

Candidate Brief for the position of

# Teacher of Design & Technology Full / Part-Time



Halliford  
School  
SHEPPERTON

*'Excellent in all areas'*

ISI December 2022







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## Welcome from the Headmaster

Thank you for the interest you have shown in Halliford School and our position of Teacher of Design & 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 and on our website will encourage you to come and see for yourself what a magnificent place Halliford School is to be a part of.

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.

This is an exciting opportunity to join our outstanding HMC school with a strong reputation for academic results and excellent pastoral care. We are looking to appoint a well-qualified, experienced, and enthusiastic member of staff as Teacher of Design & Technology . This position arises due to an increase in the number of students wishing to study the subject and is available as either a full or part time post depending upon the candidate. The position is to teach across the age range at the school from Key Stage 3 though to A level depending upon experience. The willingness and confidence to inspire students across the ability range is important. The ability to offer a second subject would be advantageous. The post is equally suited to an ECT as an experienced teacher. We have an excellent programme of support and induction as well as a highly competitive salary scale with an increased starting salary for ECTs.

During our latest ISI Inspection in December 2022, we were thrilled that the school received the very highest outcomes being rated as ‘excellent’ for both academic achievements and pupils’ personal development. You would therefore be joining us at a most exciting time in our history as we strive to build on these wonderful outcomes and to take Halliford School forward to the next exciting stage of our development.

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.

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 complimented 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 and girls.

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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.

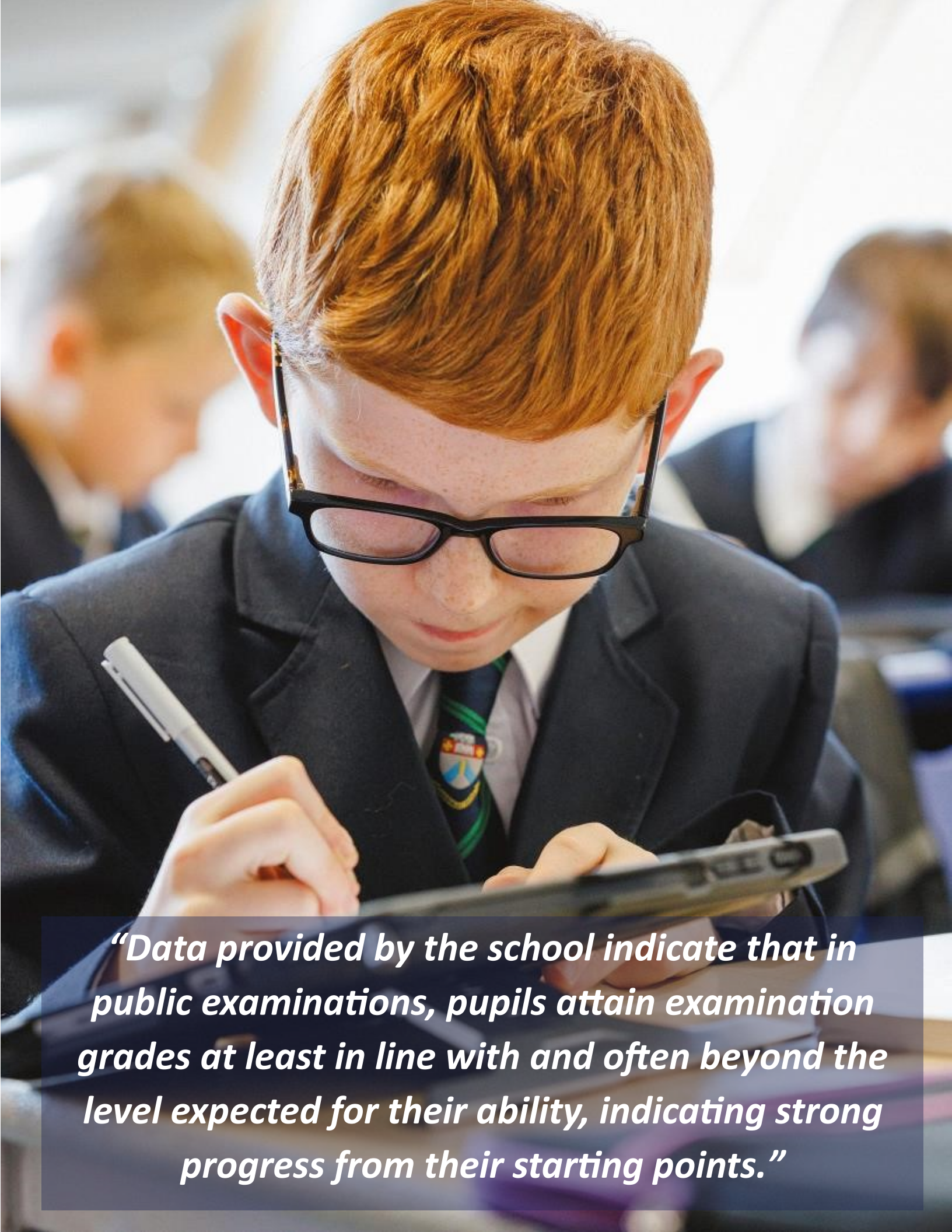
There are currently around 450 students on roll. The school teaches boys in Years 7 – Upper 6th and since 2007 has taken girls into sixth form. In November 2014, the school was accepted into membership of HMC. The school has seen expansion since September 2018 and has an impressive array of facilities 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 as part of our Centenary Celebrations.

In addition to investment in the best facilities for our students and staff, we continue to invest in the very latest teaching and learning resources too. Two years ago, a 1:1 Microsoft Go Device programme was rolled out offering students and staff the very best of collaborative tools with which to work. All staff are provided with their own MS Go and departments are supported to develop their resources to make the most of this innovative technology. We are proud of many excellent results achieved by our students and see some magnificent University destinations for our Upper Sixth students, including Oxbridge. Applications for places to join the School are incredibly strong and this September will see the School open with waiting lists in all year groups.

The staff room at Halliford is welcoming and supportive of new colleagues. Our students are full of energy and enthusiasm and we work in an environment founded on the principle of mutual respect for one another. 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**



*“Data provided by the school indicate that in public examinations, pupils attain examination grades at least in line with and often beyond the level expected for their ability, indicating strong progress from their starting points.”*





## **Vision**

To be acknowledged as the small independent school of choice for 11-18 year olds, where we are proud to belong to a thriving, happy and aspirational community that is committed to each student as an individual.

## **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.

## Values



## Aims

To provide a stimulating learning environment for boys 11-18 and girls 16-18 where we promote academic excellence and provide opportunities to realise the full potential of every individual to become the best version of themselves.

To provide a warm-hearted family ethos in which every student is known and valued as an individual.

To enable each individual to discover and develop his / her talents, character, creativity, resilience and ability to work within a team by providing a balanced and wide-ranging co-curricular programme.

To create an environment in which all members of the school community feel supported and valued and able to contribute positively to the lives of others by providing a framework of outstanding pastoral care.

To equip our students for the world they will encounter beyond Halliford School.



## **Teacher of Design & Technology (Full / Part-Time)**

We are looking to appoint a well-qualified and enthusiastic teacher of Design Technology and would be happy to consider an ECT, or a more experienced member of staff. The ability to teach up to A Level would be an advantage but is not essential.

The numbers of students studying Design and Technology is increasing due to the popularity of the subject 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.

The school offers extensive CPD opportunities for all staff. For those either starting or part way through their ECT training, Halliford School works in Collaboration with the Independent Schools Teacher Induction Panel (ISTIP). CPD opportunities for more experienced staff are structured to support them to grow their skills and fulfil their personal goals and ambitions.

The Design Technology Department at Halliford school currently has 2 full time members of staff and 1 full time technician who work closely together as a team. It is a busy and highly successful department and this appointment comes due to the increase in the popularity of the subject throughout the school.

Edexcel specifications are followed at both GCSE and A Level with a timbers specialism at GCSE. The GCSE Design Technology course has two classes in each year group and in the Sixth Form there is currently one class in the Lower Sixth and one in Upper Sixth. The size of the school means that groups can be kept small to enable excellent relations to flourish between staff and students and to enable students to make outstanding progress.

The department is very well resourced with a large workshop featuring a range of machinery including a CNC router, laser cutter and 3D printers. Our two design suites have a range of design software including Techsoft and Solidworks on high specification PCs.

At Halliford School, students are encouraged to develop their independent learning skills through reading extensively around the subject, with the LRC regularly adding to the Design Technology section. Students at A-Level are also encouraged to make use of the workshop during study periods to develop their workshop skills and understanding. Co-curricular and enrichment activities are a very important aspect of the department work and is an area which we would like to develop further with more exciting clubs, trips and external competitions alongside those currently on offer.



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## **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 four Heads of House who are responsible for a team of tutors in Years 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. All full-time members of staff are responsible for a tutor group within one of the four Houses.

### **ISI Report - December 2022**

***“Pupils develop excellent self-confidence and a high degree of self-awareness as they move up the school. Year 7 pupils spoke joyfully about how they have quickly settled in and already feel valued members of the school community.”***

***“Pupils of all ages display excellent levels of knowledge, skills and understanding in a wide range of subjects. Pupils have a deep understanding of subject-specific techniques in many subjects.”***

***“Data provided by the school indicate that in public examinations, pupils attain examination grades at least in line with and often beyond the level expected for their ability, indicating strong progress from their starting points.”***

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## **Job Description – Teacher of Design & 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 Teacher of Design & Technology is directly responsible to the Head of Design & Technology on curriculum matters and the relevant Head of House for pastoral issues.

### **Key Responsibilities**

The basic duties of a teacher are outlined in the Staff Handbook and include the role of form tutor for full time colleagues. All members of staff are expected to contribute to the rich co-curricular life of the school.

### **Teaching**

- Teach Design & Technology throughout the school, dependent upon experience.
- 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
- 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 & Technology clinics / drop-in sessions, as required
- Communicate effectively with parents
- Set work when required for absent students and e-mail to parents

### **Assessment, Recording and Reporting**

- Keep accurate and regular records of students' work
- Mark and return work set, including homework in line with the departmental and wholeschool policies and within an agreed and reasonable time
- Carry out assessment programmes as agreed by the Head of Department and 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**

- To take a full and active role in the co-curricular programme on offer at the School
- To organise and participate in departmental opportunities
- To organise and participate in educational visits, including occasional residential opportunities
- To prepare suitable classroom and departmental display material
- To participate in the School Open Days and Entrance Examination days
- To participate once a week as a member of the staff duty team

## **Pastoral Care**

- Develop positive working relationships and line of communication with the members of your teaching groups and their parents / guardians
- Ensure you deliver the very highest levels of Safeguarding and Child protection at all times.

## **Performance Management and Professional Development**

The teacher will be part of the School's Performance Management Scheme. They will be assigned an appraiser (usually the Head of Department) 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 post-holder would also be expected to carry out any other duties that are reasonably assigned by the Headmaster.

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.

## Person Specification – Teacher of Design & Technology – Full / Part-Time

	Essential	Desirable	Primary means of assessment
<b>Subject Delivery</b>			
Have a good Honours Degree	✓		Application Form
Evidence of qualification to teach Design & Technology to GCSE	✓		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
Have a good range of teaching strategies to foster excellence	✓		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 with a range of teaching strategies	✓		Interview
Ability to prioritise effectively	✓		Interview
A professional approach, which inspires confidence in students and parents	✓		Interview
Mark effectively and provide developmental feedback	✓		Interview
Excellent written and ICT skills (Microsoft Office) to gain participation and encourage learning.		✓	Interview
Evidence of excellent behaviour management strategies and the ability to set a culture of high expectations for students	✓		Interview
<b>Whole School</b>			
Evidence of a commitment to promoting the health, welfare and safeguarding of young people at all times	✓		Interview
Understanding Special Educational Needs and an ability to implement individual education plans as required to enable all students to successfully access the curriculum	✓		Interview
The ability to deal effectively and sensitively with the needs of parents / guardians	✓		Interview
A commitment and willingness to engage in the wider co-curricular life of the school	✓		Supporting Letter / Interview
Ability to coach a team sport		✓	Interview
A positive motivation to work with young people	✓		Interview
Emotional resilience and a good sense of humour	✓		Interview



## How to Apply

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

Please read all of the information provided before completing your application. Within the application form there is the opportunity to demonstrate, using examples, your suitability for the role and the qualities you would bring to Halliford School.

Please visit the job listing at [www.hallifordschool.co.uk/vacancies](http://www.hallifordschool.co.uk/vacancies) to download an Application Form.

Email the completed form, along with a covering letter, addressed to the Headmaster, Mr James Davies to [hr@hallifordschool.co.uk](mailto:hr@hallifordschool.co.uk)

**Applications must be received by midday on Friday 14th April 2023**

**Please state if you are interested in a full time / part-time position in your letter of application.**

Please apply as soon as possible as applications will be considered upon receipt; we reserve the right to interview/appoint before the closing date.

We are proactively committed to creating a diverse staff body which reflects the community that we teach. At Halliford School we value diversity and inclusion; we want to attract the best people for the role available. This is regardless of age, ethnicity, sexual orientation, gender, disability, socioeconomic status or religious beliefs.

Halliford School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers and visitors to share our commitment. We are an equal opportunities employer and the successful candidate will be subject to enhanced DBS disclosure and employment reference checks. You must be eligible to work in the UK.

All applications will be acknowledged by email.



## How to Apply

Offers of employment are subject to the receipt of a minimum of two references which are satisfactory to the School. Please refer to our Recruitment Selection and Disclosure Policy which can be found on the school website.

If you are shortlisted and invited for interview, we will ask you to bring in evidence of the following;

- Identity: passport or photocard driving licence
- Address: document from the DBS List of Valid Identity Documents with current address
- Proof to work in the UK: passport or UK birth certificate
- Qualifications: original documents confirming any educational and professional qualifications

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) you will be asked to provide documentary evidence of the change.

If you have any queries at all about the recruitment process please contact Zoe Fazackerley, HR Officer on 01932 234 920 or [zoe.fazackerley@hallifordschool.co.uk](mailto:zoe.fazackerley@hallifordschool.co.uk)





## Employee Benefits



### Staff Pension

Membership of contributory pension scheme.

### School Fee Reduction

Children of 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 during term time 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 tea and coffee are available daily from the Sixth Form Café.

### Sports Facilities and Classes

Members of staff are permitted to use the School gym and fitness facilities subject to approval from the Director of Sport. Matron also offers a weekly yoga class for staff after school.



### 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.

### Private Parking

Free on-site parking is available to all staff, subject to availability. Subject to approval, staff can use their private vehicles for school journeys during school hours covered by the School's insurance, and staff can claim suitable mileage.



### Travel and Visits

We encourage and support staff to organise trips for our students which provide invaluable opportunities to travel and visit new countries.



Provision of a  
Microsoft  
Surface Go



Cycle to work  
scheme with  
[cyclescheme.co.uk](https://www.cyclescheme.co.uk)



Personal accident  
insurance through  
the school insurers



Staff  
Socials



Staff  
wellbeing  
support



24-hour  
counselling  
helpline service



Opportunities to  
join worldwide  
educational trips



Enhanced  
sickness



## Location

Halliford School is situated in Shepperton, in a beautiful setting alongside the banks of the River Thames. The school was founded in 1921 as an independent grammar school on the present site. The School stretches out over six acres behind the tall-storied Georgian House set back from Russell Road.

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.



# How to find us



**Halliford  
School**  
SHEPPERTON

Independent Senior Day School  
Boys 11-18 Years • Girls 16-18 Years

Russell Road Shepperton TW17 9HX

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[www.hallifordschool.co.uk](http://www.hallifordschool.co.uk)   

