



# Sheldon School

BE KIND | BE BRAVE | BE THE BEST YOU



**Teacher of Design & Technology**  
Candidate Pack



# Welcome

from the Headteacher



Dear Prospective Candidate,

We are pleased to invite you to apply for the position of Teacher of Design and Technology-Fixed Term Maternity Cover at Sheldon School. At Sheldon, we pride ourselves on being a family where strong relationships are central to our community. Our inclusive ethos ensures that every student feels safe and supported, enabling them to thrive regardless of their social background, academic ability, or special educational need. If this resonates with you, we encourage you to explore this opportunity further.

Sheldon School is a standalone academy with approximately 1,650 students, making it one of the largest secondary schools in Wiltshire. As a co-educational secondary school and sixth form for students aged 11 to 18, we have been an Academy since April 2011. Our recent Ofsted inspection in March 2024 recognised us as "Good" in all areas.



Since joining as Headteacher last year, I have been both proud and excited by the progress we have made. We are committed to continuous improvement and have established a foundation for meaningful change, focusing on enhancing teaching and learning while fostering a culture of collaboration and high expectations.

At Sheldon, we take pride in our inclusive ethos and the comprehensive opportunities we provide for student development.

We sincerely hope you will consider this important role as Teacher of Design Technology and join our school community.

We look forward to receiving your application.



**Mr Peter Lynch**  
Headteacher



# Faculty Letter

## Design & Technology

The Design & Technology Faculty consists of nine specialist teachers and three technicians. Within this team there are areas of particular responsibility for the curriculum, under the overall management of the Head of Faculty.

Design and Technology has an important role to play in the lives of our students and they are supported by an excellent D&T team, and the teaching and learning takes place in a wonderful purpose-built environment which has excellent design and make facilities. Our Roll of Honour Board logs the increasing number of students who have achieved excellent exam results and who have chosen to follow a career in design.

### Faculty Courses

At Key Stage 3 all pupils study Design and Technology for approximately 2.5 hours/week (i.e. 10% of curriculum time on a 30-period week). A number of projects are delivered in each year group which encourages a multi-disciplinary appreciation of Design and Technology. Throughout the key stage, pupils receive a regular experience of:

- The Design Process
- Graphics/Modelling
- Food and Nutrition
- Textiles Technology
- Resistant Materials
- Systems and Control
- ICT inc. CAD/CAM
- Health and Safety

At Key Stage 4, typically 60%-70% of pupils choose to study one of the following internal D&T endorsements at GCSE (AQA) for 2.5 hours/week in Year 10 and 2 hours/week in Year 11:

- D&T Graphic Products
- D&T Resistant Materials
- Food Preparation & Nutrition
- D&T Textiles

In the 6th Form, each year group of students has the opportunity to follow A Level (AQA) courses in Product Design and Fashion & Textiles or a Post 16 Level 3 course in Food Science & Nutrition.

### Accommodation

Due to the growth of Design and Technology at Sheldon School the building of a purpose-built Design and Technology Centre became the cornerstone when developing the Sheldon site to its current capacity.

The building offers the following accommodation:

#### Teaching Spaces

- 5 multi-media RM rooms including mezzanine

#### Design Areas

- 2 x Food rooms
- 1 x ICT room
- 1 x Laser Cutting Room

#### Non-Teaching Spaces

- Faculty room
- RM Preparation workshop
- Food Preparation room
- Textiles Preparation room
- Foyer/Atrium/Display
- Storage rooms
- Staff and pupil toilets
- Plant room



## Induction Programme

The staff at Sheldon are committed to the implementation of the design curriculum and are both friendly and supportive. New members of staff are invited to participate in whole-school and faculty-based induction programmes as well as engaging in a variety of social events.

## Other Information

The faculty takes a responsible view about staff recruitment and development and, in particular, we play an active role in Initial Teacher Training Programme, and the support of staff in other schools.

Candidates wishing to seek further information should not hesitate to contact me.


**Sam Fawcett**

Head of Design and Technology

December 2024



# Our Vision

A young girl with her hair in small buns, wearing a dark blue school uniform, is looking through a microscope. She is smiling slightly. Other students are visible in the background, also looking at the microscope. The scene is set in a classroom or laboratory.

To provide high-quality education, enrichment and pastoral care that improves the life chances of all students.

- Sheldon school is a family, where high quality relationships are at the heart of everything we do. We ensure that all students feel safe and cared for.
- We aim to ensure that every student can thrive regardless of social background, academic ability or special educational need.
- We recognise that education is more than what happens in the classroom and are rightly proud of the experiences students will receive through our extra-curricular offer, trips and visits.
- We pride ourselves on having the highest expectations of all students and staff.
- We are passionate about working together with parents and our wider community to ensure success for all our pupils.
- We are kind, brave and try our best at all times.

# Our Values

## BE KIND

We are thoughtful and considerate about how we treat ourselves and others. We always have good manners and we show gratitude towards others.

## BE BRAVE

We are confident and resilient learners who contribute in lessons. We don't make excuses and we accept that we make mistakes, but we learn from them.

## BE THE BEST YOU

We give 100% each and every day to be the best we can be. We believe that success comes through hard work.



# Job Description

## Teacher of Design & Technology

<b>Job Title:</b>	Teacher of Design and Technology – Textiles as main specialism
<b>Contract Basis:</b>	Full or part time (0.8 – 1 FTE), fixed term for up to 12 months, maternity leave cover
<b>Salary:</b>	MPS/UPS
<b>Responsible to:</b>	Head of Design and Technology Faculty for teaching and learning Head of Year for role as a form tutor

*Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires a satisfactory enhanced DBS disclosure. In line with KCSIE 2024 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.*

### Key Responsibilities

- To teach allocated groups according to the faculty/subject scheme of work and in accordance with the general methodology of the faculty/subject area and school.
- To plan and prepare lessons to meet the needs of all learners referring to the SEND register, medical needs reports and information for disadvantaged pupils.
- To be responsible for the academic performance and behaviour of groups taught, in accordance with the stated aims of the school and faculty/subject area.
- To undertake the duties of a form tutor (or attached staff member to a year group) as allocated by the Headteacher.
- To keep accurate records of the work covered by all teaching groups including records of homework and coursework set as part of the scheme of work.
- To keep accurate records of students' progress and prepare such assessments and reports as are required by the faculty/subject area, school or National Curriculum.
- To maintain accurate records of students' attendance at lessons and highlight any unusual absence.
- To complete the organisational tasks related to normal teaching duties.
- To liaise with, and set appropriate tasks for, Teaching Assistants allocated to groups or individuals taught.
- To undertake responsibilities appropriate to a main scale teacher within the faculty/subject area as indicated in this job description.
- To contribute to the schemes of work and the improvement plan for the faculty/subject area.
- To carry out tasks allocated in accordance with the faculty/subject area improvement plan and meet the targets set within the faculty/subject area plan.
- To communicate and consult with parents in accordance with school policy and practice including attendance at parents' evenings and school events.
- To participate in the meetings programme of the school.
- To cover for absent colleagues when called upon, in accordance with school policy and practice within the national guidelines for workforce reform.





## Other

- To be proactive in safeguarding all pupils in line with school policies and procedures
- In addition to the specific duties listed above, ensure that the professional standards for teachers with QTS are met
- To take part in the school's staff continual professional development programme and appraisal process
- To support the aims and ethos of the school
- To comply with the school's health and safety policy
- To support the Head of Faculty/Head of Year, undertaking any other reasonable request not specified in this job description but that is commensurate with the role.

*While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.*

# Person Specification

## Teacher of Design & Technology

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• A graduate or equivalent in a related subject</li> <li>• A DfE recognised teaching qualification</li> </ul>	
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> <li>• A thorough knowledge of the National Curriculum in your subject</li> <li>• An understanding of the needs of students across the ability range</li> <li>• A teacher who can inspire and enthuse students and who uses a range of teaching and learning strategies for effective delivery</li> <li>• An understanding of the criteria employed in determining student progress in the subject</li> <li>• An awareness of ways to raise student attainment in the subject</li> <li>• The ability to use ICT to enhance learning and aid teaching</li> <li>• Excellent communication skills: written and oral</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Ability to successfully teach the subject up to KS4</li> <li>• Experience of assessment of student progress</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to lead/contribute to extracurricular opportunities</li> <li>• Experience of working collaboratively with other school staff to enhance learning</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Experience of assessment of student progress</li> <li>• A passion for the subject and the ability to inspire others to share it</li> <li>• A genuine desire to provide the best education for students</li> <li>• A commitment to comprehensive and inclusive education</li> <li>• A commitment to the highest standards of child protection</li> <li>• A commitment to the aims and ethos of the School</li> <li>• A commitment to excellent pastoral care</li> <li>• A good manager of time who is well organised</li> <li>• An ability to work collaboratively as part of a team</li> <li>• Professional and personal integrity</li> <li>• A recognition of the importance of personal responsibility for health and safety</li> <li>• A commitment to continuous professional learning</li> </ul>	



# How to Apply

Applications should be submitted directly via MyNewTerm, you can access our careers page using the following link.

<https://mynewterm.com/school/Sheldon-School/136632>

**Please note:** CVs will not be accepted. You must complete the application in full giving details of all employment, training, and gaps in employment since leaving school. Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications it is not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

## Safeguarding Statement

Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation, or religion.

Please note: Any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences.

In line with KCSIE 2024 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children, then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.



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