



Halliford  
School  
SHEPPERTON



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Applicant Information  
**Head of Design and  
Technology**  
**from September 2022**

## Welcome from the Headmaster

Dear Applicant

Thank you for the interest you have shown in Halliford School and our position of Head of Design and Technology. May I take this opportunity to welcome you to our wonderful school and I hope that what you will read on the following pages will encourage you to come and see for yourself what a magnificent place Halliford School is to learn and to work at.

As the Headmaster, I am working with the students and staff here to create a school where we strive for excellence in all that we do. My job, along with my colleagues on the senior leadership team, is to support and empower our dedicated members of staff, as they strive to provide an education that enables each of our students to become the very best version of themselves that they can possibly be. In appointing new staff, we are seeking to find exceptional talent and to work with our staff to foster a culture of energy and vitality for learning, where possibilities for our students are endless.

We are looking to appoint a well-qualified, experienced, and enthusiastic member of staff. The ability to teach up to A Level is essential. Numbers of students studying Design and Technology are high and the willingness and confidence to inspire students across the ability ranges is important.

We have invested heavily in new equipment and technology to support the Design and Technology Department over recent years and our aim is always to continue to provide our students with the best possible resources.

At Halliford School we recognise that every child is unique and that the key to reaching their true potential lies in an education that is as full as it is diverse. Our approach of striving for academic excellence is perfectly complemented by a dedication to developing a wide variety of other interests, helping our young people to build their aspirations, and instilling in them confidence and resilience for the future.

As young Hallifordians we recognise that a child's potential could lie anywhere – so we ensure that every student is exposed to a vast array of opportunities and experiences. We then pride ourselves on identifying and honing their strengths to make the most of their natural abilities, while working hard with them to develop any areas that might need further improvement. We are able to offer small class sizes which enable personalised teaching and learning strategies, suitable for our boys. We also recognise that the environment in which a child learns is just as important as what they learn. Renowned for our outstanding pastoral care, we work hard to create a community where our students and staff can come together, where they are encouraged to flourish, where they can feel safe and comfortable, confident and proud, stimulated and inspired and, most of all, happy.

There are currently around 450 students on roll. The school teaches boys in Years 7 – 13 and since 2007 has taken girls into Sixth Form. In November 2014, the school was accepted into membership of HMC. The School has seen expansion since the year September 2000 and has an impressive array of facilities, including a dedicated theatre, classroom block, technology building, multi-purpose sports hall, gymnasium and sports pitches, both at school and on a nearby separate site. A few years ago, the School completed the magnificent Philip Cottam Centre which houses: Music, Art, Sixth Form Centre and Café, along with recently refurbished kitchens and dining room. The newly built Woodward Building contains an impressive Learning Resource Centre on the ground floor and six spacious new classrooms and associated facilities on the first and second floors. It was opened by our Chair of Governors, Mr Ken Woodward in November 2021.

Since September 2021 we have been marking our Centenary with an exciting programme of events.

Applications for places to join the School have been incredibly strong over the last three years and this September will see the School open with record numbers on roll, particularly in the Sixth Form and with an increased number of girls.

More details about the school can be found on our website at: [www.hallifordschool.co.uk](http://www.hallifordschool.co.uk)

We are proud of many excellent results achieved by our students and see some magnificent university destinations for our Upper Sixth students, including Oxbridge.

The staff room at Halliford is welcoming and supportive of new colleagues. Our boys are full of energy and enthusiasm, and we work in an environment founded on the principle of mutual respect. We are a busy school, and our staff offer a great number of opportunities to the students, and we seek to offer our staff rich opportunities for personal and professional development and training.

I warmly invite you to consider joining us to be a part of this wonderful school on our exciting journey and I look forward to hopefully inviting you to interview.

Good luck!



**Mr J Davies Headmaster**



## The Position

We are looking to appoint a well-qualified, experienced, and enthusiastic member of staff. The ability to teach up to A Level is essential. Numbers of students studying Design and Technology are high and the willingness and confidence to inspire students across the ability ranges is important.

Examination results are strong, and the department prides itself on achieving excellent student outcomes.

We have invested heavily in new equipment and technology to support the Design Technology Department over recent years and our aim is always to continue to provide our students with the best possible resources.

Halliford is a thriving School with a particularly friendly and supportive staff and student community. The successful candidate will be expected to participate in the School's extensive pastoral and extra-curricular programme.

## The Pastoral Structure

The School has four Houses to which each student belongs. Each student has a House Tutor who they meet with twice a day for registration. There are then four Heads of House who are responsible for a team of tutors in Year 8 – 11, who manage the day-to-day pastoral and academic lives of their tutees. Currently there is a Head of Year 7 who, together with a group of four tutors, looks after the students specifically in this year group, to give them the best possible start to their time at Halliford. The Head of Sixth Form then assumes responsibility for the tutors in the Sixth Form. We also have the additional benefit of a School Matron and a School Counsellor.

## Mission Statement

Halliford is a school based on strong family values where we know and respect every student as an individual. We encourage and support Hallifordians to flourish and become the best version of themselves that they can possibly be. We aim for excellence by being academically ambitious, but at the same time academically sensitive.

We inspire Hallifordians within a community that is founded on high quality teaching and learning, outstanding pastoral care and first-class sporting, cultural and co-curricular opportunities.

## Process of Application

We trust that this brochure will provide you with helpful information on which to make a decision regarding your application for this post.

Along with this pack, you should have received a copy of the application form, which you are asked to complete in full and as accurately as possible, paying attention to the Job Description and Person Specification.

If you have any queries regarding the application process, please do not hesitate to contact Mrs Emily Plumbly, the Headmaster's PA, who will be delighted to assist you.

Telephone: 01932 234925

Email: [head.pa@ahallifordschool.co.uk](mailto:head.pa@ahallifordschool.co.uk)

Completed application forms, together with a supporting letter of application (no more than one side of A4) should be e-mailed to Mrs Sanders, the Bursar, to arrive no later than 12 noon on Tuesday 19<sup>th</sup> April. However, please feel free to apply as soon as possible, as applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date.

Email: [bursar@hallifordschool.co.uk](mailto:bursar@hallifordschool.co.uk)

On the day of interviews, all applicants will be asked to bring with them proof of identity and address along with any original certificates pertaining to their qualifications.

Full details regarding the interview day will be sent to those candidates on the short-list.

Following the interview, the successful applicant will be invited to accept the position by telephone, but only once a contract has been agreed and signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based upon a short delay.

## **The Design and Technology Department**

Design and Technology is a strong, popular and successful department, housed in its own well-equipped building comprising of a workshop, two design suites and CAD/CAM provision supported by a laser cutter and 3D printing equipment.

The subject is compulsory in Years 7, 8 and 9, and then as an option at GCSE and A Level, where there is an excellent uptake.

Design and Technology at Key Stage 3 is largely skills based, whilst giving each student the opportunity to develop their own creativity through design-and-make projects. Students will follow design-and-make projects in a range of materials, based on the area of product design, which will allow students to focus on a broad range of tasks from product design and manufacture, using wood, metal, plastics, and electronics, to packaging, marketing, and advertising.

Graphical techniques and practical skills are reinforced with technological theory in order to create a sound foundation for those that wish to follow the subject through to GCSE and A Level in product design.

The School follows Pearson Edexcel Design & Technology at GCSE with a timbers specialism and Pearson Edexcel Product Design at A Level.

Examination results are strong and the department prides itself on achieving excellent student outcomes.

The post requires a full-time member of staff capable of teaching lower school, GCSE and A Level to a high standard. Applicants should be able to demonstrate an all-round ability in the subject area, including ability in a wide range of practical skills and the use of CAD/CAM, and should preferably already hold the relevant machining and health and safety certificates.

The department has a suite of 24 PCs equipped with the professional solid works software and this is used extensively with students. A familiarisation with this software is essential.

Applicants will be expected to support the departmental use of ICT for administration, as well as teaching purposes and therefore need to have a high level of competence in this area.

A willingness to contribute to the co-curricular life of Halliford School is essential.

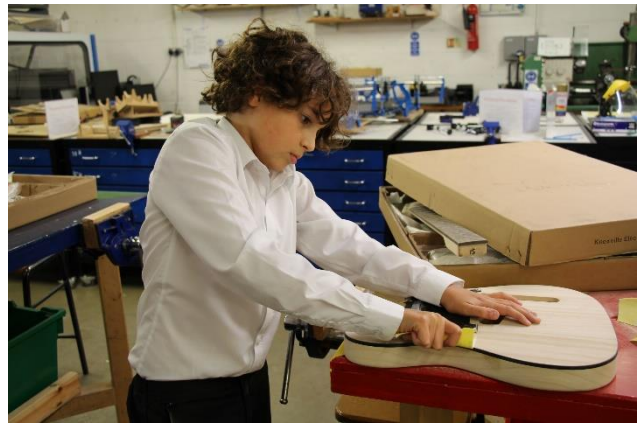
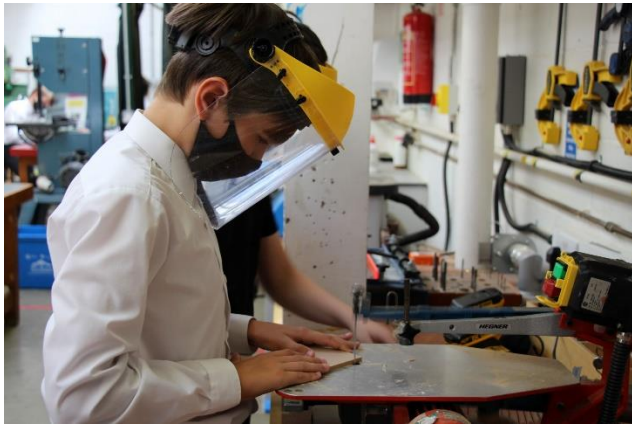
### **Facilities**

The department benefits from a well-equipped workshop and two Design Suites. Alongside extensive workshop equipment, we have recently invested in a laser cutter and 3D printers. All rooms are equipped with interactive smart whiteboards. There is also a departmental office with space for each of the staff to work on a PC. We have invested this year in a 1:1 device strategy at the School with all students and staff using a Microsoft Go with full access to the MS 365 suite of applications.

### **Staffing**

The department has two full-time members of staff who teach across the age ranges. They are supported by a full-time, extremely experienced, Design and Technology technician.

Applicant Information – Head of Design and Technology



## Halliford School

### Job Description – Head of Design and Technology

#### Salary

The post holder will be paid on the appropriate point of the Halliford School Teacher's Pay Scale. We have our own pay scale, which is significantly above the maintained sector.

#### Lines of Responsibility

The Head of Design and Technology is responsible to the Headmaster for the overall strategic direction of Design and Technology at the school, but in line with all other Heads of Department they will be responsible to the Deputy Head (Academic) on curriculum matters and the Senior Deputy Head for pastoral and operational issues.

#### Job Content

##### Strategic Purpose

- Overall responsibility for the professional leadership, management and promotion of Design and Technology within the life of Halliford School.
- The basic duties of a teacher are outlined in the Staff Handbook.

##### Operational Responsibilities

##### Management

- The Head of Department is responsible to Headmaster via the Deputy Head Academic for the vision, policies, and culture of their department and for establishing these within the larger framework of Halliford School and our strategic plan, particularly in relation to teaching and learning.
- The Head of Department is expected to provide strong academic leadership. They should lead, manage, and develop the department to ensure it achieves the highest possible standards of excellence in all its activities enabling students to progress to the highest levels in their subject.
- The Head of Department will create a culture within the department that promotes an appreciation of the subject within all students.
- The Head of Department will maintain the target that all lessons taught in the department are at least 'good' and the majority are 'excellent'.
- The Head of Department should use school policies and procedures to monitor, evaluate and develop the outcomes for their department, including observations, performance management, appraisals, work scrutiny and reporting.
- The Head of Department should take responsibility for budgeting and expenditure within the department.
- The Head of Department should promote the department to students and parents in its widest sense and liaise regularly with the Marketing Officer to provide opportunities to celebrate student success within the department.
- The Head of Department should organise and promote departmental co-curricular activities and trips and visits with the support of the Assistant Head Co-Curricular.
- The Head of Department will ensure the departmental classrooms are attractive, safe, productive and inspiring environments for all learners with suitable displays of student work.
- The Head of Department should maintain connections with those leading their subject area at university level to support student progress to further education.

### Performance Management

- The Head of Department should develop their own leadership skills to ensure the confident management of the performance of the department.
- The Head of Department should act as a role model for other members of staff in the pursuit of academic excellence.
- The Head of Department should ensure the performance of individual staff is managed appropriately and offer as much support as is needed to enable each member of the department to contribute fully and develop their skills and experience, liaising with SMT as required.
- The Head of Department should put in place the necessary evaluation and monitoring procedures to ensure improvement including termly work scrutiny, moderation of marking, monitoring attendance, regular lesson observations.
- The Head of Department should meet with the Headmaster and Deputy Head Academic at the start of the academic year to review the performance of the department over the previous academic year and to present specific targets for the current academic year.
- The Head of Department should engender a culture of excellence, co-operation and respect within the department.
- The Head of Department is responsible for providing appropriate induction to all staff joining the department, including acting as an ECT mentor as necessary.
- The Head of Department should contribute to appraisal, identifying training needs and encourage departmental staff to undertake INSET and other forms of professional CPD as appropriate.
- The Head of Department will meet weekly with their SMT line manager.

### Curriculum

- The Head of Department should keep abreast of developments in the department's subject and take appropriate action to update the curriculum as necessary.
- The Head of Department should keep detailed records to show long, medium and short-term planning that establishes a culture of strong student progression.

### Examinations

- The Head of Department will take responsibility for exam specifications, schemes of work, departmental handbook, keeping such matters under constant review.
- The Head of Department is responsible for overseeing entry procedures according to the instructions of the Examinations Officer and should meet all the requirements of examining boards in respect of such items as non-examined assessment work and estimated grades.
- The Head of Department will ensure students are prepared for public examinations by monitoring the teaching of the correct syllabus, providing resources and guidance to allow students to revise effectively, and communicating appropriate academic information to parents.



### Health and Safety / Compliance

- The Head of Department will ensure a safe and healthy environment for staff and students, and full compliance with health and safety requirements.
- The Head of Department will attend and report to the Health and Safety Committee of the Governing Body on matters relating to the Design and Technology Department and will undertake all necessary risk assessments as required.
- The Head of Department will ensure the department is active in implementing the school's published policies, and especially the Safeguarding and Child Protection Policy.

### Students & Parents

- The Head of Department will ensure all students develop as strong learners and make at least good progress
- The Head of Department will ensure the appropriate use of IT within the department to allow students to use MS Go devices positively in support of their learning.
- The Head of Department will ensure the department adhere to the school's assessment and marking policy.
- The Head of Department will ensure lessons allow students to develop The Halliford School Values.
- The Head of Department will ensure that in lessons students develop good learning behaviour in the classroom.
- The Head of Department will ensure students are taught according to their educational needs and abilities, organising appropriate setting and overseeing good student discipline in the department.
- The Head of Department will ensure subject choice advice for students is appropriate to their needs and abilities.
- The Head of Department will respond in a timely manner to any queries or concerns from parents and seek to keep them informed of any concerns about their child in good time.

### Teaching & Learning

- Develop a stimulating and inspiring scheme of work for Design and Technology across the year groups that seeks to develop a lifelong love of the subject.
- Maintain departmental resources and an inventory of items in the Department.
- Promote this popular subject to students in Year 9 and Year 11 as well as to external students looking to join the Sixth Form and liaise with the wider community and professional bodies.
- Help maintain and develop a lively Department social media presence (e.g. on Twitter).
- Communicate in a timely and effective way to parents, staff, and students about the arrangements for departmental events.
- Chair regular departmental meetings to ensure that clear actions and development plans are discussed, recorded and implemented against the Departmental Development Plan.
- Attend school on the days when public examination results are published in order to provide guidance for students and professional advice for colleagues.
- Undertake any duty reasonably required from time to time by the Headmaster.

### Teaching

- Teach Design and Technology at the appropriate level.
- Plan high quality lessons in accordance with the departmental Scheme of Work.
- Take full account of students' prior levels of attainment and use this along with available academic data to inform planning.
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire students.
- Encourage students and show genuine enthusiasm for their subject within the classroom.
- Maintain good discipline by following the school's policies and procedures.
- Establish a purposeful working atmosphere during all lessons and activities.
- Set appropriate and challenging goals for all students.
- Identify and work appropriately with those students with 'Special Educational Needs and Disabilities', 'Potential High Achievers', and those with 'English as an Additional Language'.
- Organise and deliver Design and Technology clinics / drop-in sessions, as required.
- Communicate effectively with parents.
- Set work when required for absent students and e-mail to parents.
- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.
- Research new topic areas and maintain up-to-date subject knowledge.

### Assessment, Recording and Reporting

- Keep accurate and regular records of students' work.
- Demonstrate an awareness of Assessment for Learning strategies and personalise the learning of all students, as appropriate.
- Mark and return work set, including homework in line with the departmental and whole school policies and within an agreed and reasonable time.
- Carry out assessment programmes as agreed by Deputy Head Academic.
- Complete detailed full written reports and grade cards in line with the whole school reporting schedule.
- Attend parents' evening as required and keep parents regularly updated about their child's performance and targets.

### Co - Curricular

- Take a full and active role in the co-curricular programme on offer at the School.
- Organise and participate in educational visits.
- Prepare suitable classroom and departmental display material.
- Organise and participate in departmental events
- Participate in the School Open Days and Entrance Examination days.
- Participate once a week as a member of the staff duty team.

### Pastoral

- To be a form tutor to an agreed year group providing pastoral and academic oversight to a group of approximately 15-20 students.

### **Professional Duties**

- Support and foster the aims of Halliford School.
- Make themselves familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by their Line Manager or SMT, punctually and efficiently.
- Notify their Line Manager and the Senior Deputy Head as early as possible if they are going to be absent from School and set rigorous, appropriate work.

### **Performance Management and Professional Development**

The Head of Department will be part of the School's Performance Management Scheme. S/he will be assigned an appraiser (usually a member of the Senior Management Team) who will set agreed targets and monitor professional development. In addition, all new members of staff are provided with a comprehensive programme of induction in the first year with a full review in the summer term.

### **Conditions of Employment**

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection.

The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment).

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

## Head of Design and Technology

### Person Specification

<b>Applicants should:</b>	<b>Essential</b>	<b>Desirable</b>	<b>Primary means of assessment</b>
Have a good Honours Degree	✓		Application Form
Previous head of department experience		✓	Application form
Evidence of qualification to teach Design and Technology to A Level	✓		Application Form
Experience of Solid works software	✓		Application Form
Demonstrate they have maintained an up-to-date knowledge of subject and teaching methodologies	✓		Supporting Letter / Application Form
Have a good understanding of assessment and public examinations	✓		Supporting Letter
Have Qualified Teacher Status / PGCE or be willing to undertake this qualification at the School	✓		Application Form
Have high expectations of students	✓		Interview
Be able to communicate effectively with students age 11 - 18	✓		Interview
Be able to communicate effectively with colleagues	✓		Interview
Work well as part of a small and dedicated team	✓		Interview
Act upon and listen to advice from colleagues	✓		Interview
Have a good range of teaching strategies	✓		Interview
Be able to effectively use data to help students achieve their full potential		✓	Supporting Letter
Demonstrate knowledge of how to plan for effective learning	✓		Interview
Ability to prioritise effectively	✓		Interview
A professional approach, which inspires confidence in students and parents	✓		Interview
Be able to teach challenging and well organised lessons as part of a scheme of work	✓		Interview
Mark effectively	✓		Interview
Ability to coach a team sport		✓	Interview
Have a sound understanding of Safeguarding within the teaching profession	✓		Interview
Understand the needs of SEND, PHA and EAL students		✓	Supporting Letter
Excellent written and ICT skills (Microsoft Office)		✓	Interview
Be willing to participate in the wider co-curricular life of the School	✓		Interview
A good sense of humour	✓		Interview

## Shepperton and South West London

Halliford School is situated alongside the banks of the River Thames in a beautiful setting. The school was founded in 1921 as an independent grammar school on the present site. The building closest to its road is the oldest, a tall-storied Georgian House set in six acres beside the River Thames that was once home to Emma Hart (later Emma, Lady Hamilton) when she lived with Charles Francis Greville, before she married and then became Lord Nelson's mistress.

The village of Shepperton is equidistant between the towns of Chertsey and Sunbury-on-Thames. The village is mentioned in the Domesday Book, where it was an agricultural village.

Probably most well-known for the local film studios, the village is home of approximately 10,000 people and boasts a magnificent high street with all the individual shops and restaurants so often lacking from most modern towns. The School works hard to support local businesses and is proud to source the vast majority of our food and provisions from local businesses.

There are many local restaurants and riverside walks and thriving sports clubs and cultural opportunities on offer. The boroughs of Spelthorne, Kingston, Staines and Richmond-upon-Thames offer a vast array of accommodation options ideal for young people and those with a family.

The village is the final stop on a branch line from London Waterloo with services stopping at Vauxhall, Clapham Junction, Wimbledon, Kingston, Teddington, Hampton and Sunbury. The journey time to London is 50 minutes. There is also a further faster route to London from nearby Walton-on-Thames with fast trains taking 25 minutes to reach London Waterloo. The School operates a shuttle bus along with other local services buses to Walton-on-Thames. London Heathrow is approximately 15 minutes by car and 45 minutes by local bus. The M3 and M25 are a few minutes' drive from the School.



## Additional Information

### Non-contractual benefits to Staff Pension

Membership of the Teachers' Pension Scheme is offered to all teaching staff.

### School Fee Reduction

Children of teaching staff at Halliford School may, subject to passing the entrance examination, be eligible for a 50% remission on fees at the discretion of the Governing Body. This is prorated according to working days.

### Meals and Refreshments

All staff are entitled to eat free of charge each day during term time, in either the main Dining Room or in the Vibe Café, where delicious home cooked meals are served each lunchtime. In addition, hot drinks and biscuits are provided daily in the staff common room with cakes on special occasions. Speciality teas and coffee are also available daily from the Vibe Café.

### Sports Facilities

Members of staff are able to use the School gym and fitness facilities, subject to approval from the Director of Sport.

### Travel and Visits

Those staff wishing to organise suitable trips and visits for our students are strongly encouraged and supported to do so. These can provide invaluable opportunities for staff as well as students, including the opportunity to travel and visit new countries.

### Private Vehicles

Free on-site parking is available to all staff, subject to availability. In addition, subject to approval, staff can use their private vehicles for school journeys during working hours. The insurance will be under the school's insurance scheme and staff may claim suitable mileage.

### Professional Development and Postgraduate Study

Staff are encouraged and supported to undertake a wide variety of professional development opportunities both within and beyond the School. Those staff wishing to undertake professional qualifications may seek financial support from the Governing Body.

### Other Benefits including

- Ability to register with [cyclescheme.co.uk](http://cyclescheme.co.uk)
- Personal accident insurance through the school insurers
- 24-hour counselling helpline service
- Enhanced sickness
- Staff socials
- Staff wellbeing support
- Opportunities to join worldwide educational trips
- Provision of a Microsoft Surface Go

### Disclosure and other pre-employment checks

Halliford School is committed to safeguarding the welfare of all students at the School.

Therefore, this appointment will be subject to a successful enhanced disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available from the Headmaster's PA. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience of qualifications. A medical questionnaire will be required by to be completed by the successful candidate.

## Further Information

If you have any queries regarding the application process, please do not hesitate to contact Mrs Emily Plumbly, the Headmaster's PA, who will be delighted to assist you:

Telephone: 01932 234925

E-mail: [Head.pa@hallifordschool.co.uk](mailto:Head.pa@hallifordschool.co.uk)

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Russell Road  
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