



Stoke Newington School  
& Sixth Form



**Recruitment Pack**

# **Head of Food and Nutrition**

**September 2024**

‘We have a culture rooted in high expectations for all, which cultivates a love of learning and ambition, together with a strong sense of belonging.’



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Dear Applicant,

Thank you for your interest in the post for **Head of Food and Nutrition**. This is an exciting time to be working with us as we move forward to enhance our offer, so we achieve outstanding academic outcomes and close the gaps in student achievement.

We are an oversubscribed school with a diverse and enthusiastic student intake reflecting our local vibrant community. Our recent Ofsted inspection (July 2022) recognised us as a “Good” school with many strengths. Our students are “proud of the diverse nature and inclusive ethos of their school. Enthusiastic and committed teachers make lessons interesting for pupils,” and “teachers have strong subject knowledge and are passionate about their subjects.”

The successful candidate will:

- care deeply and have high ambitions for every one of our students.
- be flexible and adaptable.
- Have experience of working with young people in a school or other setting
- Be organised, efficient and competent with Microsoft Office packages and quick to learn new software (e.g., Class Charts)
- Registration with the relevant professional bodies or working towards: UKCP, BACP, BPS or HCPC.

We are committed to our pledge of being an anti-racist school and strive to have a workforce reflective of our school body. Applicants from Black and Global Majority backgrounds are strongly recommended to apply.

Best wishes,

Zehra Jaffer  
Headteacher



## **Staff Benefits**

We understand teaching and working in schools can be hugely rewarding but can also be demanding. Our staff are totally committed to the young people, colleagues, and families in our community. We seek for all our staff to have a healthy work-life balance. Our staff benefits are one way we show our appreciation to our staff.

### **Development & Training**

Quality continuing professional development is essential to ensure everyone maintains and enhances the knowledge and skills necessary for a positive learning environment. As practitioners, we seek to be well-informed about recent evidence-based research. At SNS, we allocate time to implement strategies so teaching practice maximise the learning in the classroom. The SNS Teaching and Learning Hub is the teacher training, professional development, and quality assurance element of our school. The Hub, led by the Assistant Headteacher leading on Teaching and Learning together with the Lead Practitioner and Early Careers teacher Mentor, provide support and expertise to staff and departments across the school.

### **Flexible and Family Friendly**

We know it can be challenging finding the right work-life balance. We want the very best people to work in our school, and so we want to support flexible working. We can consider flexible and family friendly working opportunities to include part-time, term-time working and job-sharing arrangements. The number of part-time staff is above average for similar schools, and we always try to accommodate if the timetable and resources permit.

It is important that staff who are parents, do not miss important milestone events, such as your child's first day at school or graduation. Where we can, we will support these important moments.

As part of our admission policy, staff members with children who wish to attend SNS are given a priority school allocation.

### **Pensions**

Pensions are an important part of our life planning. We understand that and we want to make it as easy as possible for you to access the right pension scheme for you. When you join SNS, you are eligible to join the relevant pension scheme.

### **Health and Wellbeing**

Balancing everyday life with the requirements for work and home can create pressures for all of us. Work is a large part of people's lives. Each member of the teaching staff is equipped with a laptop. However, it is vital to ensure that there is a productive, healthy environment that is conducive to a healthy lifestyle. We actively encourage emails to only be sent during 7am and 6pm of a school day, and not during the weekend. The school will operate a texting service to alert staff should there be a need in an emergency.

A subsidized lunch from our school canteen helps our staff through the day. The culinary offer is wide and highly popular with staff and students alike.

Optical expenses – we offer free eye tests for staff who use display screen equipment.



All employees are part of the Employee Assistance Programme. The Employee Assistance Programme is a 24/7 confidential service giving employees access to a range of support from lawyers, health, and wellbeing professional, financial and debt specialists, and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.

### **Getting to work**

By public transport:

Season ticket travel loans are available so staff members can take advantage of discounted annual fares for travelling to work by public transport.

By car:

We have on-site parking. Applications will be considered on an individual basis.

Cycle Scheme:

We encourage all staff to walk or cycle to work if possible. The school's Cycle Scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. Spread across monthly payments deducted from your salary.

### **Discounts**

Staff are offered a Vectis card, this is a discount card offering savings across retail shops, tourist attractions and holidays. Clissold Leisure Centre, immediately opposite our school, offers a 10% discount on their membership scheme.

### **SNS Staff Association**

A strong sense of belonging is essential for us to thrive in the workplace. Our staff association holds events for staff, and their families, from weekly football, half-termly socials and Family Fireworks evening. In addition, such events as the Community Evening and our annual school performance are open to all staff and their families.



## Head of Food and Nutrition

Required for Immediate Start

**Salary** Inner London Spine plus TLR2a

### The school

This is an exciting opportunity to contribute to a successful and popular 11-19 inner-city comprehensive school. The school is proud of all its subjects and is especially committed to creative teaching and learning. We aim for every colleague to have excellent professional development which leads to every student having an outstanding education. Stoke Newington School is actively committed to being anti-racist, and inclusive, by striving hard to challenge through our curriculum. We seek to inculcate and strengthen the knowledge, confidence, and skills for all in our community to challenge racism.

### The Post

You will be working in an excellent team where we expect you to contribute to the development of outstanding teaching and achievement. You will be supported throughout by a strong leadership team who are ambitious for every student's and every staff member's success.

If you are interested in joining our team, please apply via [the TES website](#). Alternatively, you can download an application pack from our website [the School's website](#). Please name your application file with your full name and the role you are applying for and submit via [Recruitment@sns.hackney.sch.uk](mailto:Recruitment@sns.hackney.sch.uk)

Closing date will be **midday Friday 2<sup>nd</sup> February**.

Interviews to take place **Thursday 8<sup>th</sup> February**.

We are an equal opportunities employer committed to ensuring diversity in our workforce.

***As employers we are committed to safeguarding and promoting the welfare of children. A DBS (Disclosure & Barring Service) (Disclosure & Barring Service) clearance is a statutory requirement for all positions.***

***We are an equal opportunities employer committed to ensuring diversity in our workforce.***



## Job Description

**Title of the Post:** Head of Food and Nutrition

**Allowance:** Inner London Pay Scale plus TLR2a

**Function of the Post:**

To lead, manage, develop, and be accountable for the department team and the curriculum at Key Stages 3 and 4 in order to ensure the highest possible standards of pupil achievement. Other subjects may also be taught as identified by the Headteacher.

To be responsible for the planning, evaluation and curriculum developments in the Food and Nutrition department for years 7-11. To undertake quality assurance in the department. To be responsible for students' outcomes in Food and Nutrition.

The post holder will report to the Head of DT.

**Main Tasks and Responsibilities:**

- To plan and teach high quality lessons at all times and to maintain a stimulating learning environment in Food and Design and Technology KS3 and 4.
- To implement the National Curriculum and relevant examination courses for Food and Nutrition across the age range.
- To pitch teaching at a suitably challenging level for all students in accordance with school targets
- To keep clear records in accordance with department and school policy, and to assess, monitor and report on individual pupils' work.
- To carry out quality assurance processes for Food and Nutrition.
- To help with the smooth running of the department by undertaking tasks as requested and directed by the head of department.
- To ensure all students make excellent progress through well planned, differentiated classwork and determined follow-up and support.
- To provide Food and Nutrition training for colleagues who are not subject specialists.
- To ensure all students make excellent progress through setting and marking challenging homework.
- To be a form tutor or associate tutor.
- To attend parents' evenings.
- To teach and lead on a range of Food and Nutrition related after school or holiday activities and clubs.
- To attend school meetings as directed the department or by the Headteacher.
- To carry out all responsibilities in accordance with the school's and the Authority's equal opportunities policies.

**The post holder will:**

- Carry out the professional duties as set out in the current Teachers Pay and Conditions document issued under the Teachers Pay and Conditions Act 1991.
- Be responsible for the overall management of the teaching of the subject, and the learning and progress of students in that subject across the school.
- Be committed to professional self-development in order to carry out the job successfully.



- Co-ordinate the department's contribution to the School Development Plan and create the Departmental Development Plan.
- Provide a link between the Department and the Leadership Group. Feed back results of all monitoring activities. Produce an annual report for the Leadership Team.
- Liaise with colleagues in other Departments and the Leadership Group.
- Be responsible for the Department budget.

**Strategic direction:**

- Develop and implement policies and practices for Food & Nutrition, which reflect the school's commitment to high achievement, effective teaching and learning.
- Create a climate that enables staff to develop and maintain positive attitudes towards the subject and have confidence in teaching it.
- Establish a clear, shared understanding of the importance and role of the subject in contributing to students' spiritual, moral, cultural, mental and physical development, and in preparing students for the opportunities, responsibilities and experiences of adult life.
- Use data effectively to identify students who are underachieving in the subject, and create and implement effective plans to support those students where necessary.
- Analyse and interpret relevant national, local and school data, as well as research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods.
- With the involvement of relevant staff, establish short-, medium- and long-term plans for the development and resourcing of the subject.
- Monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.
- Direct colleagues to support the co-curricular provision within the department.
- Develop a programme of outreach to establish links with local primary schools and support their teaching of Food & Nutrition.

**Teaching and Learning:**

- Ensure curriculum coverage, continuity and progression in the subject for all students, including high prior attaining students, students with special educational needs, disadvantaged students (Pupil Premium) and students with English as an additional language.
- Make sure that teachers are clear about the learning objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to students and parents where appropriate.
- Ensure that the Food & Nutrition curriculum is fully mapped with detailed schemes of work, lesson resources and differentiated materials available for all colleagues.
- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different students.
- Ensure effective development of students' literacy, numeracy and IT skills through the subject.
- Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement, and for using this information to recognise achievement, set targets and secure good progress
- Set expectations and targets for staff and students in relation to standards of student achievement and the quality of teaching.





- Evaluate the teaching of the subject in the school, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching.
- Ensure effective development of students' individual and collaborative study skills.
- Work with staff to establish a partnership with parents to involve them in their child's learning of
- the subject, as well as providing information about curriculum, attainment, progress and targets.
- Develop effective links with the local community, including business and industry, in order to extend the curriculum, enhance teaching and to develop students' wider understanding.
- Ensure that the curriculum is constantly reviewed to reflect changes in national policy and exam board specifications.

#### **Leading and Managing Staff:**

- Help staff to achieve constructive working relationships with students and parents.
- Establish clear expectations and constructive working relationships among staff involved with the subject, including through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate.
- Sustain your own motivation and, where possible, that of other staff involved in the subject.
- Appraise staff as required by the school policy and use the process to develop the personal and professional effectiveness of the appraisee(s).
- Audit training needs of subject staff.
- Lead professional development of subject staff through example and support, and co-ordinate the provision of high-quality professional development by methods such as coaching, drawing on other sources of expertise as necessary, for example, higher education, local authority, subject associations.
- Make sure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed.
- Enable teachers to achieve expertise in their subject teaching.
- Work with the SENCO and any other staff with special educational needs expertise, to make sure that education, health and care plans are used to set subject-specific targets and match work well to students' needs.
- Make sure that the Headteacher, senior leaders and governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets, and subject-related professional development plans.

#### **Efficient and effective deployment of staff and resources**

- Establish staff and resource needs for the subject and advise the Headteacher and senior managers of likely priorities for expenditure, and allocate available subject resources with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money.
- Deploy, or advise the Headteacher on the deployment of staff involved in the subject to ensure the best use of subject, technical and other expertise.
- Ensure the effective and efficient management and organisation of learning resources, including ICT.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school.



- Use space to create an effective and stimulating environment for the teaching and learning of the subject.
- Make sure that there is a safe working and learning environment in which risks are properly assessed.

### **Formal Monitoring**

- Formally observe all teaching members of the Department at least once every two terms (not necessarily full lessons). Provide feedback to staff, monitor improvements and keep line manager informed.
- Check books (frequency and quality of formative feedback, quality of student work, SoW coverage, etc) on a monthly basis to cover all staff twice within each academic year. This should also include monitoring the teaching records of staff (planning, record keeping, etc).

### **Health and Safety**

Where applicable:

- Implement the Health and Safety Policy of the school, including the production of subject specific Health and Safety Policies where relevant.
- Monitor on a monthly basis all rooms and stock cupboards for faults, deficiencies, damage, cleanliness and hygiene.
- Include Health and Safety on the Agendas of Department Meetings at least termly.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Head of Department will carry out. The postholder may be required to do other duties appropriate to the level of the role.

### **Skills and Abilities**

- Ability to work hard under pressure.
- Ability to use I.T. effectively in teaching.
- Ability to be effective in record keeping.
- Good communication and organisational skills.
- Good interpersonal skills and a strong ability to work collaboratively.
- Excellent creative teaching ability.
- Ability to convey enthusiasm for Food and Nutrition at all levels.
- Commitment to personal career development.
- Capacity to be a strong tutor who values each student in their form group.

### **Knowledge and Understanding**

Knowledge and understanding of the recent developments in the syllabi for Food examination courses, SRE statutory guidance and Nutrition.

Knowledge of the importance of appropriate planning, assessment for learning and homework.

### **Experience**

Successful experience of teaching Food and Nutrition to students of all abilities.



### **Qualifications**

Qualified teacher status.

Excellent degree in a related subject.

### **General requirements:**

Enhanced DBS check

Strong commitment to furthering equalities in both service delivery and employment practice.

The post holder must always carry out his/her responsibilities with due regard to The Learning Trust's policy, organisation and arrangements for Health and Safety at Work.

It is your responsibility to carry out your 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.

You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or encounter.

### **Equal Opportunities**

Understanding of the different social backgrounds of students.

Understanding of the needs of different students, and the appropriate policies and strategies to support them.

Understanding of the needs of bilingual students.

Commitment to equal opportunities across all groups of staff