

Kirkby High School

**Recruitment Pack**



**Head of Faculty – Technology**



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**Welcome**

Dear Applicant,

Thank you for your interest in the Head of Faculty – Technology position at Kirkby High School.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to commence in September 2021.

We are proud of our school’s success and are committed to providing an ambitious and inclusive environment with a strong pastoral care system that values every member of our community.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Kirkby High School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

Visits to our school are welcome and can be arranged by contacting my PA, Jo Barrett on 0151 477 8710 or email [j.barrett@kirkbyhighschool.net](mailto:j.barrett@kirkbyhighschool.net)

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mrs R Conefrey

Headteacher

Kirkby High School



**The Rowan Learning Trust**

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools and to support them in their journey to become outstanding.

Currently the RLT family comprises four schools: two high schools, an all-through alternative provision academy and a primary school. Together we share a set of common values:

* Mutual respect
* Fairness
* Equality of opportunity
* Individual growth
* Kindness

We believe in an inclusive workplace – one that is built on fairness, merit and respect to help our employees perform to their greatest potential.

**Kirkby High School**

**Kirkby High School is a vastly improving 11-16 mixed comprehensive of around 880 students where we continually strive to provide the highest standards for our whole school community. All staff at Kirkby High School fully embrace our philosophy: Excellence for All.**

Kirkby High School stands at the centre of our local community and we believe that we offer our young people guidance and aspiration to be the best they can be in all aspects of life. Quality teaching and learning, supported by reliable pastoral systems, ensure that students are preparing well for later life.

We believe in building a culture of resilience and tolerance in which our students can thrive. Our aim is to increase our students’ self-belief and to show them that they can be what they want to be.



* To monitor actively and follow up student progress.
* To implement school policies and procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.
* To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
* To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, SDP/DDP and the aims and objectives of the school.
* To link with other postholders to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission.
* To foster and oversee the application of ICT in the department including the development of materials for Open Learning.
* To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Manager.

**Curriculum Provision**

* To liaise with the Link member of Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan and School Evaluation.
* To be accountable for the development and delivery of Technology.

**Curriculum Development**

* To lead curriculum development for the whole department.
* To keep up to date with national developments in the subject area and teaching practice and methodology.
* To monitor actively and respond to curriculum development and initiatives at national, regional and local levels.
* To liaise with the Link member of Leadership Team to maintain accreditation with the relevant examination and validating bodies.
* To be responsible for the development of Key Skills in the subject area.
* To ensure that the development of the subject area is in line with national developments.

**Staffing**

* To work with the Deputy Head to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
* To continue own professional development as agreed with Deputy Head.
* To be responsible for the efficient and effective deployment of the Department's technicians/support staff.
* To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.

**Job Description**

**Overall purpose of post**

* Carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
* To raise standards of student attainment and achievement within Technology and to monitor and support student progress.
* To be accountable for student progress and development within the subject area.
* To develop and enhance the teaching practice of others.
* To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and curricular policies.
* To be accountable for leading, managing and developing Technology.
* To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.
* To be responsible for Diploma development within the curriculum area.
* To lead and develop the quality of learning for students within the department and in particular KS4.

**Teaching**

* To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

**Strategic / Operational Planning**

* To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
* To be responsible for the day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.

Head of Faculty – Technology

Reports to: Link member of Senior Leadership Team

Location: Kirkby High School, Bracknell Avenue, Kirkby, L32 9PP

Salary: Classroom Teachers’ Pay Scale + TLR 2C

Hours: Full time as specified within STPCD

**Communications and Liaison**

* To ensure that all members of the department are familiar with its aims and objectives.
* To ensure effective communication/consultation as appropriate with the parents of students.
* To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
* To represent the department’s views and interests.
* To contribute to the planning and delivery of school liaison activities.
* To lead the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community.
* To promote actively the development of effective subject links with external agencies.

**Management of Resources**

* To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
* To work with the Deputy Head in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.

**Pastoral System**

* To monitor and support the overall progress and development of students within the department.
* To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
* To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
* To contribute to PHSE, citizenship and enterprise according to school policy.
* To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.

**School Ethos**

* To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
* Support the school in meeting its legal requirements for worship.
* Promote actively the school’s corporate policies.
* Comply with the school's health and safety policy and undertake risk assessments as appropriate.
* To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.
* To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
* To promote teamwork and to motivate staff to ensure effective working relations.
* To participate in the school’s ITT programme.
* To be responsible for the day-to-day management of staff within Technology and act as a positive role model.

**Quality Assurance**

* To ensure the effective operation of quality control systems.
* To establish the process of the setting of targets within the department and to work towards their achievement.
* To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.
* To contribute to the school procedures for monitoring the quality of teaching and learning.
* To implement school quality procedures and to ensure adherence to those within the department.
* To monitor and evaluate the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.
* To seek/implement modification and improvement where required.
* To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.

**Management Information**

* To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
* To make use of analysis and evaluate performance data provided.
* To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
* To produce reports within the quality assurance cycle for the department.
* To produce reports on examination performance, including the use of value-added data.
* In conjunction with the Data Manager, to manage the Department's collection of data.
* To provide the Governing Body with relevant information relating to the Departmental performance and development.

Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements of the role.

Applications should be returned electronically to [j.barrett@kirkbyhighschool.net](mailto:j.barrett@kirkbyhighschool.net)

Alternatively, send a hard copy to:

Mrs R Conefrey

Headteacher

Kirkby High School

Bracknell Avenue

L32 9PP

Closing date: 12 noon on Friday 16th April 2021

**Person Specification **

**Essential**

* Qualified Teacher Status
* Standard of teaching consistently good or outstanding.
* The ability to develop effective working relationships with students.
* A high degree of management and organisation skills.
* An acute awareness of subject-specific developments at key stage 3 and at GCSE level.
* A commitment to continuing professional development.
* The ability to command the respect of staff and students.
* Obvious enthusiasm for the subjects and the ability to pass this on to students.
* A commitment to the aims and ethos of the School.
* A willingness to share best practice and learn from others.
* The ability to work as a supportive team member.
* A desire and willingness to explore innovative methods of curriculum delivery to capture the imagination of students.
* A willingness to lead and take part in extra-curricular activities.



**How to Apply**



The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.

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The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464

**KIRKBY HIGH SCHOOL**

**JOB APPLICATION FORM FOR TEACHING STAFF IN SCHOOLS**

*The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.*

*BRACKNELL AVENUE,*

*KIRKBY, MERSEYSIDE, L32 9PP*

***TELEPHONE:*** *0151 477 8710*

***FACSIMILE:*** *0151 477 8715*

***EMAIL:***[*admin@kirkbyhighschool.net*](mailto:admin@kirkbyhighschool.net)

1. **POST APPLIED FOR**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Applied For:** |  | | |
| **School:** | Kirkby High School |  |  |
| **As advertised in:** |  | **On date:** |  |

**2. PERSONAL DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SURNAME:** |  | **FORENAME:** | |  |
| **TITLE:**  **(Optional)** |  | **Date of Birth:**  **(Optional)** | |  |
| **Address:** |  | | | |
|  |  | | | |
| **POSTCODE:** |  | **Email:** |  | |
| **Telephone No:** |  | **Mobile No:** | |  |
| **Email:** |  | **DfE No:** | |  |

**3. CURRENT POST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SCHOOL/SERVICE:** |  | | | |
| **LOCAL EDUCATION AUTHORITY:** |  | | | |
| **JOB TITLE:** |  | | | |
| **DATE OF APPOINTMENT:** |  | | **SALARY:** |  |
| **TLR/ Recruitment and Retention Allowance (please specify as applicable)** |  | | | |
| **MAIN DUTIES AND RESPONSIBILITIES** | | | | |
|  | | | | |
| **Reason for this application** | |  | | |

**4. PREVIOUS TEACHING EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of school, type of school and number on roll** | **Dates of employment** | | **Post(s) held indicating salary points / allowances** | **Reasons for leaving** |
|  | **From** | **To** |  |  |
|  |  |  |  |  |

**5. OTHER RELEVANT WORK EXPERIENCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Post** | **Dates** | | **Employer** | **Grade/Salary** | **Reason for Leaving** |
|  | **From** | **To** |  |  |  |
|  |  |  |  |  |  |

**6. GENERAL EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **From** | **To** | **Qualifications – Grades, awarding bodies and dates** |
|  |  |  |  |

**7. FURTHER AND HIGHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of College/ University** | **From** | **To** | **Qualifications – Grades, awarding bodies & dates** |
|  |  |  |  |

**8. ANY OTHER RELEVANT QUALIFICATIONS**

**Please give details of any other relevant qualifications you have for this post.**

|  |
| --- |
|  |

**9. ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? *(If yes, please state relationship)* | Yes / No |
| Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension?  *(If yes, please give details)* | Yes / No |
| Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability?  *(If yes, please give details)* | Yes / No |
| Do you hold a current and valid driving licence?  *(if yes, please state the category)* | Yes / No |
| Please indicate if you have any special requirements to allow you to participate fully in an interview. |  |

**10. Criminal convictions or cautions**

|  |  |
| --- | --- |
| You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children.  Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level.  Where serious concerns as to an individual’s suitability to work with children are expressed, the facts will be reported to the relevant authorities. | |
| Do you have any unspent criminal convictions, cautions or bind-overs?  If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked “Addressee Only – Headteacher”. | Yes / No |

**11. REFERENCES**

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer**. In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REFEREE 1** | | | | | **REFEREE 2** | | | | |
|  | | | | |  | | | | |
| **TELEPHONE NO:** | |  | | | **TELEPHONE NO:** | |  | | |
| **EMAIL:** | |  | | | **EMAIL:** | |  | | |
| **Reference Type:**  (Please circle) | Employer | | Education | Character | **Reference Type:**  (Please circle) | Employer | | Education | Character |
| Please note that we will contact these referees if you are short-listed for this post and seek reference before interview. | | | | | | | | | |

**12. FURTHER INFORMATION FOR CANDIDATES**

\* You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.

\* Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.

\* To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post you will be provided with further information detailing what documents will be required.

**THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT**

**13. DECLARATION**

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:……………………………………………………………………………Date:…………………………………………………………