

THE SANDON SCHOOL
Molrams Lane, Sandon,
Chelmsford, CM2 7AQ
Headteacher: Mr A Weaver
Tel: 01245 473611
www.sandon.essex.sch.uk



TEACHER OF DESIGN AND TECHNOLOGY
Potential for TLR 2a (£2,784) for a suitably experienced candidate

The Sandon School is an oversubscribed 11-18 mixed comprehensive of approximately 1260 students with an excellent reputation in the local area. We have superb facilities and view ourselves as an innovative teaching and learning community. The school is situated close to the A12 on the east side of Chelmsford within easy reach of Chelmsford, Colchester, Southend and Brentwood and has good public transport links.

We require from September 2019 a creative, inspirational and innovative teacher to join a strong, supportive department to teach Design and Technology – Resistant Materials. A TLR2a is available for a suitably experienced candidate to take on extra responsibility. The ability to teach Product Design at A Level would be welcomed but is not essential. Applicants should have the desire to use ICT for Teaching and Learning purposes. NQTs are welcome to apply.

We offer:

- Excellent access to ICT facilities
- A friendly and supportive staff
- Commitment to continuous professional development

We are seeking:

- An excellent and innovative classroom practitioner
- Excellent administrative and organisational skills
- Confident and competent user of ICT systems

We are committed to safeguarding and promoting the welfare of children. Appointments will be subject to references and enhanced DBS checks.

Please contact Mrs J Hampton for an application pack on 01245 241141 or by email jhm@сандон.essex.sch.uk or see the school website for further information and an application form.

We reserve the right to close this vacancy early if there is a good level of response. We would therefore recommend that you submit your application as early as possible.

Closing date: 8 February 2019



DESIGN AND TECHNOLOGY AT THE SANDON SCHOOL

The Design & Technology curriculum includes Design and Technology, Food and Textiles. The Art department is also part of the curriculum team.

The Technology department comprises three full time and three part time teachers, supported by one full time, and one part time technician. The specialist rooms are well resourced. Equipment within the Technology Department includes a 3D printer, a laser cutter, a casting machine, a vacuum former and a thermo former. There is also an IT suite within Technology with specialist software. There are two dedicated kitchens and a Textiles room which also has a CAD Embroidery sewing machine.

All pupils are taught in mixed ability groups with a maximum class size of 20 for the Technology subjects.

Pupils at KS3 have four Technology lessons per fortnight, this time being split between Food, Textiles and Design and Technology.

At KS4 we currently offer Design and Technology and Food Nutrition and Preparation, with students having five lessons per fortnight. At KS5 we offer A Level Product Design, with students having nine lessons per fortnight.

Teaching and Learning

In common with all other curriculum teams at the Sandon School, "teaching and learning" is central to our work. Examination performance in Design and Technology at the Sandon School is good.

All staff are expected to contribute to the development of the department and curriculum, through active participation in professional development sessions.

Extra-Curricular Activities

The Design & Technology Department seeks where possible to enhance students' learning programmes by promoting opportunities such as educational visits, participation in competitions, and collaborative work with Industry.

JOB DESCRIPTION

TEACHER OF TECHNOLOGY



RESPONSIBLE TO:

Curriculum Team Leader Technology

RESPONSIBLE FOR:

Effective delivery of the curriculum required by the allocated timetable

DUTIES:

The School

- Supporting the Headteacher in promoting and maintaining the work and good order of the school.
- Assisting the Curriculum Team Leader with the development of Technology as a member of that Curriculum Team.

Teaching

Participating to such an extent as may be appropriate in the teaching of students at the school, including covering for absent teachers and working in accordance with the guidelines set out in The School Teachers' Pay and Conditions Document.

To undertake any other duties under the reasonable direction of the Headteacher.

In all the above to have regard to the curriculum area and whole school policies.

We are committed to safeguarding and promoting the welfare of children. All staff should be aware of the school's Safeguarding policies.

The Sandon School Person Specification



TEACHER OF TECHNOLOGY

It is likely that the successful candidate will satisfy the following specification:

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Graduate• Qualified Teacher Status	<ul style="list-style-type: none">• Good honours degree• Further professional studies related to management and/or education
Previous experience	<ul style="list-style-type: none">• Successful teaching experience across the ability range at all key stages.	<ul style="list-style-type: none">• Experience within a comprehensive school• Teaching students of all abilities
Professional competence	<ul style="list-style-type: none">• Knowledge of National Curriculum• Ability to use ICT• Ability to use a range of teaching strategies• Strong knowledge of subject	<ul style="list-style-type: none">• Ability to create innovative resources
Personal qualities	<ul style="list-style-type: none">• Enthusiastic and able to inspire and motivate staff and students• Good interpersonal skills• Good health• Ability to work well in a team• A willingness to engage in all aspects of school life• Sound judgement• A sense of humour	<ul style="list-style-type: none">• Strong commitment to education beyond the classroom

THE SANDON SCHOOL

Molrams Lane, Chelmsford, Essex CM2 7AQ

Opened in 1955, The Sandon School is an 11-18 co-educational Comprehensive with around 1260 students, 175 of whom are in the Sixth Form. It is a true comprehensive school with a full range of abilities. With results consistently above the National Average, it has an excellent reputation in the community and is oversubscribed with over 900 applicants for 216 places for admission in September 2018. The school underwent an Ofsted Inspection in March 2018 which found it to be a good school.



The Sandon School is fortunate to have a well-qualified, motivated and experienced staff. Many of the staff are currently undergoing a variety of professional development activities focused on leadership and teaching in particular.

The school is a stand-alone academy, having achieved academy status in 2011, and has been successful in a number of capital bids. As a result, the site is both attractive and well equipped in all areas of the curriculum. The school is extremely well resourced in relation to ICT with all classrooms equipped with data projectors/interactive whiteboards and many with a wide range of new specialist ICT facilities.

The school is particularly proud of its ATLAS (Access To Learning At Sandon) Centre which is a hub of learning for the whole school, and incorporates numerous computers as well as a well-stocked library.

Specialist sport facilities include a dedicated sports hall with an international standard specialist floor, a brand new smaller sports hall with dance studio and multi-gym, two flood lit 4G Astro Turf pitches, extensive playing fields and hard play areas, a well-equipped gymnasium and a new weight training room.



Other specialist facilities include a fully-equipped drama studio with banked seating for an audience of 100, a large performance space and several smaller music practice rooms and a dedicated media suite. As well as nine laboratories, the science department also has an outdoor garden for environmental studies.

The majority of lessons are taught in specialist classrooms and there is a Sixth Form Centre with dedicated study facilities for Sixth Form students.



For administrative and pastoral purposes the school is organised into three divisions: Lower School (years 7 and 8), Middle School (years 9 and 10) and Upper School (years 11, 12 and 13). Each has a Head of School and Heads of Year who are jointly responsible for monitoring students' progress and ensuring the well-being of the students within the Key Stage to facilitate their learning. Students entering the school are placed in all-ability tutor groups and are set by ability early in Year 7 for English and maths, and in Year 8 for science and languages.



The school provides a full range of courses for GCSE and A Level examinations as well as non GCSE Certificate courses at KS4. The school has successfully developed a vocational curriculum programme for some students at KS4.

The school enjoys the support of a dedicated Parent Teacher Association (Friends of Sandon School) which organises fund raising and social and educational activities. It is instrumental in

providing the school with many items of equipment and has provided the school with a mini bus.

At The Sandon School students are given the opportunity to participate in the highly regarded Duke of Edinburgh's Award scheme.

The catchment area of the school covers a wide rural area in addition to the immediate locality of Great Baddow, Sandon and Chelmer Village. The main villages served by the school are Danbury, Bicknacre, East and West Hanningfield, and Chelmer Village from which approximately 60% of students are currently transported daily to school by means of contract or local service buses.

The school occupies a very pleasant location on the east side of Chelmsford. Located near to the A12 it is easily accessible by car and is well served by public transport. Chelmsford is situated 32 miles from London, and has a train service to Liverpool Street (just over half an hour). It is within easy reach of the East Coast with its many sailing centres, and also Colchester, Ipswich and Southend and Brentwood. During the last 20 years, Chelmsford has undergone rapid expansion and is continuing to do so. It is a popular residential town and serves London as a commuter centre.



At Sandon we are proud of our school and its achievements. If you would like further information or would like to visit the school please contact Mrs Jo Hampton on 01245 241141 or email jhm@sandon.essex.sch.uk.

Key Information Sheet for a Teaching Post at The Sandon School



This sheet sets out the key information for any candidates applying for a teaching position at The Sandon School. Please read this information carefully and retain this sheet for reference during the application process.

Application process:

Applicants must complete the application form and submit it to the school by no later than the closing date advertised. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Selection process:

Applications will be ranked against the person specification for the role.

All shortlisted applicants may be subject to:

1. A face to face interview with the selection panel
2. A teaching observation
3. A practical task

Details of these will be provided to you prior to the interview date.

Annual Leave

Annual leave is taken by arrangement with management and normally during school closure periods. Time off during term time can only be taken with permission of the school as set out in the school's leave of absence policy.

Pay

This post is paid on the Pay Band specified in the advertisement. Employees are paid monthly in twelve equal months per year.

Probation

All individuals will be required to satisfactorily complete a six month probationary period.

Shortlisted candidates:

Applicants who have been shortlisted for the post will usually be notified by telephone.

Prior to the interview date referees will be contacted to request references on all shortlisted candidates.

Further information and school visits:

Applicants who require further information or would like to visit the school should contact Mrs J Hampton on 01245 241141 or jhm@sandon.essex.sch.uk

Privacy Notice – Applicants



The categories of school applicants' information that we collect, process, hold and share include:

- personal information (such as name, address, national insurance number, contact information, teacher number, referee contact information, close personal relationship information with current staff, ability to travel, pre-employment check information)
- special categories of data including characteristics information such as gender, age
- employment information (such as current levels of pay, current role, employment history (including reasons for leaving), breaks in employment history, training history)
- qualifications (and, where relevant, subjects taught)
- Medical or disability information where relevant

Why we collect and use this information

We use this data to undertake the recruitment of new staff

The lawful basis on which we process this information

We process workforce information under Article 6 (To fulfil our legal obligation under the Education Act 1996 and the performance of our public task) and Article 9 (processing of special category data) of the General Data Protection Regulations. To comply with contract law, HMRC regulations, eligibility to work in the UK and Keeping Children Safe in Education (as updated).

Collecting this information

Whilst the majority of information is provided by you, some information will be sought from previous employers, DBS service, The Teaching Regulation Agency, Overseas Embassies and referees. If you refuse to provide this information we may be unable to process the application or continue with the recruitment process.

Storing this information

If unsuccessful we will hold this information for 6 months from the date of employment of the successful candidate in accordance with our data retention schedule.

Who we share this information with

We routinely share this information with members of the HR and recruitment team, interviewers, relevant Governors, Headteacher and legal services contracted by the school.

Why we share school workforce information

We do not share information about applicants with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Mrs Bayley, Business Manager.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like to discuss anything in this privacy notice, please contact Mrs Bayley, Business Manager.

Recruitment and Selection Policy Statement



1. The Governing Board is committed to:

- safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
- promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
- promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs

and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

2. The Governing Board recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race (which includes colour, nationality and ethnic origin), religion or belief.
3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.
4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.

5. The following pre-employment checks will be required where applicable to the role and settling:
- receipt of satisfactory references*
 - verification of identity
 - a satisfactory DBS disclosure if undertaking Regulated Activity
 - verification that you are not on the DBS Children's barred list and therefore not barred from working with Children
 - verification that you are not prohibited from teaching
 - verification of medical fitness
 - verification of qualifications
 - verification of professional status where required e.g. QTS status
 - the production of evidence of the right to work in the UK
 - verification of successful completion of/exemption from statutory induction period
 - verification that you are not subject to any s128 directions preventing you from holding a management position within a school
 - a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2009 or that you have provided a disqualification waiver from Ofsted

NB It is illegal for anyone who is barred from working with children to apply for, or undertake Regulated Activity.

*In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. Where it is agreed to defer, referees will be contacted immediately after interview before an offer of employment is made.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.
7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police).

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service.

The Governing Board is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2009 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

Positive disclosures will be managed on a case by case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information eg was it a caution or a conviction.
- How long ago did the incident(s) occur?
- Whether it was a one-off incident or part of a repeat history/pattern.

- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed on the SD2 form or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

When making a recruitment decision The Governing Board will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This Governing Board is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

8. The school processes personal data collected during the recruitment process in accordance with its data protection policy. Data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment procedure. On the conclusion of the procedure, data collected will be held in accordance with the School's retention schedule.

A copy of our Recruitment Procedure is available upon request.