions you may have prior to submitting your application. You can contact Justine Free on 0208 465 6208 in order to arrange a suitable time. However, please do not feel that you will be disadvantaged in any sense if you choose not to.

I very much look forward to receiving your application.



**Ms Sophie M Cavanagh**

Head Teacher - The Kingston Academy



# Background to the school

The Kingston Academy is an ambitious new secondary school set up by The Kingston Educational Trust, a partnership between Kingston University, Kingston College and Royal Borough of Kingston. The over-riding aim of the school is to provide our pupils with an outstanding education and, in line with our school motto, to go beyond what schools ordinarily do. TKA first opened its doors to Year 7 pupils in September 2015. The school currently has four year groups (7, 8, 9 & 10) and will grow annually by one additional group, eventually to include a sixth form.

The school received its first full Ofsted inspection in the summer of 2018 and was judged to be Outstanding in all categories:

*'Since opening the school in September 2015, the headteacher has quickly established an ambitious culture which demands excellence for all'.*

*'Leaders have ensured that teaching, learning and assessment are outstanding'.*

Ofsted June 2018

As a school, we offer a traditional core curriculum grounded in the basics of numeracy and literacy, merging the very best of traditional pedagogical practice with cutting edge new technology. All our pupils use Chromebooks to take advantage of the many benefits of eLearning in furthering education.

The Kingston Academy is an inclusive school that focuses on the serious business of achievement for our pupils. Pupils are expected to behave well, work hard and embrace all the opportunities presented to them. The school nurtures respect, responsibility, reflectiveness and collaboration. Above all, the focus of the school is to ensure that pupils will move forward in life as kind, resilient, confident individuals who are equipped to make a positive contribution, anywhere in the world.



At The Kingston Academy there are an abundance of exciting enrichment opportunities for pupils to explore in sport, enterprise, music, community engagement and cultural events. Pupils are encouraged to look beyond their own school and engage with the community around them and all it has to offer in other local schools and local organisations.

## Subject Leader, Design and Technology - Job Description

**Post Title:** Subject Leader – Design and Technology  
**Salary:** The Kingston Academy Pay Scale  
**Reporting to:** Assistant Head Teacher or Deputy Head Teacher

*This job description is a general outline of the typical duties and responsibilities to be carried out whilst accepting that these may change at the discretion of the Head Teacher. It is vital that, as the new Academy grows to full capacity, you have the ability and willingness to be flexible and versatile within this role. If you are recruited to a position which does not currently have a full teaching load you will be expected to fulfil other duties and/or roles.*

### **Core Purpose**

To provide outstanding leadership, strategic direction and management of DT department in order to secure high quality teaching and learning, raise standards of attainment and to ensure the progress, achievement and enjoyment of all pupils. To model excellent teaching practice and ensure the delivery of very high teaching standards across the DT department.

### **General Leadership Responsibilities**


To contribute, under the overall direction of the Head Teacher, in:

- Managing staff and resources.
- Supporting the School's responsibility to provide opportunities for personal and professional growth of all staff.
- Creating a school environment with an outstanding care and guidance of, and for, each other.
- Ensuring that there is outstanding achievement, behaviour, leadership and teaching and learning across the School.
- Monitoring the progress of strategy and policies in accordance with the policies of the School and the Academy Development Plan determined by the Trust.

### **General Duties**

In addition to the Job Description of all teachers at The Kingston Academy, Subject Leaders also have the following roles and responsibilities.


#### **A Strategic Planning and School Self-Evaluation:**

- To lead on planning, reviewing, monitoring and evaluating the delivery of your subject in the School having regard to current and future developments in order to raise standards.
  - Through your role as a middle leader to have a strategic impact on the School by participating in corporate leadership duties, leading on whole school initiatives and working within the time demands of the role.
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## **B Operational:**

- To take part rigorously and effectively in the School's monitoring and evaluation cycle ensuring deadlines are met, results are shared and appropriate action is taken (e.g. produce a Departmental Handbook and Self-Evaluation Form in line with School requirements and to update it annually).
- To provide a summary of the programme of study for each year group for publication on the school website and for inclusion in the relevant transition booklets.
- To be responsible for all internal assessments ensuring that relevant data is collected and entered onto the School Information Management System and/or passed on to the Data Manager for processing (as appropriate to School procedures) and that interventions are planned according to the information gleaned.
- To ensure cover work is set when members of the department are absent.
- To be responsible for all departmental rooms, having regard to aspects of Health and Safety.
- To deliver attractive displays across all classrooms to provide an encouraging learning environment.
- To manage the departmental budget effectively and to keep accurate accounts.
- To ensure the organisation of resources within the department, having regard to security, stock taking, update of the department/school asset register.
- To chair departmental meetings providing agendas and minutes to all relevant staff.
- Provide information and administrative returns, as and when required, by members of the Senior Leadership Team making sure deadlines are met.
- To keep records and files of evidence of all monitoring, activities, meetings and outcomes including exemplar work as evidence.

## **C Pupils:**


- To create a climate which will support and encourage all pupils in the subject.
  - To track and monitor the progress of all pupils in the subject including: the Gifted, Able and Talented, those with SEND, Looked-after Children, Pupil Premium, English as an additional language, and liaise with the SENCO, Head of Year and relevant Senior Leadership line-manager.
  - To ensure that all pupils make good progress by using prior attainment data and tracking to identify underachieving individual pupils or groups of pupils and where necessary create and implement effective interventions to support those pupils.
  - To recognise and acknowledge all aspects of achievement and implement the schools rewards/merits systems consistently.
  - To follow up discipline matters within the department in accordance with the School Behaviour Policy and to implement appropriate sanctions.
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**D Staff Accountability, Support and Development:**

- To create a climate which supports and encourages all departmental staff together with the professional services staff (administrative, technical and the SEN Department) who, from time to time, will work to support the work in your department.
- To take advantage of relevant opportunities for professional development in line with personal, department and school priorities.
- Establish links with the relevant staff in Kingston University / Kingston College in order to support curriculum development together with the planning and delivery of the enrichment programme.
- Provide departmental training and implement all lesson observation strategies (learning walks, triads and via Performance development) in the School designed to share best practice.
- To implement the School's Performance Development Policy and to be responsible for the leadership, guidance, direction and support of members of the department.
- To play an active role in the recruitment of staff.
- To provide effective support for NQTs in conjunction with the Deputy Head / Assistant Head (Teaching and Learning) responsible.
- To be responsible for, and insist that calm, orderly, purposeful lessons take place throughout the department with due reference to planning, pace and differentiation.
- To insist on punctual arrival for lessons and continual classroom supervision by departmental staff.
- To support those staff, with whom there are concerns, to ensure that opportunities for improvement are available through peer observation, coaching and mentoring, target setting and continuing professional development opportunities.
- To ensure teachers in the Department complete all aspects of the target setting, assessment, reporting and audit cycle on time and to the highest standard.

**E Teaching and Learning:**

- To develop and update schemes of work.
  - To plan, promote and support intervention strategies for all year groups and in particular public exam cohorts.
  - To promote the use of ICT both to enhance teaching and learning and for administration purposes.
  - To monitor and evaluate the teaching and learning in the subject through results' analysis, formal and informal observations, drop-ins, work sampling and checking planning in order to ensure pupil progress and attainment.
  - To ensure that all pupil work is regularly and effectively marked by checking and monitoring marking within the department (including records and work sampling) on a regular basis.
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- To ensure that displays in classrooms are attractive and include pupil level/grade information and exemplars of levelled/graded work and that all pupils have copies of such information in their exercise books including the departmental marking policy.
- To monitor the setting of appropriate homework and assessments for all pupils in the subject.
- To lead by example to plan and teach high quality lessons at all times.
- To teach across the whole age and ability range.
- To ensure the best available provision for pupils with Special Education Needs and Disability within the department through close liaison with the SENCO and Learning Support staff and to ensure that the department is represented at SEN working party meetings. Ensure that all members of the department have copies of IEPs and that the relevant strategies are implemented.
- To lead a departmental review, in liaison with the line manager, on a three yearly cycle identifying strengths and areas of concern for development in a report to be presented to Governors.
- To ensure that there is an ethos of sharing good practice and resources among the department's teachers and provide opportunities for this to take place.
- Promote and support the organisation and planning of subject related activities and events to enhance teaching and learning.
- Promote and support the organisation and planning of subject related activities and events in the enrichment programme and through the delivery of extra-curricular activities.
- To liaise with external staff (e.g. form CAHMS, Educational Psychologist, Behaviour Support, Exclusions) in order to support pupil well-being and progress.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the line manager.

## **F Safeguarding**

- The welfare and safety of pupils are the responsibility of all staff in school. All staff must remain vigilant and any concern for a pupil's welfare must always be reported to the Designated Safeguarding Lead in accordance with the school's procedures as set out in the school's Safeguarding Policy. All staff are responsible for ensuring that they fully understand these procedures and must seek guidance from the Designated Safeguarding Lead if require

## **G Other Requirements:**

- To support and promote the School's vision and values.
- To develop, implement and monitor school policies with a commitment to high standards, high expectations and high achievement.
- To be aware of current educational developments and the conclusions of educational research as they may be relevant to practices and policies within the School.

- To be aware of all Safeguarding/Child Protection issues relevant to the department (e.g. planning for School Trips, monitoring of visitors to the School).
- To attend and contribute to middle leadership meetings.
- To attend relevant external meetings.
- To attend Senior Leadership Team and Trust Board meetings when requested.
- To ensure consultation with other departments on cross curricular themes and needs.
- To have a high profile around the School generally and your subject area specifically (e.g. by regularly patrolling stairs and corridors and visiting classrooms).
- To be prepared to attend meetings and organise out of school hours interventions beyond directed time.
- To carry out your responsibilities at all times with due regard to the organisation and arrangements for Health and Safety at Work (including the preparation of Risk Assessments).
- It is the post-holder's responsibility to carry out their duties in line with the School's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.
- Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

## Person Specification – Subject Teacher, Lead Role

<b>Subject Leader - Person Specification</b> <b>Teacher - Person Specification</b> E = Essential, D = Desirable		E	D
<b>Qualifications</b>			
5A*-B grades at GCSE including at least C grade in English and Mathematics		✓	
Qualified teacher status (QTS)		✓	
A Level Grades – AAB or better			✓
Honours degree or equivalent in the subject that you teach		✓	

An Upper Second or 1st Class Degree		✓
A Middle Leadership Qualification (e.g. NCSL – MLDP)		✓
Working towards (e.g. PG Dip Ed) or having achieved a Master's Level Qualification (M Ed)		✓
<b>Personal</b>		
Able to communicate well with other staff, pupils, parents and Trustees	✓	
Able to establish and manage professional relationships allied with an ability to inspire others	✓	
Is optimistic, open to new opportunities and able to innovate	✓	
Is resilient, particularly when facing difficult and challenging situations and questions	✓	
Is sensitive, empathetic yet professionally and objectively detached when managing conflicts	✓	
Ability to produce required outcomes with minimal supervision		✓
<b>Knowledge and Experience</b>		
Evidence of effective team leadership		✓
Understanding of the Ofsted framework and the self-evaluation process	✓	
Experience of working with others to develop teaching and learning innovations and sharing best practice	✓	
Successful, recent teaching experience in a secondary school	✓	
Experience of working with trainee teachers		✓
Able to plan, assess, review and evaluate effectively and efficiently through good analysis, understanding and interpretation of data/evidence and other information	✓	
Experience of teaching subject to A level standard	✓	
Has high expectations, sets and delivers high standards and commands credibility through expertise	✓	
Has experience of the Performance Development process – Lesson Observation Experience	✓	
Has experience of undertaking Performance Development as a line manager		✓
Has experience of undertaking lesson observations		✓
Understands and can demonstrate what are the features of good/outstanding teaching and learning	✓	

