







Belvidere School

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Head of Design, Technology and Social Sciences

Application Pack

-  Crowmere Road, Shrewsbury, SY2 5LA
-  recruitment@belvidere.shropshire.sch.uk
-  Tel: 01743 235073
-  www.belvidere.shropshire.sch.uk



Dear Applicant

Thank you for your interest in our vacancy for the post of Head of Design, Technology and Social Sciences.

In this pack you will find the following information:

- Advertisement
- Information about the school
- Job Description for Head of Design, Technology and Social Sciences
- Person Specification
- Information on how to apply

I hope that you will find this information useful in compiling your application, but should you wish to discuss the position further, please don't hesitate to contact Karol Bywater, Business and Operations Manager, or myself, at the school. Visits to the school can also be arranged by contacting Karol.

Belvidere is a fantastic school at which to work. Our results are good but we are not complacent and continue to work hard to ensure we provide the best education for all of our students. We believe that a significant contributory factor to the success of the school is staff collaboration, knowledge of our community and the care we show to every child.

"I'm very happy with my son's progress, he enjoys school and loves to learn. I'm very happy with the school and the education he receives. We are so proud of our daughter, her resilience has improved tremendously since being at Belvidere, as has her self-confidence so a HUGE thank you to all staff for helping her achieve this."

Parent

More information about the school and additional documentation can be accessed via our school website at

www.belvidere.shropshire.sch.uk

Once again, thank you for your interest, and I look forward to receiving your application.

Yours sincerely

Mr Paul Farr

Head of School

Advertisement

Required from 1st September 2023
Head of Design, Technology and Social Sciences
Permanent, Full-time position
MPS/UPS plus TLR 2.2 (currently £5,024 per annum)

This position is suitable for experienced teachers and department leads.

We wish to appoint a talented and inspirational Head of Design, Technology and Social Sciences from September 2023. The successful candidate will be able to teach across the age and ability range, up to and including GCSE or equivalent, and be able to demonstrate experience of responsibility / leadership within a subject or department. We are ideally seeking someone who is able to teach Food Preparation at KS4, although those with other specialisms will be considered.

Belvidere is a successful, oversubscribed 11-16 comprehensive school in the county town of Shrewsbury. Students at Belvidere make excellent progress, and we are looking for someone who will share our high expectations for all students.

For further information and to access the application pack, please visit our website at www.belvidere.shropshire.sch.uk.

Visits to the school are welcomed. Please get in touch with us should you wish to see us prior to applying. (Email recruitment@belvidere.shropshire.sch.uk)

Closing date: noon on Tuesday 10th May 2023 with interviews scheduled to take place the following week.

Belvidere School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

"Thank you all again...Belvidere is an excellent School and we're so pleased that our boys made the choice to spend their Secondary School days with you."

Parent



Belvidere School serves the local community on the East side of Shrewsbury, County Town of Shropshire. We have a truly comprehensive intake, and almost all of our students walk to school. There are approximately 840 students on roll.

Belvidere School is situated in the historic town of Shrewsbury, in the beautiful county of Shropshire, a short distance from the Welsh border, but with excellent motorway and rail links to the West Midlands and beyond.

We are very much a school of choice with local parents, and we are proud to say that the school has been oversubscribed for many years.

“ Sincere thanks for all that the school and individual people have done to make both my daughters' school lives mostly joyful, eternally memorable and shaping both their minds and futures in ways we can all only begin to guess at, especially this year with respect for all that you have done for them. Thank you, thank you, thank you.” Parent

Visitors to Belvidere School always comment on the warm, positive, friendly welcome, and the calm purposeful working atmosphere in the school. We believe this is essential in ensuring our students make the excellent progress that they achieve.

We have a clear commitment to the continuing professional development of all staff. Throughout the year, teaching staff are invited to select from a variety of CPD sessions, closely

linked with our Appraisal procedures, and the requests of individuals. This enables colleagues from different subject areas to work closely together on areas of identified need. We recognise that we have a range of experience and expertise within the staff and therefore the sessions are delivered by a variety of different people, sharing good practice throughout the school.

We are very proud of our school, and hope you will feel inspired to want to join our success story. We also have the exciting prospect of a completely new school building which is currently under construction. We are due to move into this brand new facility in 2024.

“Thank you for your support as a school. I know my children are in a good place in Belvidere and both doing well and that you are working hard as a school to meet all the year groups provision academically and pastorally. Well done to your staff for their hard work and dedication.”

Parent

Design, Technology and Social Sciences

At Belvidere School we have had a long tradition of offering a range of Technology and Social Science subjects, having previously been a specialist Technology College.

We have a number of specialist spaces for Technology subjects, including a workshop and rooms for food, electronics and textiles. A number of these rooms also have computers.

By Autumn 2024 we are due to move into a brand new school building which is currently under construction. We are very excited about the new specialist facilities and the opportunities that this will offer to us.

At KS3 we follow the National Curriculum, using a combination of in-house materials and those produced commercially.

At KS4, we offer GCSEs in Design and Technology and Food Preparation, BTEC Constructions as well as Cambridge National Qualifications in Child Development and Health & Social Care. These are popular subjects and are open to all students as part of the options process.



Teacher Job Description

- Plan, prepare, resource and deliver lessons in subjects as directed by the school timetable.
- Contribute to the delivery of cross-curricular themes and skills in line with National Curriculum requirements and school development priorities.
- Adapt work and materials to meet the educational needs of the students' different abilities. This includes providing challenge to all students.
- Support the effective use of Teaching Assistants assigned to work in lessons
- Set regular worthwhile homework tasks to complement classroom learning in accordance with the school Homework Policy and homework timetable, for each class taught.
- Carry out marking, assessment and recording of students' work in line with school policy.
- Adhere to the data / record keeping systems across the school and use appropriate data to inform target setting for individual students.
- Produce reports on students' work as required by the school reporting arrangements
- Contribute to the writing of schemes of work and development of new courses and materials
- Maintain up to date subject knowledge and draw upon it as necessary to deliver high quality teaching and learning.
- Manage behaviour in accordance with the school procedures and policies.
- Be responsible for the management of the classroom and to provide a stimulating learning environment to increase the learning potential of students.
- Make appropriate use of ICT to enhance the delivery of the curriculum.
- Act as tutor or co-tutor to a form group, including delivery of PSHE.
- Participate in Progress Evenings.
- Participate in Alternative Curriculum days, leading and/or delivering sessions as necessary
- Attend and contribute to Departmental meetings, pastoral team meetings, other staff meetings and Professional Development days as required.
- Participate in Appraisal procedures as required by the school policy.
- Undergo observations and participate in in-service training as part of Continuing Professional Development.
- Direct and support the work of Associate Teachers and Graduate Teachers as appropriate.
- Contact parents/carers about student performance (as appropriate) both to redress shortcomings and to acknowledge success.
- Take the register promptly via Go4Schools.
- Carry out supervision duties before school, at morning break and at the end of the school day in accordance with the school Duty Rota and the whole school detention rota.
- Attend evening events that are identified as directed time (eg Awards Evening).
- Adhere to all school policies and procedures, including those related to safeguarding.
- Undertake specific tasks as reasonably directed by the Headteacher.

Head of Department Job Description

Curriculum

- Set and subsequently review personal student progress targets with the SLT Line Manager as part of the appraisal process.
- Set and subsequently review targets for department members after consultation with them as part of the appraisal process.
- Set curriculum targets in the Departmental Development Plan (consistent with whole-school targets) and review progress towards those targets within department meetings and with the SLT Line Manager.
- Lead discussions about curriculum development and issues in department meetings (where there is a KS3 Co-ordinator, then discussion of KS3 issues may be led by that person).
- Lead departmental work on Literacy strategies, unless there is another designated post for this purpose within the department.
- Attend line management meetings with the SLT Line Manager.
- Contribute through Curriculum Development meetings to whole-school developments on curriculum issues.
- Work with the KS3 Co-ordinator where there is a post in the

department) on department KS3 curriculum strategies.

- Keep abreast of curriculum developments nationally and respond appropriately in the interests of students after discussion in department meetings.
- Ensure that departmental curriculum documentation (including schemes of work) are up to date and completed in line with school policy.

Assessment

- Set up and run standardisation and moderation meetings for KS4 assessments and internal exams
- Produce internal exams and set up internal exams assessment procedures to ensure proper validation and discussion at either Key Stage (for KS3, this may be delegated to KS3 Co-ordinator if such a post exists in the department).
- Monitor the implementation of school marking and assessment policy by department members through checking student work, leading discussion in department meetings about assessment policy and following up any issues with individual department members.

Organisation

- Manage the department budget and allocate resources efficiently and effectively.

- Regularly review health and safety procedures within the department and maintain the department H&S policy, ensuring that department members (including teachers, technicians and support staff) adhere to the policy and adequately risk assess activities undertaken by staff and pupils.
- Set up and lead department meetings according to the school calendar.
- Attend Middle Leader meetings to contribute to whole-school developments.
- Ensure colleagues provide work for students in on fixed term exclusions.
- Ensure any controlled assessments are completed in a timely and effective fashion.
- Lead in the moderation of marking for internally assessed components.
- Complete external exam entries to deadlines set by the Exams Officer.
- Produce exam papers for internal mock exams.
- Undertake specific tasks as reasonably directed by the Headteacher.

Person Specification

Head of Design, Technology and Social Sciences

			Assessed by			
	Essential	Desirable	Application	References	Interview	Observed Lesson
Qualifications	First Degree or equivalent in a Design, Technology, Food or related subject	Ability to teach Food Preparation to GCSE	✓		✓	
	Qualified Teacher Status		✓		✓	
Experience	Experience of teaching D & T / Food at secondary level	Experience of teaching in a mixed comprehensive school	✓	✓		
	Experience of teaching D & T / Food to KS4		✓	✓		
	Experience of leadership / responsibility of a subject / key stage with a department	Experience of managing two or more subjects	✓	✓		
Skills & Abilities	Passion for D & T / Food / Social Sciences		✓	✓	✓	✓
	Commitment to raising standards and to gaining the best outcomes for all students		✓		✓	
	Ability to inspire and motivate students and department staff		✓	✓	✓	
	Commitment to Safeguarding			✓	✓	
	Ability to work as a team player			✓	✓	
	Ability to work on own initiative		✓	✓		
	Strong organisational skills		✓	✓	✓	
	Flexibility and commitment to own and others CPD			✓	✓	
	Effective Communicator		✓	✓	✓	✓
	Good inter-personal skills		✓	✓	✓	✓
	Ability to relate well to students, parents, staff, governors and the community		✓		✓	
	Leadership by example with a solution-focused approach		✓		✓	
	A capacity to inspire through leadership, energy and vision		✓		✓	

How to Apply

Applications should be made on the official application form which can be found by [clicking here](#).

You may wish to support your application with a letter of no more than two sides of A4, in place of the Further Details section on the form.

Please note, we cannot accept CVs.

Closing Date: noon on Tuesday 10th May 2023

Interviews planned for the following week

You can send your application via:

Email to: **recruitment@belvidere.shropshire.sch.uk**

Post to: **Mrs K Bywater, Belvidere School, Crowmere Road, Shrewsbury, Shropshire, SY2 5LA**

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"I'm so grateful for the wonderful teachers at Belvidere and all the time, care and hard work they have invested in my children." **Parent**

"My son has had a wonderful school experience at Belvidere - be it theatre trips, excursions to France, visiting the World War 1 trenches, Berlin, Sports Days, the amazing school productions, music performances. The list is seemingly endless. We are very grateful for all of the experiences that Belvidere has offered to him, and we recognise that this is completely above and beyond the important work carried out in the classroom."

Parent