



# Applicant Information Pack

## Teacher of Design Technology



*'Every Individual is in a great school'*



## Headteacher Letter to Applicants

The Priory School is an oversubscribed, 11-16, comprehensive situated in a popular, residential area of the County Town of Shrewsbury. There are approximately 840 students on roll with a six-form entry. The school has an excellent reputation across the county.

Our main school building dates from the late 1930s, with a mix of additional classroom blocks added over time, to cater for the growing needs of the school. Our latest 'Maths Block' opened in 2019 and symbolises our determination to provide our students with a first-class environment, conducive to learning.

As soon as you enter our school you gain a 'feel' for our very special ethos and culture. Students conduct themselves in an exemplary manner and have high expectations of their own and others' conduct, both in and out of lessons. They are a pleasure to teach and be with. We are an inclusive school and value the diversity of our student body. Outcomes for our students are above average and progress over the last three years has improved year on year. We are determined to ensure this remains the case and constantly reflect on all that we do to ensure we continually improve.

We have a vibrant House System that embodies all we stand for and our students participate in a range of activities, in large numbers. The system helps us to celebrate a range of talents and interests, complementing an extensive extra-curricular programme and has become an integral part of 'Priory Life'. We believe education is about developing the individual holistically, not just academically. As a result, we have a rich and broad curriculum, to ensure the development of all our students into Selfless, Self-Assured, and Successful individuals.

Our staff are a close-knit team who are dedicated to ensuring our students have the best experience of school life. School leadership are committed to their continued professional development and have placed significant emphasis on staff well-being; reviewing workload to support a healthy work-life balance.

The successful applicant will be joining us at an exciting time of our development, both as a school and as part of an evolving multi-academy trust. They will work within a school, which prides itself on being outward facing, dynamic and aspirational whilst retaining an important feel of the traditional.

If you choose to join The Priory School you will not only benefit from joining an exceptional school, you will greatly benefit from working within an aspirational family of schools. Please take time to view our website <https://priory.tpstrust.co.uk/> for more details.



Alison Pope, Headteacher

## About our Trust



The 3-18 Education Trust is currently made up of nine schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

### Our Vision:

To ensure every individual is in a great school.

### Our Mission:

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

### Our Values:

- **Accomplished:** to provide high quality education and training for all
- **Resilient:** to be solution focused and able to intelligently manage challenges
- **Compassionate:** to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our [Trust website](https://www.3-18education.co.uk) (<https://www.3-18education.co.uk>) for more details on what we offer. For information about each of our schools, please read on or click on the below links.



## What we Offer

### Hours & Working Weeks

Work-life balance is important in our Trust. Having the ability to organise your working hours in a way that suits you, whilst not compromising your hours and standard of work, alongside meeting the requirements of the post and the needs of the Trust can help to achieve this work-life balance. It may be to avoid a busy commute or to allow time to work around childcare or caring for dependents.

**In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer:**

✓ **Unbeatable Pension Scheme**

Thinking about your future? We are too and it's never too early. We'll automatically enrol you onto the relevant pension scheme – we will pay a whopping 28.68% into your Teachers Pension scheme or 19% if you are a member of our amazing support staff through the local government pension scheme – you'll find it hard to beat that.

✓ **Holiday**

Whilst holiday allowances vary across the roles, we offer no less than 27 days plus bank holidays– and to top it off, your holiday entitlement grows as your career does – as after five years' service you'll be awarded five extra days. Plus, we run a special leave policy making allowances for paid time off for those unplanned life events or family milestones that we just wouldn't expect you to miss.

✓ **Saving Scheme**

Saving for those rainy days has never been easier than with our salary savings scheme where you can have your savings taken directly from your salary into an accredited savings scheme.

✓ **Support for you and your family**

We understand that becoming a parent, growing your family or looking after those who mean the most to you, can be life changing. That's why we're proud to provide policies that fit around your family, whenever you might need it.

✓ **Your wellbeing**

It's a top priority for us, and that's why we look after your physical wellbeing with free eye tests, flu vaccinations, and an outstanding occupational health service. We also look after your mental wellbeing too, with our employee assistance programme, providing legal, financial, health, parenting and life advice with 24 hour access for you and your family members. We also provide access to independent counselling specialists to beat those long waiting lists and ensure you have access to the right support at the right time.

✓ **Online GP Service**

Struggling to get an appointment with your local GP, we've got you covered. As an employee at The 3-18 Education Trust you will have 24 hour access to a GP appointment, these usually take place within 2 days at a time to suit you, prescriptions provided when required to be collected at your local pharmacy. This service is also open to your dependants.

✓ **We've always got you covered**

If the unexpected happens – for example, you can't work because of illness or you're in an accident – we've got you covered with excellent sick pay benefits. Plus, in the event of death in service, we'll pay up to three times your salary. All these give you financial protection and take away any worries – all at no cost to you.

✓ **Cycle to work scheme**

Choose a brand-new bike and accessories and save on tax and National Insurance. Select a bike worth up to £3,000 and spread the cost over 12 months, interest free.

✓ **Home and Electronics Scheme**

The latest Xbox on the birthday list? Washing machine broken down at just the wrong time of year? We have you covered with our newest salary sacrifice scheme, open all year round and open to all staff, spreading the payments for those expensive items over 12 months.

✓ **Awards for long service**

We owe so much to our long-serving colleagues. That's why we're all about rewarding their continuous service and celebrating their key milestones. Just the way it should be.

✓ **Career Progression**

From bitesize learning right through to professional qualifications. With our trust wide dedicated CPD leads, we believe every colleague should have the chance to progress – personally, professionally and as far as possible.

✓ **Additional Perks**

Many of our sites have access to freshly made hot meals at a discounted rate, free carparking, gyms and swimming pools all open to members of staff at greatly reduced rates or free.

## Additional Information about The Priory School

Set up as a girls' grammar school in 1939, The Priory School became a mixed comprehensive when Priory Boys' Grammar School (now Shrewsbury Sixth Form College) joined in 1980.

The Priory School has a reputation for academic excellence and it is our aim to ensure that every child is encouraged to pursue their own personal excellence and provide an education that will encourage students to become lifelong learners. It is also our belief that this can only be achieved if parents, staff and governors work together to ensure the best possible support and provision for each child.



The Priory School encourages students to take on responsibility. In Year 10, students are able to apply for the positions of School Captains. The duties of School Captains and Deputies are various and include them acting as ambassadors for the school, setting an annual theme which is then pursued throughout the whole school. There is also The School Council, which is used to act as an executive body receiving reports from and consulting with different student groups with

specific responsibilities within the school.

The school operates a house system comprising of six houses Attenborough, Frank, King, Hawking, Nightingale and Parks. One form in each year group belongs to one of the houses, which are run entirely by Year 11 students. The activities that they run vary from inter house sports through to fund raising. In March the House Cup is awarded to the winning house.



The Priory School is the lead school for Shropshire and Telford Education Partnership the DfE sponsored Teaching School Hub which covers Shropshire and Telford and Wrekin. We work in collaboration with three other former teaching school alliances to deliver the Early Career Framework, act as an Appropriate Body for Early Career Teachers, deliver the full suite of NPQs, offer School Direct PGCEs through our wider partnership

as well as provide accredited CPD to meet the needs of the area. This signals a very exciting new chapter for the school in its contribution to the wider development of teaching and support staff across the local area.



## Job Description: **JOB TITLE**



<b>Title of Post</b>	Teacher of Design & Technology
<b>Grade and SCP</b>	MPS to UPS
<b>Hours/Working Weeks</b>	0.6/0.68FTE (dependant on the teaching of IT)
<b>Post Status</b>	Permanent
<b>Accountable To</b>	Head of Design & Technology

### Responsibilities

#### **A. Planning, Teaching and Class Management**

Teach allocated pupils by planning their teaching to achieve progression of at least good if not outstanding learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed.
- Produce relevant documentation to support the learning of students and track their progress e.g. student support plans, seating plans, class data analysis
- Setting tasks which challenge pupils and ensure high levels of interest;
- Effective use of internal and external data, in order to build on prior attainment;
- Identifying SEN, PP and very able pupils and structure appropriately differentiated tasks and activities;
- Make effective use of assessment and ensure coverage of programmes of study;
- Ensure effective teaching and best use of available time;
- Monitor and intervene to ensure sound learning and discipline;
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- Evaluate their own teaching critically to improve effectiveness;

#### **B. Monitoring, Assessment, Recording and Reporting:**

- Use appropriate internal and external data sets through school systems and procedures to track and monitor the ongoing progress of all students within their classes.
- Devise clear action plans in order to address pupil underachievement;
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- Prepare and present informative reports to parents;

- Use Arbor to record any homework set.

### **C. Other Professional Requirements:**

- Work as a House Tutor contributing to the personal development and holistic welfare of our students;( see Priory School House tutor job description)
- Promote and safeguard the welfare of all children they come into contact with;
- Have a working knowledge of teachers' professional duties and legal liabilities;
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- Endeavour to give every child the opportunity to reach their potential and meet high expectations;
- Contribute to the life of the school through effective participation in staff meetings, and House event.
- Take responsibility for their own professional development and duties in relation to school policies and practices;
- Liaise effectively with parents and governors;
- Take on any additional responsibilities which might from time to time be determined.

### **D. Subject Specific Responsibilities**

- Engage fully in department collaborative planning and working at the direction of the Head of Department
- Participate in subject moderation both at KS3 & KS4
- Input into tracking information database & sharing of pupil exemplar material
- Support the Head of Department and colleagues with Departmental Development Priorities
- Plan and deliver engaging extra-curricular activities and/or trips that enrich the curriculum and encourage wider student participation in school life.

### **E. Other Responsibilities**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
  - Be aware of and comply with all school policies and procedures
  - Be aware of and support difference and ensure equal opportunities for all
  - Contribute to the overall ethos and aims of the School and Trust
  - Appreciate and support the role of other professionals
1. Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that the Headteacher feels are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review by the Headteacher, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.



## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• QTS (Secondary age range)</li> <li>• Degree level qualification</li> <li>• Knowledge of Health &amp; Safety in the Workshop</li> </ul>	<ul style="list-style-type: none"> <li>• Current H&amp;S certification</li> <li>• External examination experience</li> <li>• Further professional qualification</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Proven track record of successful teaching across the ability range</li> <li>• Be an outstanding classroom teacher</li> <li>• Monitoring standards – acknowledge excellence and challenge poor performance</li> <li>• A desire to teach to GCSE</li> </ul>	<ul style="list-style-type: none"> <li>• Recent and successful experience of teaching up to GCSE</li> <li>• Experience of organising and running extra-curricular activities</li> </ul>
<b>Skills/Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the characteristics of good and outstanding teaching and learning</li> <li>• Understanding and commitment to safeguarding procedures</li> <li>• Good use of ICT as a teaching and learning tool</li> <li>• High expectations of students and the ability to ensure that all students needs are met</li> <li>• The ability to build positive relationships with colleagues, students and parents</li> <li>• Ability to use machinery &amp; equipment</li> <li>• Experience in design</li> <li>• Ability to use data effectively to understand the strengths and weaknesses of the curriculum area and inform appropriate actions</li> </ul>	<ul style="list-style-type: none"> <li>• Extensive curriculum knowledge</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Excellent communication, written and verbal</li> <li>• Willingness to contribute to whole school improvement</li> <li>• Commitment to safeguarding policies and procedures</li> <li>• Willingness to contribute to revision sessions and subject related interventions</li> <li>• Maintain high professional standards at all times</li> <li>• Helpful and supportive attitude, adaptable and flexible for collaborative working</li> <li>• Supportive of school's ethos and able to work to deadlines</li> </ul>	
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• Sufficiently fluent in spoken English to ensure effective performance in the role</li> <li>• Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check</li> </ul>	

## Application & Appointment Process

An application form is available to download from the website which can be found <https://priory.tpstrust.co.uk/contact-us/current-vacancies/>

Please complete and return your application form as soon as possible, clearly noting all the experience, skills and personal qualities that you can offer which are relevant to this post.

To arrange an informal conversation or to find out more about this role, please contact Jo Kewell at [jo.kewell@pri.318education.co.uk](mailto:jo.kewell@pri.318education.co.uk) to arrange a conversation.

**The deadline for applications is 10am Monday 2<sup>nd</sup> December 2024**

**Interviews will be held on Thursday 5<sup>th</sup> December**

Please send completed applications to Jo Kewell, HR Administrator, at [Jo.kewell@pri.318education.co.uk](mailto:Jo.kewell@pri.318education.co.uk).

Interviews will be offered to those applicants who best demonstrate how skills, abilities and experience match the person specification, taking into consideration the job description.

### **Please note:**

- It is essential that all elements of the application form are completed in full.
- We do not accept CV's in support of an application.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate

*The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the trust website.*

**In line with KCSiE, the Trust may carry out an online search on all shortlisted candidates as part of our safer recruitment process.**