



# FRIERN BARNET SCHOOL

Hemington Avenue, London, N11 3LS

Head Teacher: Mr S Horne

## Head of Design and Technology Faculty

**Salary:** MPR / UPR (TLR 1)

**Start:** ASAP

**Closing date:** 9.00am on 13 October 2023

This is an exciting opportunity for a bright and committed individual to lead a professional and high-achieving team within a well-respected and successful school.

Are you an enthusiastic and ambitious leader who can raise standards across the school? Do you have the ability to motivate and challenge all our students?

We are seeking to appoint an exceptional teacher and leader to join us with the energy and enthusiasm needed to inspire and motivate both students and staff. The candidate must have high expectations and want to work within a school where we share an ambition for our students of all abilities. Applicants will have excellent interpersonal skills and the expertise to deliver inspirational learning experiences for young people of all abilities, in which all students can achieve their best. The applicant will need to have the ability to teach up to GCSE level.

The successful candidate will maintain a focus on strategies to sustain the highest quality of teaching and learning to achieve outstanding outcomes. You will be able to lead, strategically plan and motivate both students and teachers to achieve their full potential and lead the faculty on to further success.

Friern Barnet School provides a comprehensive curriculum whilst maintaining a special emphasis on the creative arts. We are hugely ambitious academically for our pupils, ensuring that they secure the results to go on to good universities and on to fulfilling careers. We also want them to live lives which are personally and socially fulfilling, developing a love for art, music, dance, theatre and culture which will enrich the whole of their lives.

The school has a comprehensive induction programme and excellent professional development opportunities. We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful applicant will be subject to enhanced clearance through the Disclosure Barring Service.

Application forms and further details are available to download at [www.friern.barnet.sch.uk](http://www.friern.barnet.sch.uk). Completed applications should be sent to [vacancies@friern.barnet.sch.uk](mailto:vacancies@friern.barnet.sch.uk)

The closing date is 13 October 2023 although we reserve the right to interview suitably qualified and talented candidates in advance of the deadline.



### Head of Design and Technology

Thank you for your interest in this position, which will be a key appointment in the further development of Friern Barnet School.

Enclosed are the following for your information:

- Department Overview
- Current job description
- Current Person Specification

On our website you will find an application form and the school prospectus. All of this material will give you a clear impression of Friern Barnet School and its strong learning culture.

As the Head Teacher, I feel very privileged to be leading this fabulous school – a school community that is continuing its exciting journey of working together successfully to ensure that all students, whatever their ability, make excellent progress and enjoy and excel in everything they do.

The Governors and I look forward to receiving your application. Please note the closing date is 9.00am on 13 October 2023.

Yours sincerely

Simon Horne  
Head Teacher

## **The recruitment and retention of teaching staff at Friern Barnet School**

The Governors of Friern Barnet School wish to recruit teaching staff of the highest quality at all levels. Whilst accepting that teachers will wish to further their careers both within the school and elsewhere, they wish to ensure that teachers can gain both financial and non-financial benefits from working at Friern Barnet School which are at least as favourable as those available elsewhere.

The incentives are expressed under two headings:

1. Financial benefits
2. Professional development benefits

### **1. Financial benefits**

- All staff benefit from the Outer London Pay Scale - this equates approximately to an additional £3,000 per year over standard salaries
- Early start scheme for ECTs, allowing colleagues to begin their employment prior to the start of the summer holidays
- Free use of the school's fitness suite before and after school
- Cycle to work scheme- a scheme that will allow you to make significant savings on cycle purchases

### **2. School-based benefits:**

- ECT induction
  - It is anticipated that ECTs taking up posts at Friern Barnet School will spend the July prior to taking up appointment being inducted into school
  - Mentor support
  - Reduced teaching commitment for professional development activity
  - Whole school induction programme
- Professional development
  - The school will provide professional development opportunities at an appropriate level to new teachers:
    - Induction package for all new teachers, including whole school programme and mentor support
    - Appropriate CPL opportunities in and out of school
    - Opportunities for departmental and whole school development/experience
- Employee Assistance Programme
  - Free confidential support, information and advice, 24 hours a day, 365 days a year, including:
    - Support and counselling for home-life and work-related issues
    - Financial and debt enquiries
    - Legal enquiries
    - Support for managers
    - General information



## The Technology Department at Friern Barnet School

### **Organisation**

The technology faculty comprises of design and technology and computing. The faculty has six teaching staff and two technical staff. All staff give their time freely to students and we use interactive teaching to support the disciplined development of both practical and theory work. In addition to the Head of Faculty, there is a second in department who has principal responsibility for KS3 and a subject specialist for computing; members of the faculty also have pastoral roles as form tutors.

We are a positive, hard-working and inspirational team and we are proud of our Key Stage 3 and Key Stage 4 curriculum, which reflects ongoing curriculum change. We are currently teaching GCSE Design and Technology, Food Preparation and Nutrition and Computer Science. There are also a number of clubs and programmes that are run by members of the faculty at lunchtimes and after school. KS3 students are taught in mixed ability classes in both DT and Computing. All core elements of the GCSE are incorporated in the KS3 Schemes of Learning. Students are taught RM, textiles, food, graphics and all aspects of computing, including programming.

### **Accommodation**

The faculty is situated in a purpose built building separate from the main teaching block of the school. We are very proud of our department and the environment. Our students are always really positive and quality learning takes place in an inspirational building. There are six dedicated teaching rooms with interactive whiteboards, an office with computers and a materials prep room as well as a fully equipped food technology room. All members of the department are based in their own teaching room and movement between rooms is kept to a minimum to support teaching and learning.

### **The Curriculum**

Both KS3 and KS4 classes are taught in mixed ability classes. At Key Stage 3, students receive two one-hour lessons of DT a week, taught on a carousel. At Key Stage 4, they receive 3 one hour lessons a week. The Computing department teach 1 hour a week to each KS3 class and 3 hours a week to each KS4 class. Home learning is set on the school's VLE, Firefly.

### **Development**

There have been some significant changes recently for the teaching of Design and Technology and computing. This is due to the increase in digital learning due to lockdown and also recent changes in the GCSE specification. With the talent and dynamism of teachers in our faculty we have maintained our academic standards, whilst ensuring our provision continues to be varied, engaging and stimulating for our truly comprehensive intake.



## Friern Barnet School Job Description

<b>Post Title:</b>	<b>HEAD OF FACULTY</b>
<b>Purpose:</b>	<ul style="list-style-type: none"><li>• With a clear understanding and focus of how students learn, to lead and manage curriculum development in order to improve the quality of student learning and to raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.</li><li>• To be accountable for student progress and development within the subject area.</li><li>• To develop and enhance the teaching practice of others.</li><li>• To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the faculty, in accordance with the Strategic Commitment, Purpose and Intent of the school.</li><li>• To give full support to the school's Enjoy and Excel culture and to develop a positive attitude towards learning in our students in accordance with the curricular policies determined by the Governing Body and Head Teacher.</li><li>• To be accountable for leading, managing and developing the faculty's subject/ curriculum area(s).</li><li>• To efficiently and effectively manage and deploy staff, financial and physical resources within the faculty to support its designated curriculum portfolio.</li><li>• To act as line manager for teaching and other staff within the faculty, usually also acting as their team leader for performance appraisal.</li><li>• To be committed to the safeguarding of children</li></ul>
<b>Reporting to:</b>	Designated Senior Leadership Team (SLT) Member
<b>Responsible for:</b>	Teaching staff and other relevant personnel within the faculty.
<b>Liaising with:</b>	Head Teacher/Senior Leadership Team, teaching and support staff, LA representatives, external agencies and parents.
<b>Working Time:</b>	195 days per year. Full-time
<b>Salary/Grade:</b>	TLR 1
<b>Disclosure &amp; Barring Service (DBS)</b>	Enhanced

<b>MAIN (CORE) DUTIES</b>	
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>• To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the faculty</li> <li>• The day-to-day management, control and operation of course provision with the faculty, including the efficient and effective deployment of staff and physical resources.</li> <li>• To actively monitor and evaluate student progress and respond appropriately to ensure standards of attainment and achievement are raised consistently.</li> <li>• To implement school policies and procedures</li> <li>• To work with colleagues to formulate aims, objectives and strategic plans for the faculty which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.</li> <li>• To lead and manage the business planning function of the faculty, and to ensure that the planning activities of the faculty reflect the needs of students within the subject/curriculum area(s), the School Improvement Plan, the Faculty Improvement Plan and the aims and objectives of the School.</li> <li>• To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the faculty are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Officer.</li> <li>• With the Head Teacher, SLT and other heads of faculty to assist in the whole-school self review and evaluation process and the development and implementation of the School Improvement Plan (SIP).</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>• To liaise with the designated SLT member to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan and whole school curriculum portfolio.</li> <li>• To be accountable for the development and delivery of the faculty's designated subject/curriculum area(s)</li> <li>• To facilitate regular informal and formal regular assessment of student progress within the faculty subject/curriculum area(s), including tests and internal examinations. This will include setting of examination questions, arrangements for any examinations and the marking of examinations and recording of results.</li> <li>• To liaise with and support the examinations officer / relevant staff in organising subject examinations for all years and Mock examinations in Year 11.</li> </ul>
<b>Curriculum Development:</b>	<ul style="list-style-type: none"> <li>• To lead, initiate, encourage and coordinate curriculum development for the whole faculty.</li> <li>• To keep up to date with national developments in the subject/curriculum area(s), and with teaching practice and methodology</li> <li>• To lead, initiate, encourage and coordinate teaching strategies, including the performing arts, that promote and enable high quality learning.</li> <li>• To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> </ul>

	<ul style="list-style-type: none"> <li>• To liaise with the designated SLT member to maintain accreditation with relevant examination and validating bodies.</li> <li>• To be responsible for the development of appropriate mathematics qualifications and accreditation within the faculty's designated subject/curriculum area(s).</li> <li>• To ensure that the development of the faculty's designated subject/curriculum area(s) are in line with national developments.</li> </ul>
<p><b>Staffing</b></p> <p><b>Staff Development:</b></p> <p><b>Recruitment/ Deployment of Staff</b></p>	<ul style="list-style-type: none"> <li>• To work with the relevant SLT member to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>• To be responsible for the efficient and effective deployment of the faculty's technicians/support staff [as appropriate]</li> <li>• To undertake Performance Appraisal Review(s) and usually to act as team leader for staff within the faculty.</li> <li>• To act as line manager for teaching and other staff within the faculty</li> <li>• To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor</li> <li>• To participate in the appointment and selection process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>• To be responsible for the day-to-day management of staff within the designated faculty and act as a positive role model.</li> </ul>
<p><b>Quality Assurance:</b></p>	<ul style="list-style-type: none"> <li>• To establish and implement systems to regularly monitor and evaluate the quality of teaching and learning in the faculty.</li> <li>• To ensure that the faculty's quality procedures meet the requirements of self review and evaluation.</li> <li>• To enable, promote and encourage the sharing of good practice within the faculty and between faculties.</li> <li>• To demonstrate excellence in classroom practice</li> <li>• To monitor the performance of subject/curriculum area(s) within the faculty with the relevant subject specialist(s) [as appropriate]; to carry out an annual self-review and evaluation for each subject/curriculum area, and for the faculty as a whole, including an analysis of examination results.</li> <li>• To develop a Faculty Improvement Plan (FIP) in response to this self-review and evaluation and the key objectives of the SIP</li> <li>• To work towards implementing the FIP and meeting the targets set within it</li> <li>• To establish common standards of practice within the faculty and develop the effectiveness of teaching strategies in all subject/curriculum area(s)</li> <li>• To contribute to the School procedures for monitoring teacher performance and standards including all internal faculty monitoring procedures</li> <li>• To implement School quality procedures and to ensure adherence to these within the faculty</li> </ul>

<b>Management Information:</b>	<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date information concerning the faculty, including information on the management information system</li> <li>• To evaluate and make use of performance data provided to improve the quality of teaching and learning in the faculty.</li> <li>• To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.</li> <li>• To produce reports within the quality assurance cycle for the faculty</li> <li>• To produce reports on examination performance, including the use of value-added data.</li> <li>• In conjunction with the relevant SLT member, to manage the faculty's collection of data.</li> <li>• To provide the Head Teacher/Governing Body with relevant information relating to the faculty's performance and development.</li> <li>• To provide the Exams Officer with relevant, accurate information concerning the entry of students for public examinations.</li> <li>• To assist the Exams Officer in ensuring that pupils are correctly entered for public examinations.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• To ensure that all members of the faculty are familiar with its aims and objectives, FIP and targets.</li> <li>• To ensure effective communication/consultation as appropriate with the parents of students.</li> <li>• To ensure effective communication and consultation within the faculty and between the faculty and the rest of the school.</li> <li>• To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.</li> <li>• To represent the faculty's views and interests.</li> <li>• To communicate the work and success of the faculty to the rest of the school and to parents and the wider community.</li> <li>• Attend meetings according to the school's Meetings Policy.</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>• To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases.</li> <li>• To promote the work and successes of the faculty at open days/evenings and other events.</li> <li>• To lead the development of effective subject links with partner schools and the community, e.g.: attendance where necessary at liaison events with partner schools.</li> <li>• To actively promote the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>• To manage the available resources of space, staff, budget and equipment efficiently within the limits, guidelines and procedures of the school and LEA,</li> </ul>



	<p>requisitioning, organising and maintaining equipment and stock and keeping inventories and appropriate records up to date.</p> <ul style="list-style-type: none"> <li>• To ensure that all equipment is appropriately marked and logged for security purposes.</li> <li>• To ensure the security, safe-keeping and correct and appropriate use of equipment and resources at all times.</li> <li>• To work with the relevant SLT member in order to ensure that the faculty's teaching commitments are effectively and efficiently time-tabled and roomed.</li> </ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>• To monitor and support the overall progress and development of students within the faculty.</li> <li>• To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description for a teacher.</li> <li>• To contribute to PSHE, citizenship and enterprise according to school procedures</li> <li>• To ensure the behaviour management procedures are implemented in the faculty so that effective learning can take place.</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>• To undertake an appropriate programme of teaching in accordance with the duties of a teacher as outlined in the generic job description.</li> </ul>
<p><b>Other Specific Duties:</b></p> <ul style="list-style-type: none"> <li>• To play a full part in the life of the school community.</li> <li>• To promote actively the school's policies.</li> <li>• To actively engage in the school's self-review and evaluation processes.</li> <li>• To actively engage in the school's performance appraisal processes.</li> <li>• To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.</li> <li>• To attend meetings as determined in the meetings policy and as directed by the Head Teacher.</li> <li>• To undertake any other duty as specified by School Teachers' Pay and Conditions Document, not mentioned in the above.</li> <li>• To comply with the school's procedures concerning safeguarding and to ensure that training is accessed.</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p><i>Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.</i></p>	

*This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.*

2023



**HEAD OF FACULTY  
PERSON SPECIFICATION**

	Essential or Desirable	How measured? Application/ Interview / Reference
<b>Qualifications</b>		
Qualified Teacher Status	E	A
A willingness to undertake further, relevant training and to pass those skills on to other members of staff, as appropriate	E	I
<b>Skills and Experience</b>		
A minimum of two years' teaching experience	D	A
Sound knowledge of the developments in the current curriculum for the subject	E	A / I
Enthusiasm and passion for teaching	E	A / I / R
Committed to the safeguarding of students	E	A / I / R
First-class computing skills	E	I
Excellence as a KS3/KS4 classroom practitioner	E	I / R
Imagination to integrate the use of Performing Arts as a teaching strategy	D	A/I
Experience in writing Schemes of Learning	E	A/I
A commitment to the extra-curricular life of the school	E	A / I / R
A commitment to obtaining the highest standards of pupil achievement and a belief that enjoyable learning is the most effective learning	E	I / R
<b>Personal attributes</b>		
Excellent communication skills	E	A / I
A willingness to work with others in team	E	I / R
An ability to set high standards and to provide a positive role model for students	E	A / I / R
A desire to pursue own professional development and to support that of colleagues	E	A / I / R