

Haggerston School

Information Pack Head of Design & Technology



Aspiration | Creativity | Character

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Dear Candidate,

Thank you for expressing an interest in working at Haggerston School. We are a successful inner-city community school, with a very diverse student population. You would be joining us at an exciting stage of our development from a Good to an outstanding school. Our aspiration is to become one of the best schools in the country and you could play a key role in realising that vision and ambition.

We are looking for someone who has drive and energy, optimism and belief in themselves and others. Someone who believes that all children and young people can achieve excellence, given the right educational support and crucially, the highest standards of teaching. You will also bring resilience, determination and a motivation to transform the opportunities of young people in all parts of the community we serve.

Haggerston is a great place to work. There is a warm and supportive culture and staff feel valued because the school invests in their professional development and wellbeing. We focus on developing simple, sustainable systems which staff can execute well and consistently because we feel this is the key to long-term school improvement. We want our staff to be positive and energetic, with a real investment in the school so we believe in fostering a culture of healthy work-life balance and strong professional relationships. You would also be working in a Grade II listed building, designed by Erno Goldfinger, in a vibrant part of London.

If you are interested in finding out more about the opportunity to work at Haggerston School, please visit our website. To apply you will need to complete the application form which can be found at: <https://haggerston.hackney.sch.uk/our-school/recruitment/> by 9:00am on **Wednesday 19th May 2021**. Alternatively, you can also request and submit your application by email at: recruitment@haggerston.hackney.sch.uk. If you would like any further information or wish to discuss this role, please contact the HR Department on **020 7749 4579** or recruitment@haggerston.hackney.sch.uk.

I look forward to receiving your application.



Yours sincerely,

A handwritten signature in black ink, appearing to read 'Ciara Emmerson', written over a light-colored rectangular background.

Ciara Emmerson - Headteacher

THE HAGGERSTON WAY - OUR MISSION

Aspiration

We strive to be the best versions of ourselves. We work hard every day to master the knowledge and skills we need to lead successful, fulfilled lives.

Creativity

We create beautiful work to inspire others. We are independent-minded, creative thinkers and problem-solvers.

Character

We are articulate, confident and determined individuals. We work to build the qualities of Resilience, Ambition, Curiosity and Community Spirit.



STAFF REWARDS AND BENEFITS

Incentives:

- Generous **annual leave allowance** for support staff
- **Childcare Vouchers**
- **Cycle Scheme**
- **Tech Scheme**
- **Pension Scheme** - Auto-Enrolment into the Local Government & Teachers' Pension Schemes
- **Season Ticket Loan scheme** (to support with travel expenses)

Professional Development:

- **Performance Appraisal** process enables tailored, personalised professional development
- Access to high quality in-house and external **professional training, including NPQML/SL & NPQH**
- **Annual programme of Leadership development opportunities**, including Leadership lectures and coaching
- Support to complete further academic study and professional qualifications
- Two INSET days per year devoted to **curriculum planning time** in faculties

Lifestyle & Wellbeing:

- **Health and Wellbeing weeks** - three meeting-free weeks over the course of the year, which include wellbeing events for staff such as yoga, massages and mindfulness classes
- **Healthy Eating Options** - subsidised meals available from the canteen and a designated staff coffee shop selling healthy sandwiches, hot and cold drinks, cakes and pastries
- **Parking** - Onsite car parking facilities and bike sheds
- **Staff counselling service** - Aspace provide a professional service free of charge to staff
- **Occupational Health Service** - Medigold Health provide free health advice and support to staff
- **Access to school 3G pitch** - Staff football after school on Fridays
- **CSSC Sports and Leisure (Civil Service Sports Council)** - Staff are eligible to join for £4.25 per month and gain access to Free Entry to English Heritage sites for the member and family, half price cinema tickets, 2 for 1 Tastecard for use in a range of restaurants, 50% off theme park entry

EQUALITY & DIVERSITY - ACTIVELY BUILDING OPPORTUNITIES FOR ALL

Haggerston is a diverse school community; a strength we celebrate and promote. We are committed to equality of opportunity for all members of the School Community and recognise our duty under the law to oppose all forms of discrimination, including on the basis of disability, gender, pregnancy and maternity, religion or belief, sexual orientation and marital or civil partnership status. We oppose all bullying and unlawful discrimination on the basis that a person has a special educational need or learning difficulty, or because English is an additional language. These beliefs are fundamental to how we think and operate as a school, our commitment to principled leadership, and to the values we teach our students.

We ensure that all policies and practices comply with the public sector equality duty set out in section 149 of the Equality Act 2010. However, we want to go further than meeting our statutory duty. In recognition of the lack of diversity in leadership across the education sector and beyond, we seek to provide opportunities for career development for all staff, including those who are often under-represented, such as women, black and ethnic minority leaders. There are some practical steps we can take to support this, such as welcoming applications from staff proposing job shares, looking favourably upon flexible working and part time requests and providing a range of leadership opportunities within school, such as leadership lectures (including from successful female, black and ethnic minority leaders). We are conscious in our recruitment process to mitigate against unconscious bias and seek, wherever possible to have diverse recruitment panels.

SAFEGUARDING

Haggerston School is committed to Safeguarding Children; we have no higher duty than to ensure student safety and wellbeing, educating students so that they can lead successful fulfilling lives. It is a responsibility shared by all staff, governors and those who visit our school.

We also work with parents, carers, local and national agencies to address concerns and keep children safe from harm and exploitation.

In executing these duties, we undertake to:

- Train all staff (including temporary staff) to develop their understanding of how to recognise the signs and indicators of abuse, to know how to respond to a child who discloses abuse and recognise signs of vulnerability to radicalisation or extremism
- Support staff who have dealt with issues around abuse
- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to
- Encourage the development of self-esteem and resilience
- Ensure children know that there are adults in the school whom they can approach if they are worried
- Ensure there is a member of staff designated for the support of 'Children in Care'

- Include opportunities in the PSHE curriculum for children to develop the knowledge needed to recognise and stay safe from abuse
- Regularly review and update our procedures, policies and practices
- Work with parents and carers in partnership to create positive relationships that safeguard children and support families
- Work with agencies to share information and support families
- Ensure robust safer recruitment processes are in place at all times, including for temporary staff and visitors to the school site.



POST TITLE: Head of Design & Technology
STATUS: Permanent
SCALE: TLR 2b
LINE MANAGER: Head of Creative Arts Faculty

Job Purpose:

To provide professional leadership and management of the Design & Technology department, to support and develop the team and to hold the team members accountable for student progress. To manage, lead and develop the curriculum, in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement of all students.

In addition to the duties set out in the “School Teacher Pay and Conditions of Service” document and the Job Description for classroom teachers, this post carries with it the following responsibilities in the first instance:

DUTIES AND RESPONSIBILITIES

Principal Accountabilities

1. To agree, monitor and evaluate the student progress targets to promote pupil achievement and to make a measurable contribution to the department / whole school targets.
2. To create a team improvement plan which contributes positively to the achievement of the department / school improvement plan (SIP) and which actively involves all subject teachers in its design and execution.
3. To engage all team members in the creation, consistent implementation and improvement of schemes of work, which encapsulate key learning strategies.
4. To provide regular feedback for team members in a way which recognises good practice and supports their progress against performance management objectives resulting in a tangible and measurable impact on student progress.
5. To assist the designated member of the leadership team/subject team leader in the on-going review of the standards of leadership and progress of students in the subject area, consistent with the schools self-evaluation procedures.
6. To ensure that you and all team members and students understand, and are actively implementing, the key aspects of the school’s values and beliefs and all aspects of school agreed policies including the school’s behaviour and inclusion policies.
7. To oversee and evaluate the subject/team budget allocation to ensure the budget is spent in line with priorities and the principles of best value.

To lead and manage the team:

- To ensure a coordinated approach to teaching, learning, and assessment, recording and reporting, in line with whole school policies.
- To ensure a coordinated approach to the management of attendance and punctuality to lessons and behaviour in line with whole school policies.
- To ensure that the team has a consistent approach to work with all students including those on the SEN, EAL and MA&T registers and that this is followed up in departmental practices and documentation.
- To develop schemes of work, which provide for differentiation and emphasise the use of skills and knowledge.
- To keep the curriculum under review and encourage students to take an examination at the end of Key Stage 4.
- To coordinate and facilitate the processes of students taking KS4 and KS5 examinations in home languages (such as Polish and Portuguese and Turkish), and where necessary plan for teaching or study programmes to support these.
- To maintain the commitment for students to pursue Design & Technology post 16.
- To encourage students to participate in visits and other events as extra-curricular activities.
- To monitor and evaluate the delivery of the curriculum through line management of staff and oversight of student's work and lesson observations.
- To make a major contribution to the School Improvement Plan through whole school and department planning and evaluation.
- To work effectively with other Heads of Department within the Borough.

Responsibilities for Leadership and Management of the Department, ensuring the following areas are addressed:

a. Teaching, Learning and Assessment

- To oversee all work within the subject area and ensure that learning experiences offered are appropriate and relevant to learning needs to ensure good progression for all students.
- To continually review and develop the range of learning experiences offered to students.
- To keep informed of curriculum developments relevant to the subject.
- To ensure detailed schemes of work are prepared in line with national and exam board requirements and school policy.
- To ensure that students' work is regularly assessed, progress monitored, underachievers promptly identified.
- To develop effective liaison with the SENCo, EAL team and Directors of Learning to ensure and support appropriate intervention for identified students at risk of underachieving, and to ensure that the educational needs of all students are met
- To ensure that accurate records of progress are kept and updated frequently by all teachers in the team.
- To regularly moderate assessment procedures to ensure accuracy and consistency of all teachers in the team
- To ensure that all behaviour concerns are dealt with in line with faculty and school policy
- To ensure that profiles and progress reports are written on all students, by published deadlines, and that these conform to school policy.

- To devise and implement strategies for celebrating student achievement, e.g. regular display of work, and informing relevant parties in school and families
- To participate in the implementation of cross-curricular links within the department.
- To liaise with, and assist where appropriate, the Deputy Head – Assessment and the Examinations Officer in the conduct of public and internal examinations.

b. Professional Support

- To give advice and support to other teachers involved in the delivery of Design & Technology, in order to facilitate the effective development of the subject throughout the school.
- To maintain a disciplined learning environment within the subject areas
- To work with the senior leader responsible for staffing to ensure that newly qualified teachers, student teachers and new staff are given appropriate advice and support.
- To offer all team members opportunities to aid their professional development. Such opportunities should reflect the school's approach to appraisal and include strategies for extending professional experiences, and be agreed in consultation with the CPD coordinator.
- To ensure that appropriate work is set for cover staff.
- To ensure the preparation and regular update of the D&T Department Handbook.

c. Communications

- To attend appropriate meetings and to provide opportunities for ideas/information to be fed back to and discussed with all team members.
- To convene teaching team meetings and ensure notes of discussion and action are kept.
- To contribute to effective liaison with institutions outside the school, including primary schools and post-16 institutions organised by the department.
- To keep team members informed of curriculum developments.
- To liaise with parents, as and when appropriate.

d. Resources

- To monitor and ensure the allocated capitation is spent appropriately and to keep the line manager and SLT informed of financial needs and spending.
- To ensure that the general environment within the Design & Technology area is in keeping with Health and Safety procedures and that the furniture requirements and the general environment is kept in good order, reporting any concerns to person in charge of premises and facilities.
- To liaise with the Senior leader responsible for timetable over staff deployment and timetabling.

e. General

- Undertake additional tasks as required from time to time to support the growth and operational requirements of the department/team
- Participate in the regular review of this job descriptions

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified .This job description is current at the date shown, but, in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with the school and learning Trust policies.

Signed:..... Date
Headteacher

I acknowledge that I have seen, understood and received a copy of the job description.

Signed:..... Date
Head of Design & Technology Department

PERSON SPECIFICATION
Head of Design and Technology

Requirements:	Assessment Criteria		
Qualifications:	Interview	Application Form	Lesson Observation
Education to good honours degree or equivalent plus teaching qualification		•	
Evidence of continuing professional development relevant to the post	•	•	•
Experience:			
Successful experience of middle management in an inner city comprehensive school	•	•	•
Successful involvement in planning, implementing and evaluating initiatives to raise achievements	•	•	•
Sustained successful experience as a classroom practitioner across the age and ability range 11 to 19	•		•
Experience of working with data to promote learning and achievement	•		•
Experience of raising the achievement of diverse groups of students across the ability range	•		•
Evidence of leading and managing effective and significant change across at least two key stages	•		•
Experience of building productive relationships with staff, students and parents and governors	•		•
Management and leadership skills:			
Success at motivating staff to raise students performance and at enthusing them to develop new ideas and initiatives	•	•	•
Ability to maintain effective working relationships at all levels whilst demonstrating a flexible approach	•	•	•
Evidence of the ability to delegate, consult and be decisive	•	•	•
Professional knowledge and understanding			
Knowledge and understanding of recent curriculum developments and wider educational issues	•	•	•
Knowledge, understanding and the ability to use ICT to promote learning and for management tasks (some experience of constructing whole school timetables would be desirable)	•	•	
An understanding of and commitment to equal opportunities in its widest sense and a commitment to inclusive education	•	•	
Behavioural competencies:			
The ability to promote and maintain the highest standards in all aspects of the work in the school.	•	•	

Team player with energy, enthusiasm and perseverance.	•		
Experience of working under pressure and managing competing demands and deadlines	•	•	
The ability to communicate effectively both orally and in writing, with a variety of audiences across the whole school	•	•	•
An understanding of the role of leadership team members and the professional qualities required to fulfil the role effectively	•	•	•
Commitment to supporting whole school events and extra-curricular activities	•	•	
A willingness to listen, empathise and to be self-critical and reflective	•		•
A sense of fun as well as the ability to work hard and calmly under pressure	•	•	•

Head of Design & Technology
Main Scale/Upper Scale plus TLR2b
Job Start: September 2021

We wish to appoint a dedicated, outstanding and inspirational Head of Design and Technology to play a key role in the next phase of our development.

Haggerston School was judged 'good' by OFSTED in October 2017. The OFSTED report noted: "Staff have high morale. They are proud to work at the school and feel that leaders support them in a variety of ways. These include providing training to meet their individual needs. Teachers new to the profession value the high-quality mentoring and support that they receive. They also appreciate the career opportunities provided by the school."

We are looking for someone who:

- can demonstrate that they have made a difference to standards of teaching, learning and achievement in their current post
- is excellent as a classroom practitioner, with the ability to inspire students
- expects the highest of themselves
- is passionate and committed to ensuring that every child is able to achieve at the highest level

We can offer you:

- children and young people who are eager to learn and progress
- staff who are collegiate, committed to their own professional development and to improving outcomes for the students here
- an excellent physical environment recently refurbished and extended under BSF
- a school committed to your professional development
- work in a team where your skills, enthusiasm and hard work will be appreciated

If you are passionate about providing young people with a safe, supportive environment in which to ensure their success, we want to hear from you.

Download an application pack from the school's website or you can request one by contacting the HR Department via e-mail: recruitment@haggerston.hackney.sch.uk

Application forms can also be returned to HR via email.

Application closing date: 9am on Wednesday 19th May 2021
Interview and Assessment: Tuesday 25th May 2021

We are a diverse community. committed to equality, and welcome applications from candidates from black and ethnic minority backgrounds.

Haggerston School is committed to the safeguarding and welfare of young people and expects all staff to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to minimise risk and continuously promote a culture of safeguarding amongst our workforce. All posts within the school are subject to an enhanced DBS check. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.



APPLICATION AND RECRUITMENT PROCESS - EXPLANATORY NOTE

Application Form

- Applications will only be accepted from candidates completing the enclosed application form in full.
- Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.
- The successful applicant will be required to complete an enhanced Disclosure from the Disclosure and Barring Service (formerly known as the Criminal Records Bureau).
- We may seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any safeguarding (child protection) allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although he/she may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.
- You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you are selected, and possible referral to the police and/or the Disclosure and Barring Service.

Invitation to Interview

- If you are invited to interview this will be conducted in person and will explore any safeguarding issues and suitability to work with children as well as your previous employment record.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references (if these have not already been received)
- verification of identity and qualifications
- Barred List Check

- a satisfactory enhanced Disclosure and Barring Service check
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- verification of medical fitness in accordance with DCSF Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of a probationary period

WARNING

Where a candidate is:

- found to be on the Barred List, or the enhanced Disclosure and Barring Service disclosure shows he/she has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children, the facts will be reported to the Police and/or the Disclosure and Barring Service.