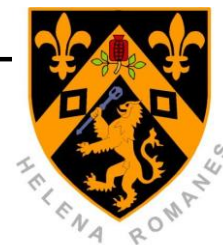

The Helena Romanes School



Job Role: Head of Technology

Applicant Recruitment Pack



Start Date: September 2025

Salary: MPS/UPS, with a TLR 2a

Contract Type: Full Time, Permanent

Closing Date: Friday 17th January 2025

Interview Date: W/C 27th January (we reserve the right to interview early).

About Helena Romanes School

An exciting opportunity has arisen at our thriving school in Great Dunmow, Essex. Helena Romanes School is seeking a talented teacher with the experience and skills to lead our thriving Technology Faculty. The successful candidate will be an excellent practitioner with a strong track record of delivering outstanding results at GCSE.

The technology curriculum is broad and rich, allowing students to explore and enhance both their academic and practical skills. Students typically do very well and consistently achieve positive value added scores at GCSE. Timber is a very popular choice and has three classes at KS4, Textiles has one class this year, as does Food & Nutrition. We seek inspirational teachers with talent and drive to join our strong and successful team. We believe our success as a faculty is directly linked to the quality of our staff and the professional development of our teachers.

The successful candidate will:

- Be, first and foremost, an inspiring classroom teacher.
- Be committed to developing other colleagues and raising achievement through high quality teaching and learning in Design Technology.
- Be passionate about motivating young people to make good progress.
- Have experience monitoring and supporting students to make good progress across all departments within the faculty.
- Have strong curriculum knowledge and be abreast of new developments.
- Have experience of managing and deploying teaching/support staff, and other financial and physical resources within a department/faculty.
- Be an enthusiastic professional committed to providing our students with an excellent education.
- Be a positive team player with a strong commitment to professional development.

Technology at Helena Romanes School

The Technology Department consists of specialists in textiles, timber and graphics. We have a number of well-equipped food rooms and are excited to bring Food and Nutrition back onto the curriculum under the right direction. Staff are passionate about their subjects and dedicated to their students, frequently running after school intervention sessions, as well as a thriving "Tech Club".

We teach the AQA design Technology course and the specialist areas are textiles and timber. We also teach KS4 Food and Nutrition and are looking to grow the department in this area. The department is well-resourced with an entire teaching block and an outstanding textiles facility - with equipment ranging from top of the range computerised sewing machines and CAM embroidery machines alongside sublimation printing as well as traditional printing methods like batik. Our resistant materials workshops have a full range of hand tools including tenon and coping saws as well as cordless drill, alongside hand and machine sanders and polishers. Students also have access to 2D and 3D printing.

The department consistently performs very well academically at GCSE and are expanding their provision to KS5 as of 2025. We have two dedicated technicians who are invaluable in supporting our provision to our students. This is an exciting time to join both the department and the school

and you will benefit from supportive and passionate colleagues as we continue to innovate to ensure we are providing our students with a forward-thinking curriculum for their future careers.

Helena Romanes School

The school is a popular and successful all through comprehensive situated in the beautiful North Essex countryside with good communications to London and the South East and is approximately 7 miles from Stansted Airport. The school is currently located adjacent to the town's leisure centre and we have ample on-site parking. We are proud to offer our staff a 50% discount on wraparound care for their children in the primary school, helping to support work-life balance. This benefit provides significant savings on before and after school care for children, ensuring that our team can feel confident and supported both at work and at home. Staff wellbeing is at the forefront of SLT's agenda and training and support are always designed with this at the core.

This is an exciting time to join the school:

- It is confirmed that Bomer & Kirkland will commence our new school building shortly, funded by the Department for Education. This building will be to the highest specification with brand new equipment and a fully resourced technology area. The school is set to open to the primary phase in 2025 and the secondary and sixth form phase in 2026.
- Helena Romanes has made excellent progress with the support of Saffron Academy Trust towards being judged by Ofsted as a Good school (Oct 2023). Working with the talented senior leadership team that is in place across all phases of the school, and drawing on the commitment from staff to provide the best possible outcomes for the pupils.

Head of Technology Job Description

1. INTRODUCTION

1.1 Job Title: Head of Technology Faculty

1.2 Job Purpose:

- Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- Raise standards of student attainment and progress across the curriculum area.
- Monitor, support and be accountable for students' progress and development across the Faculty.
- Develop and enhance the teaching practice of others.
- Ensure the provision of an appropriately broad, balanced and relevant curriculum for students studying in the Faculty, in accordance with the school's aims and curricular policies.
- Be accountable for leading, managing and developing the Faculty.
- Manage effectively and deploy teaching/support staff, and other financial and physical resources within the Faculty.

1.3 Line Management:

- Report to: member of the Senior Leadership Team.
- Responsible for: subject leaders, teaching staff and other specified staff within the Faculty.

1.4 Liaising with:

- Headteacher, Senior Leadership Team, other Heads of Faculty, Student Support Services, relevant support staff, external agencies and parents.

1.5 Salary Scale:

- Classroom Teachers' Pay Scale and TLR 2a.

1.6 Working Time:

- Full time as specified within the STPCD.

1.7 DBS Disclosure Level:

- Enhanced

2. TEACHING

- 2.1 Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher

3. STRATEGIC/OPERATIONAL PLANNING

- 3.1 Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Faculty.

- 3.2 Be responsible for the day-to-day management, control and operation of course provision with the Faculty, including effective deployment of staff and physical resources.
- 3.3 Monitor student progress and respond appropriately.
- 3.4 Implement school policies and procedures, e.g. equal opportunities, health and safety.
- 3.5 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.
- 3.6 Lead and manage the planning function of the Faculty, and to ensure that the planning activities of the Faculty reflect the needs of students within the subject area, SDP/FIP and the aims and objectives of the school.
- 3.7 Ensure that the work in the curriculum area over all Key Stages fully reflects the school's distinctive ethos and mission.
- 3.8 Foster and oversee the application of IT in the Faculty.
- 3.9 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, liaising with the school's Health and Safety Manager.

4. CURRICULUM PROVISION

- 4.1 Liaise with the Deputy Head to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements school self-evaluation and the School Improvement Plan.
- 4.2 Be accountable for the development and delivery of Technology subjects at all Key Stages (Timber, Textiles, Food Preparation and Nutrition)

5. CURRICULUM DEVELOPMENT

- 5.1 Lead curriculum development for the whole Faculty.
- 5.2 Keep up to date with national developments in subject areas and teaching practice.
- 5.3 Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- 5.4 Liaise with the relevant Assistant/Deputy Head to maintain accreditation with the relevant examination and validating bodies.
- 5.5 Be responsible for the development of key skills in the Technology Faculty

5.6 Ensure that the development of the Technology curriculum is in line with national developments.

6. STAFFING

6.1 Work with the Deputy Head to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.

6.2 Continue own professional development as agreed with Assistant/Deputy Head.

6.3 Be responsible for the efficient and effective deployment of the Faculty's support staff.

6.4 Undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated Faculty.

6.5 Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Faculty liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the Faculty.

6.6 Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.

6.7 Promote teamwork and motivate staff to ensure effective working relations.

6.8 Participate in the school's ITT programme.

6.9 Be responsible for the day-to-day management of staff within the designated Faculty and act as a positive role model.

7. QUALITY ASSURANCE

7.1 Ensure the effective operation of quality control systems.

7.2 Establish the process of the setting of targets within the Faculty and to work towards their achievement.

7.3 Establish common standards of practice within the Faculty and develop the effectiveness of teaching and learning styles in all subject areas within the Faculty.

7.4 Contribute to the school procedures for lesson observation.

7.5 Implement school quality procedures and to ensure adherence to those within the Faculty.

7.6 Monitor and evaluate the curriculum area/Faculty in line with agreed school procedures including evaluation against quality standards and performance criteria.

7.7 Seek/implement modification and improvement where required.

- 7.8 Ensure that the Faculty's quality procedures meet the requirements of self-evaluation and the Strategic Plan.

8. MANAGEMENT INFORMATION

- 8.1 Ensure the maintenance of accurate and up-to-date information concerning the Faculty on the management information system.
- 8.2 Make use of analysis and evaluate performance data provided.
- 8.3 Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- 8.4 Produce reports within the quality assurance cycle for the Faculty.
- 8.5 Produce reports on examination performance, including the use of value-added data.
- 8.6 In conjunction with the relevant Deputy, manage the Faculty's collection of data.
- 8.7 Provide the Governing Body with relevant information relating to the Faculty's performance and development.

9. COMMUNICATIONS AND LIAISON

- 9.1 Ensure that all members of the Faculty are familiar with its aims and objectives.
- 9.2 Ensure effective communication/consultation as appropriate with the parents of students.
- 9.3 Liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- 9.4 Represent the Faculty's views and interests.
- 9.5 Contribute to the planning and delivery of school liaison activities.
- 9.6 Lead the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community.
- 9.7 Promote actively the development of effective subject links with external agencies.

10. MANAGEMENT OF RESOURCES

- 10.1 Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the Faculty budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

- 10.2 Work with the Deputy Head in order to ensure that the Faculty's teaching commitments are effectively and efficiently timetabled and roomed.

11. PASTORAL SYSTEM

- 11.1 Monitor and support the overall progress and development of students within the Faculty.
- 11.2 Monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- 11.3 Act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description/staff handbook.
- 11.4 Contribute to PSHCE, citizenship and enterprise according to school policy.
- 11.5 Ensure the behaviour management system is implemented in the Faculty so that effective learning can take place.

12. SCHOOL ETHOS

- 12.1 Play a full part in the life of the school community, to support its distinctive mission and ethos and encourage and ensure staff and students follow this example
- 12.2 Promote the school's corporate policies.
- 12.3 Comply with the school's health and safety policy and undertake risk assessments as appropriate.

13. SIGNATURES

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Duties: The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Person Specification: Head of Technology

Category	Essential	Desirable	Evidence
Qualifications			
Qualified to teach and work in the UK	✓		App Form Interview References
Ability to teach ages 11-16	✓		
Ability to teach Post 16	✓		
Good relevant degree	✓		
Experience, Knowledge & Understanding			
Experience of leading a team	✓		App Form Interview References
Experience of raising attainment in a differentiated classroom environment	✓		
Evidence of continually improving the teaching and learning of the subject through schemes of work and extra-curricular activities	✓		
Up to date knowledge in the curriculum area	✓		
Good knowledge of pedagogy	✓		
To be able to use ICT as a vehicle for effective learning and teaching	✓		
Understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour	✓		
Personal Qualities			
A willingness to lead development of policies and practices and promote collective responsibility for their implementation	✓		App Form Interview References
High expectations for accountability and consistency	✓		
Resilience, motivation and commitment to driving up standards of achievement	✓		
Motivation to continually improve standards and achieve excellence	✓		
Enthusiastic, confident, positive, self-motivated and determined	✓		
Excellent communication, planning, organisational, listening and time management skills	✓		
Effective and systematic behaviour management, with clear boundaries, sanctions, praise and recognition	✓		
Commitment to regular and on-going professional development and training to establish outstanding classroom practice	✓		
Readiness to reflect and self-evaluate and the ability to change, develop and improve	✓		
Perform consistently with very big workload demands	✓		
Work effectively alone and as a part of a team	✓		

Commitment to the safeguarding and welfare of all students and providing equality of opportunity	✓		
Develop positive relationships and acts as a role model to staff and students	✓		
High levels of honesty and integrity	✓		
Other			
The post holder will be subject to an Enhanced Disclosure & Barring Service check	✓		App Form Interview
The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity	✓		

How to Apply:

To apply for the position, please submit a letter of application, no longer than two sides of A4, outlining why you are a suitable candidate for the role, and an application form, which can be found on our website, to our HR Officer Eleanor Ball via email eball@hrs.education

The Governing Body is committed to promoting equality of opportunity, celebrating diversity, safeguarding and promoting the welfare of children and young people. It expects all staff and volunteers to share in this commitment. This post is subject to an enhanced DBS check and satisfactory references.

The school reserves the right to interview candidates before the published closing date.