



Sheldon School  
Chippenham

# Candidate Information



**Teacher of Design and Technology**

**Permanent**

**Closing Date: 11<sup>th</sup> March 2024, noon**

**Interview Date: Week Commencing 18<sup>th</sup> March 2024**

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# Sheldon School

**BE KIND | BE BRAVE | BE THE BEST YOU**

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## Cover Letter

February 2024

**TEACHER OF DESIGN AND TECHNOLOGY/FOOD  
FULL TIME/PART TIME CONSIDERED FOR THE RIGHT CANDIDATE  
PERMANENT  
MPS/UPS  
REQUIRED AS SOON AS POSSIBLE**

Dear Colleague,

Thank you for your interest in this part or full-time position. We are seeking to appoint a suitably qualified and experienced Design and Technology Teacher who is able and willing to be an enthusiastic member of a highly successful and committed faculty team. It is anticipated that the successful candidate will teach across the age and ability ranges, including work at GCSE and A Level. The candidate will need to be able to teach all areas of D&T and Food at KS3. We are looking for a teacher who is committed to the principles of the D&T National Curriculum and who will be able to successfully facilitate pupils' achievement in the field of Design and Technology.

The successful candidate will need to be able to teach all D&T disciplines, Resistant Materials, Graphics, Food and Textiles, at KS3 to support the needs of the faculty and have the ability to link teaching and learning to industry and the community. The ability to teach Resistant Materials and/or food at KS4 is desirable. In addition, we require that you are well organised and have good attention to detail. Ideally, but not essentially, candidates will have a good working knowledge of ICT and CAD/CAM that can be applied to the D&T curriculum.

Sheldon is a well-respected school with a strong record of academic and extra-curricular success. The school has a fantastic family and community feel, which makes it stand out from others. However, we are always looking to improve and get better. We are in a process of change and I recently joined the school in September 2023 and I already love working here. It is great to work with fantastic students and staff who are relentlessly positive, and who continually go the extra mile.

Supporting this, we offer all colleagues who join us a full programme of induction and support, and there is a continual focus on staff development and wellbeing. You would be joining a very hardworking and supportive faculty which has a strong collegiate atmosphere and I can assure you that, were you to join us, you would find immense satisfaction in the job that you do here.

Further details concerning the faculty and the school are enclosed from Sam Fawcett, Head of Faculty. However, please also take the time to look at what happens in the school day-to-day by visiting our [website](#) and I hope that, having read the information, you will be keen to apply.

The successful candidate will be required to safeguard and promote the welfare of all pupils in the school. The post will be dependent on a successful enhanced DBS check. In line with KCSIE 2023 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with

children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

If you feel that you possess the necessary skills and qualities and are excited by this opportunity, we very much look forward to receiving your application. To apply, please complete the My New Term Application Form using the Supporting Statement section of the form to detail your suitability for the role, your motivation for making an application and how your knowledge, experience and training meet the person specification.

Closing date for applications is **11<sup>th</sup> March 2024 (12 noon)**.

We hope to interview week commencing, 18<sup>th</sup> March 2024, so if you have heard nothing by this date, please assume you have been unsuccessful on this occasion. If this proves to be the case, thank you for your interest in Sheldon School and best wishes for your future career.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Peter Lynch', written in a cursive style.

Peter Lynch  
**Headteacher**

## Design and Technology Faculty

The Design & Technology Faculty consists of nine specialist teachers and three technicians. Within this team there are areas of particular responsibility for the curriculum, under the overall management of the Head of Faculty.

Design and Technology has an important role to play in the lives of our students and they are supported by an excellent D&T team, and the teaching and learning takes place in a wonderful purpose-built environment which has excellent design and make facilities. Our Roll of Honour Board logs the increasing number of students who have achieved excellent exam results and who have chosen to follow a career in design.

### Faculty Courses

At Key Stage 3 all pupils study Design and Technology for approximately 2.5 hours/week (i.e. 10% of curriculum time on a 30-period week). A number of projects are delivered in each year group which encourages a multi-disciplinary appreciation of Design and Technology. Throughout the key stage, pupils receive a regular experience of:

- The Design Process
- Food and Nutrition
- Resistant Materials
- ICT inc. CAD/CAM
- Graphics/Modelling
- Textiles Technology
- Systems and Control
- Health and Safety

At Key Stage 4, typically 60%-70% of pupils choose to study one of the following internal D&T endorsements at GCSE (AQA) for 2.5 hours/week in Year 10 and 2 hours/week in Year 11:

- D&T Graphic Products
- D&T Resistant Materials
- Food Preparation & Nutrition
- D&T Textiles

In the 6th Form, each year group of students has the opportunity to follow A Level (AQA) courses in Product Design and Fashion & Textiles or a Post 16 Level 3 course in Food Science & Nutrition.

### Accommodation:

Due to the growth of Design and Technology at Sheldon School the building of a purpose-built Design and Technology Centre became the cornerstone when developing the Sheldon site to its current capacity.

The building offers the following accommodation:

#### Teaching Spaces

- 5 multi-media RM rooms including mezzanine design areas
- 2 x Food rooms
- 2 x Textiles rooms
- 1 x ICT room
- 1 x Laser Cutting Room

#### Non-Teaching Spaces

- Faculty room
- RM Preparation workshop
- Food Preparation room
- Textiles Preparation room
- Foyer/Atrium/Display
- Storage rooms
- Staff and pupil toilets
- Plant room

#### **Induction programme**

The staff at Sheldon are committed to the implementation of the design curriculum and are both friendly and supportive. New members of staff are invited to participate in whole-school and faculty-based induction programmes as well as engaging in a variety of social events.

#### **Other Information**

The faculty takes a responsible view about staff recruitment and development and, in particular, we play an active role in Initial Teacher Training Programme, and the support of staff in other schools. Candidates wishing to seek further information should not hesitate to contact me.

Sam Fawcett  
Head of Design and Technology  
February 2024

## Job Description

*Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires a satisfactory enhanced DBS disclosure. In line with KCSIE 2023 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.*

<b>Job Title:</b>	<b>Teacher of Design and Technology</b>
<b>Salary:</b>	<b>MPS/UPS</b>
<b>Responsible to:</b>	<b>Head of Design and Technology Faculty for teaching and learning Head of Year for role as a form tutor</b>

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### **Key responsibilities:**

- To teach allocated groups according to the faculty/subject scheme of work and in accordance with the general methodology of the faculty/subject area and school.
- To plan and prepare lessons to meet the needs of all learners referring to the SEND register, medical needs reports and information for disadvantaged pupils.
- To be responsible for the academic performance and behaviour of groups taught, in accordance with the stated aims of the school and faculty/subject area.
- To undertake the duties of a form tutor (or attached staff member to a year group) as allocated by the Headteacher.
- To keep accurate records of the work covered by all teaching groups including records of homework and coursework set as part of the scheme of work.
- To keep accurate records of students' progress and prepare such assessments and reports as are required by the faculty/subject area, school or National Curriculum.
- To maintain accurate records of students' attendance at lessons and highlight any unusual absence.
- To complete the organisational tasks related to normal teaching duties.
- To liaise with, and set appropriate tasks for, Teaching Assistants allocated to groups or individuals taught.
- To undertake responsibilities appropriate to a main scale teacher within the faculty/ subject area as indicated in this job description.
- To contribute to the schemes of work and the improvement plan for the faculty/subject area.
- To carry out tasks allocated in accordance with the faculty/subject area improvement plan and meet the targets set within the faculty/subject area plan.
- To communicate and consult with parents in accordance with school policy and practice including attendance at parents' evenings and school events.
- To participate in the meetings programme of the school.

- To cover for absent colleagues when called upon, in accordance with school policy and practice within the national guidelines for workforce reform.

**Other:**

- To be proactive in safeguarding all pupils in line with school policies and procedures
- In addition to the specific duties listed above, ensure that that the professional standards for teachers with QTS are met
- To take part in the school's staff continual professional development programme and appraisal process
- To support the aims and ethos of the school
- To comply with the school's health and safety policy
- To support the Head of Faculty/Head of Year, undertaking any other reasonable request not specified in this job description but that is commensurate with the role.

*While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.*



# Sheldon School

Chippenham



**Headteacher:** Peter Lynch BSc (Hons)  
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