Curriculum Team Leader [Technology]

Permanent

Starting September 2022

MPR/UPR + TLR 2c

Tadcaster Grammar School
Toulston
Tadcaster
LS24 9NB

Telephone: 01937 833466

Email: r.evans@tgs.starmat.uk

Headteacher: Mr A Parkinson

January 2022

Dear applicant,

Thank you for expressing an interest in applying for the post of Curriculum Team Leader (Technology).

At Tadcaster Grammar School we put the needs of students at the forefront of our decision making and practice. Our curricular and co-curricular offer responds to the aims and aspirations of individuals and we structure these as a 7-year experience. The school is fortunate to have a highly committed and talented staff and governing body and our students are motivated, articulate and keen to learn. We are a larger than average school, but we organise our care, guidance and pastoral systems so everyone is seen, heard and valued. Our entry into the STAR MAT in 2018 as a partner school has strengthened our ability to ensure all students enjoy their learning and wider school experience across the 4-18-year-old age range.

Our ambition for the school focuses on further developing a culture where all students achieve highly whatever their background or ability. This relies on providing learning and teaching of the highest possible quality to engage, enthuse and motivate. At TGS we do not limit our definition of achievement simply to traditionally academic pursuits; we believe in developing well rounded individuals and, as such, we make a significant investment in the areas of sport, creative and performing arts.

The role of Curriculum Team Leader (Technology) is pivotal to our journey to make TGS the very best place for each individual student to achieve and be happy and healthy. You will be joining an experienced team with the highest commitment to providing the very best education and care. Technology is a vibrant and highly successful part of the curriculum at TGS. Achievement in Technology subjects is consistently strong at all Key Stages. As such, we wish to recruit someone who will contribute something really special to our team. We are looking for a proven and skilled classroom practitioner who can inspire staff and students.

The successful candidate will be well supported into this role but there will be an expectation that they will master their brief in a timely manner and quickly start evidencing impact within and beyond their indicative job description. Our staff, parents and governors rightly have the very highest expectations of our staff team and if you join the school you will be expected to model exacting standards in all aspects of your practice. Please also reflect carefully on the school vision and values statement contained in this pack when considering whether you wish to make an application.

If you feel you are ready for the challenge and would like to know more about the school and its activities please take a look at our website at www.tgs.starmat.uk. If you would like to speak with a member of the Technology team or arrange to visit during a school day, please do not hesitate to contact us on 01937 837629 or m.dunphy@tgs.starmat.uk

If you chose to take your interest in the post further, I would encourage you to pay attention to the following whilst assembling your application:

- The School Vision and Values Statement
- Job description and person specification for the role of Curriculum Team Leader, Design & Technology
- School performance data about the school available in the public domain
- The school and STAR MAT websites

I hope this information shapes your thinking and gives you the guidance to help you apply. I look forward to the possibility of meeting you soon.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Yours faithfully,

Mr A Parkinson
Headteacher

THE SELECTION PROCESS

If you wish to apply for the post of Curriculum Team Leader [Technology]:

- Fully complete the application form, https://tgs.starmat.uk/vacancies/ ensuring all details are accurate and all declarations are signed. Please ensure you include details of <u>two</u> professional referees with one being your current employer (with email addresses).
- Your Supporting Statement within the application form should be 2 sides of A4 Calibri 11.5 point, 1.15 spacing maximum, addressing the following:

  Side 1: How your experience to date best fits you to the requirements of the following sections of the <u>person specification</u>:

    - Experience
    - Training
    - Knowledge and skills

  Please use *relevant* examples and impact measures from your practice during the last 3 years.

  Side 2: Please provide a 5-7-point action plan detailing the key qualities and characteristics that make an effective Curriculum Team Leader, and what <u>outline</u> actions you would be likely to prioritise during the first 6 weeks of the Autumn term 2022. (in tabular format).

The short-listing process will, in part, assess your ability to communicate effectively and accurately in the written word.

Your audience for your written work will be school staff and governors.
Remember when addressing the above, ***less is sometimes more.***

Timeline for the selection process

Post advertised	January 13 2021
Closing time/date for applications:	9 am January 27 2022
Short listing:	January 27 2022
Invitation to interview by telephone/ Confirmation by email:	27 January 2022
Selection day:	1 February 2022

Please address all return mail to: r.evans@tgs.starmat.uk

Mrs R Evans (HR Advisor)
Tadcaster Grammar School
Toulston
Tadcaster
LS24 9NB

Appendices

1	The School Vision and Values Statement
2	Job Description & Person Specification for the role of Curriculum Team Leader (Technology)
3	Technology Curriculum Team Information

Appendix 1: The School Vision and Values Statement

OUR VISION *(Our cause; our key belief)*

Be Your Best Self	We want all students to maximise their potential through excellent academic and personal development. Each individual should also be able to achieve fulfilment in their current and future lives.

OUR CORE VALUES *(These should be seen, experienced & lived)*

Staff are guided by the following **values** which underpin everything we do, every day:

Students considered first	All of our decisions should put the needs of students first. All students will be known well, included, valued and heard.
High expectations - no limitations	We do not prejudice potential by preconceptions about individuals or groups of students.
The optimum curriculum experience for each student	We respond to the aspirations and needs of individual students with a broad and balanced curriculum and diverse co-curricular offer.
The optimum support for each student	Students are individuals with their own needs and requirements; our care and pastoral support systems need to reflect this.

All **students** are expected and supported to show the following **values** every day:

Ambition	To have a desire to achieve success.
Resilience	To show a determination to achieve success
Responsibility	To take ownership for their actions and work in and out of school.
Respect	To be considerate to themselves and others.

Appendix 2: Job Description and Person Specification: Curriculum Team Leader

Job Description   **CURRICULUM TEAM LEADER**

Post Title: Curriculum Team Leader [Technology]
School: Tadcaster Grammar School
Pay Range: MPS/UPR + TLR2C
Line Manager: Senior Leadership Team Link

Rationale

To secure and account for effective learning, appropriate achievement and educational, social and personal progress of all students in the assigned area of responsibility, consistent with the aims of the school and the unique needs of each individual learner.

Responsibilities (Curriculum Team Leader)

In addition to the job description for 'Teacher' and 'Form Tutor', a Curriculum Team Leader takes responsibility for the following:

- The strategic leadership of the subject
- The promotion of the subject
- The overall accountability for examination results with the subject
- Self Evaluation and Improvement Planning within the subject
- Managing subject budgets
- Employment, deployment and training of staff within the subject
- The subject environment, to include adherence to health and safety requirements (where appropriate)
- The organisation of subject meetings
- Subject break/lunchtime detentions
- The line management and appraisal of colleagues within the subject (as appropriate)
- Attendance at Middle Leader meetings
- Leading on the dissemination of good practice in Learning and Teaching and provide support for colleagues within the subject
- Co-ordinating the production and resourcing of the Scheme(s) of Learning
- Co-ordinating the development and use of online teaching & learning resources for both staff and students
- Co-ordinating the enrichment activities within the subject(s)
- Leading Quality Assurance (to include moderation, learning walks and work scrutinies) within the subject
- Contributing to any team reviews and the Subject Improvement Plan
- Managing the performance of colleagues within the subject
- Managing formal and informal assessments (to include examination entries)
- Overseeing reporting and supporting staff to ensure the accuracy of forecast grades and levels
- Interpreting, using and analysing all data (including examination results) and monitoring the progress of key groups of students
- To direct and lead appropriate intervention for identified students

- To analyse question level feedback (where appropriate and available) from external examination boards and from internal examinations, and identify any patterns to be able to improve future performance
- To ensure that the subject maintains an accurate electronic record of the modular UMS results (as appropriate) to ensure that an accurate indication of current performance if available
- Promoting the subject, with particular emphasis on recruitment at transition points
- Supporting students with and preparing students for transition points, by providing appropriate Information, Advice and Guidance
- Supporting colleagues with behaviour management
- Promoting rewards
- Liaising with parents and associate staff
- Ensuring that work has been set for absent colleagues
- Confirming student grouping
- Liaising with Learning Support and Student Support
- Attending appropriate courses and disseminating the information gathered, as well as leading appropriate training for colleagues

Responsibilities (Teacher)

To be accountable for students' attainment and achievement. To ensure all students make progress by promoting, monitoring and supporting the overall learning and personal development of students. To uphold the aims, policies, procedures and ethos of the school.

Teachers should work with their Curriculum Team Leader, whilst taking direct responsibility for the following:

- Work in accordance with the Teacher Standards (2012)   [Teachers' standards](#)
- Work within the School Teachers Pay and Conditions Document
- Promote the school's stated ethos
- Contribute to and implement the annual School Improvement Plan and agreed policies
- Teach as directed throughout the school subject to appropriate training
- Monitor, expect and improve progress in student learning
- Participate in the pastoral management of the school as requested
- Take part in appraisal procedures outlined in an agreed school policy
- Take responsibility for their own professional development

Specific Responsibilities (All Teaching Staff)

- Plan and deliver lessons using a range of strategies to meet students' individual learning needs
- Have a thorough knowledge and understanding of their subject, its teaching and place in the National Curriculum and that of the school
- Set and mark homework according to the school and subject policies
- Mark, assess, record and report on students' achievements, setting appropriate targets for improvement
- Meet deadlines for reporting, marking, submission of assessment data, coursework, marks and forecast grades
- Prepare students for examinations, taking part in standardisation and moderation activities required within the subject and by examination boards
- Contribute to the development of schemes of learning, school and subject policies as appropriate
- Attend and contribute to appropriate meetings and professional development activities
- Contribute to the process of subject self-evaluation and improvement planning
- Undertake whatever other duties might reasonably be requested by the Headteacher or Curriculum Team Leader

Specific Responsibilities (Form Tutors)

- Take responsibility for day to day discipline routines and attendance in the form group
- Review and discuss students' work and welfare, setting targets as necessary
- Promote good behaviour and positive attitudes at all times
- Support form, year, and house activities as appropriate

This job description is not your contract of employment, or any part of it. Neither is it a comprehensive list of all of the duties assigned to the role. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

Elements of the job description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

STAR MAT policy is to require a probation period of 6 months for all staff joining a school.

Person Specification

In addition to the Job Description/Person Specification for 'Teacher' and 'Form Tutor':

Aspect	Characteristics
Qualifications	Degree(s) or equivalent
	Qualified teacher status
Experience	Experience of working in an 11- 18 school
Training	Evidence of relevant and impactful CPD
Knowledge and Skills	Evidence of effective leadership and management skills
	Excellent knowledge of the Technology curriculum
	Confident about using data systematically to evaluate performance
	Thorough knowledge and understanding of Technology and how it can effectively be taught across the spectrum of age and ability
	Proven, excellent teaching and classroom management skills and an ability to relate well to *all* students
	An understanding of how students learn and improve their skills, knowledge and understanding
	Excellent verbal and written and communication skills
Personal Qualities	An ability and commitment to model the core staff values of the school at all times.
	A professional approach to all aspects of the role as per the Teachers' Standards
	Ability to filter information and act decisively
	Ability to operate effectively when working under pressure
	The ability to motivate students and colleagues
	Outstanding emotional intelligence and resilience

Appendix 3: The Technology Curriculum Team

Aim

As a department we aim to provide exciting, relevant and demanding courses for all students irrespective of their age, gender, race or ability. We believe that to be successful a range of teaching strategies and activities are necessary to engage and stimulate our students, and that by valuing the students' own experiences and perspective, we can develop effective learning experiences. Our curriculum aims to show continuity and relevance both to the students and to the world outside. It should provide the knowledge and skills to permit all students to make informed decisions within our society.

Design & Technology staff

Jon Bell	Design & Technology Curriculum Team Leader
Mike Dunphy	Assistant Headteacher and Teacher of Design & Technology
Rebecca Thomas	Assistant Curriculum Team Leader and Teacher of Design & Technology
Gail Elliott	Teacher of Design & Technology
Jamie Balfour	Teacher of Design & Technology
Kevin Lisseman	Technician for Design & Technology Department

Leadership Link

Andy Sykes   Senior Assistant Headteacher

Design & Technology Resources
The department is supported by a full time technician and is well equipped

- 5 dedicated workshops, 3 having computer suites with colour printers
- Technician and materials prep area
- A range of CNC machines and laser cutters
- 3D printer
- Adobe Creative Suite plus a range of other specialist software

Design & Technology Curriculum

Key Stage 3

Throughout Key Stage 3 students have one lesson each week in Design & Technology. Design & Technology courses cover both design and making activities.

Key Stage 4

Students make their option choices in Year 9, to commence in Year 10. There is a good uptake for courses within the Technology suite. The following courses are currently offered to all students as two year courses during Years 10 and 11:

- Design & Technology GCSE (AQA)
- Electronics GCSE (Eduqas)
- Graphic Design NCFE Level 2 Technical Award
- Creative Media Production (Pearson BTEC)

Key Stage 5

The following Post 16 courses are currently offered in the Faculty:
- BTEC National Diploma Graphics – Pearson, A level Graphic Communication starting 2022
- A Level Design Engineering – OCR