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Provider



# Candidate Pack Head of Design & Technology



Co-op Academy  
Belle Vue

## Welcome from the Principal

Thank you for your interest in applying for the role of Head of Design & Technology at Co-op Academy Belle Vue. As a member of our Leadership Team, this role offers an opportunity to work in close partnership with the Head of Academy and the Senior Leadership Team to provide vision, leadership and management for the academy, and to help ensure that standards across the school are outstanding.

Co-op Academy Belle Vue opened in September 2021 as the newest secondary school in the Co-op Academies Trust, and is built upon the shared values and 'ways of being' that underpin all Co-op Academies ; Be yourself, always - Do what matters most - Show you care - and Succeed together. Our academy is:

- A cooperative community where students from different backgrounds, beliefs and cultures grow together, developing the skills and character they need to be successful beyond their time at the academy
- A community where staff work together to create an inclusive, welcoming and highly ambitious learning environment
- A community where local residents and organisations are empowered to work together for the success of all.

At Co-op Academy Belle Vue, we do things differently and better. We deliver an outstanding well rounded quality of education for our students with an entitlement of the most powerful knowledge for all. The implementation of our curriculum is securely embedded and our intent statement is consistently implemented. We are committed to creating something special, a culture of high expectations with the ways of being and our CARE principles at the heart of everything we do.

The ideal candidate is someone who is enthusiastic about their subject, stays up to date on the latest research and developments, and has a genuine love for their discipline. They set the bar high for student behaviour and attention, are highly organised and dependable, and have a strong grasp of curriculum design and effective teaching methods. They are committed to a curriculum that emphasises a strong foundation of knowledge.

The school has developed a well-crafted and ambitious curriculum and teachers have a firm understanding of how this should be delivered. Teachers' choice of learning activities encourages pupils to be reflective and inquisitive thinkers.

*Ofsted 2024*

Our goal is to provide an exceptional educational experience for our students and to foster a community where everyone feels valued and supported. To achieve this, we are looking for an expert in this field, someone who will lead and model excellence consistently. As a leader, you will be dedicated to creating an environment where students feel inspired to learn, where teachers feel supported to teach, and where everyone feels invested in the success of the school.

We are looking for a leader who has already demonstrated excellent leadership, management and communication skills, and the ability to effectively drive forward change which ultimately impacts positively on the outcomes of pupils and the overall standards of the academy. Exceptional teamwork, high standards and a capacity for hard work will be at the core of your success. You will be a creative thinker with an ability and determination to develop Co-op Academy Belle Vue as a beacon of excellence in all areas, in order to secure high quality outcomes for all pupils.

The successful candidate will have recent experience and evidence of substantial impact on the improvement of a school or academy in areas relevant to this role.

I would highly recommend you visit the Academy prior to your application. To arrange a visit please contact [sarah.dugdale@coopacademies.co.uk](mailto:sarah.dugdale@coopacademies.co.uk)

Scott Fletcher  
Principal

The deadline for applications is 12 noon on 11th December 2024  
Interviews will be held 16th December 2024



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#TheBelleVueDifference

## Job Description

Salary / grade range	MPS / UPS TLR 2b
Location	Co-op Academy Belle Vue
Reports to	Vice Principal

### Purpose of role

The role of the Head of Department is to provide vision, leadership and management for Co-op Academy Belle Vue and to work in close partnership with the Head of Academy and senior leadership team to ensure that standards across the Academy are outstanding. The Head of Design & Technology will be a highly successful and experienced teacher in their subject specialism, who is able to enthuse, motivate and inspire children, generating a love for learning. The successful candidate will have excellent communication skills and the ability to effectively drive forward change which ultimately impacts positively on the outcomes of pupils and the overall standards of our academy. Good teamwork, high standards and a capacity for hard work will have been at the core of their success. They will be a creative thinker with an ability and determination to develop Co-op Academy Belle Vue as a beacon of excellence in all areas - in order to secure high quality outcomes for all pupils.

It is expected that the Head of Design & Technology, will demonstrate consistently good with outstanding features across all key areas of teaching, and have recent experience in and evidence of substantial impact on the improvement of a school/academy in areas which are relevant to this role.

### Teaching, Learning and Assessment

The Head of Department is responsible for ensuring that the highest standards of teaching, learning and assessment are provided across the Design & Technology department.

The Head of Design & Technology will:

#### Leadership and Management

- Lead and promote high quality teaching and learning throughout the school by modelling and sharing good practice, embracing innovative ideas, motivating staff in your department, to become good and outstanding practitioners.
- Undertake quality assurance processes across the department, including data tracking, lesson observation, work scrutiny, learning walks and focus groups.
- Appraise staff according to the school's appraisal structure and monitor progress towards improvement objectives. Oversee CPD needs and opportunities.
- Meet regularly with your line manager to review the progress of all students and objectives identified on the Design & Technology and whole school improvement plan.
- Take initial responsibility for the care, welfare and safety of staff in the department.
- Manage a department budget and monitor correct expenditure of allocated funds.
- Evaluate the impact of your leadership on the quality of teaching and learning.
- Lead and assign proportionate responsibility amongst the team for detailed curriculum development in line with national guidelines.

- Lead department meetings according to the calendar, with a published agenda.
- Ensure that all staff and pupils fulfil their potential by creating a culture of high expectations, aspirations, ambitions and scholastic excellence across the academy
- Devise, develop and review monitoring techniques for teaching, learning and assessment so that they are accurate and identify and spread good and better practice across the academy, whilst also addressing underperformance appropriately.
- Keep up to date with the development of creative and innovative practices in all areas of responsibility and where appropriate, implementing these within the strategic vision of the academy.
- Be a visible, proactive presence around the academy, leading by example and promoting positive attitudes to teaching, learning and assessment from both pupils and staff.
- Ensure that teaching and learning across the academy is consistently engaging, appropriately challenging and suitably differentiated in order that all pupils make at least expected progress across all subjects.
- Ensure that assessment information is used to plan appropriate teaching and learning strategies, including appropriate identification strategies, in order that all pupils make at least good progress and achieve well.
- Lead/attend pupil voice sessions in order to gauge the views of the pupils on areas of teaching, learning and assessment and use these views to further develop the provision.
- Ensure equality of opportunity and recognition of diversity are promoted through teaching, learning, assessment and the curriculum offered.
- Develop the leadership of key teaching and learning strategies and/or technologies to ensure that teaching is consistently improving over time

### Leading Progress and Outcomes

- Maintain expertise relating to your subject area and have a deep understanding of the importance and structure of the curriculum, sharing this through CPD with your team.
- Act as a role model of good practice for others, modelling effective strategies and use of data and resources with them.
- Through lesson observation of each team member, monitor and evaluate standards of teaching and application of whole school policies.
- Through discussion with the line manager, plan and implement short and long term strategies to improve teaching where needs are identified.
- Induct, support and monitor new staff.
- Oversee the work of cover teachers/supply staff and teaching assistants.
- Monitor the standard of attainment reports issued to parents and take action to ensure that they are of good quality, accurate and on time.
- Ensure that the impact of any intervention to narrow gaps/improve outcomes is evidenced and evaluated and appropriate actions are taken as a result.
- Ensure that gaps in attainment of all key groups are identified and appropriate actions are consistently applied to narrow these, whilst also improving outcomes overall.

### Leading Staff Development

- Ensure that departmental CPD helps develop expert subject knowledge so that work given to pupils consistently matches the aims of the curriculum. It is coherently planned and sequenced towards cumulatively sufficient knowledge and skills for future learning and employment
- Provide the Head of Academy and Senior Leadership Team with relevant subject and student performance.
- Work with the Senior Leadership Team to support and contribute to the ethos and development of the whole school.
- Information to include: Department development plan, including department actions in response to published school improvement priorities, Department self-review, Detailed analysis of KS3 and KS4 attainment at review points in the year
- Updated sections of prospectus plan, options booklet and other school documentation as required.

### Overseeing the curriculum

- Lead the development and management of the Design & Technology curriculum to ensure that it is broad and balanced, supports at least good progress and contributes to pupils' welfare, behaviour and personal development
- Communicate effectively with parents/carers regarding the academy curriculum
- Support curriculum evenings such as family evenings and the options evening

### Other Leadership Responsibilities

- Create and foster an environment of reflective practice and CPD, leading by example in all aspects of personal and professional development.
- Develop and maintain a culture of high expectations, aspirations and ambitions for self and others.
- Present relevant evaluative and summary reports
- Lead by example as a teacher and as a manager, achieving high standards of pupil attainment and progress, behaviour and motivation through teaching which is never less than good with outstanding features.
- Challenge under-performance at all levels and ensure corrective action and follow up.
- Support the development and maintenance of Academy policies and practices to ensure consistent application.
- Plan, chair and organise meetings as appropriate.
- Sustain effective, positive relationships with all staff, pupils, parents/carers, Governors and the local community.

- Liaise effectively with all stakeholders, including parents/carers, feeder schools, secondary schools, business and community partners, in line with strategic objectives.
- Maintain clear expectations and high standards of professionalism.
- Attend Academy events
- Keep the Senior Leadership Team up to date with relevant national developments
- Contribute to, and at times lead, research projects for Co-op Academy Belle Vue and/or beyond
- Manage budget(s) and resources in line with areas of responsibility.
- In conjunction with the Senior Leadership Team, oversee the Academy environment and carry out regular Environment Inspections.
- Take assemblies and participate in break and family dining supervision.
- Contribute to support programmes for pupils and staff.
- Any other reasonable duties as requested by the Head of Academy

“Co-op Academies Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf”

Given the rapid rate of change in education and our ambitions for continued improvement at the academy, from time to time the successful candidate may have to undertake other professional duties as directed by the Head of Academy. In addition, candidates should understand their role may well broaden and that all roles will be reviewed annually to ensure the team is working as efficiently as possible.



## Person Specification

This post is subject to an enhanced DBS check and references.

Attributes	Relevant Criteria	Essential/ Desirable
Qualifications	Good honours degree	E
	Post-graduate qualification e.g. NPQ, Masters	D
	Qualified Teacher Status	E
	Permitted to work in the UK	E
	Evidence of relevant CPD	E
Professional knowledge, skills and competencies:	Evidence of excellent classroom practise which has impacted positively on pupil outcomes	E
	Evidence of leading a team at middle or senior leadership level	D
	Delivering staff training and promoting professional development of other staff	E
	An ability to effectively use IT software packages which support all aspects of pupil monitoring, including CPOMS, Google Suite etc	E
	Excellent communication skills, both written and oral	E
	An ability to translate current educational thinking into workable, operational plans.	E
	Strong analytical skills and an ability to interpret data effectively and use it to identify areas for development	E
	Proven track record of successful teaching across KS3 and KS4	E
	A thorough knowledge of the theory and practice of effective pedagogy and knowledge of curriculum planning and delivery in Design & Technology including how to use CAD / CAM within the curriculum	E
	D&TA H&S accreditation for the use of workshop machinery, strong subject knowledge of timber, polymers, and metals	E
Leadership and management	An effective, inclusive and cooperative leadership style that inspires confidence and collegiality in those they lead, which motivates and encourages others to participate and go the extra mile	E



skills and competencies	An ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes using a range of sources	E
	Successful experience of motivating and supporting others to improve	E
	An ability to work autonomously and prioritise conflicting demands	E
Personal qualities	The ability to motivate and inspire pupils, staff and parents	E
	The ability to work as a team and to lead others by example	E
	Strong 'presence' and the ability to command the respect of others	E
	A commitment to safeguarding, equal opportunities and inclusion	E
	An understanding, awareness and empathy for all young people	E
	A commitment to Co-operative values and the Co-op's 'Ways of Being' and a passionate commitment to developing the best in all young people	E
	A can-do approach to challenges; solutions focussed and an ability to address difficulties with positivity	E
	Be prepared to work flexibly as required	E

This post is subject to an enhanced DBS check and references.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.



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