



BISHOP WORDSWORTH'S SCHOOL

SALISBURY, WILTSHIRE

**BISHOP
WORDSWORTH'S
SCHOOL**

www.bishopwordsworths.org.uk



**APPOINTMENT OF
HEAD OF DESIGN & TECHNOLOGY**



Bishop Wordsworth's School is thrilled to offer an exciting opportunity for a passionate, innovative individual to lead our successful and forward-thinking Design & Technology department. DT holds a vital role within our curriculum, and we seek an inspiring leader to shape and drive the subject forward.

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THE SCHOOL

HISTORY AND TRADITION

Bishop John Wordsworth intended that his school should provide a centre of academic excellence in the heart of Salisbury. Since 1890 Bishop's has fulfilled that mission, and today we educate 1,190 students aged between 11 and 18 including approximately 138 girls in our now fully co-educational sixth form. In the shadow of the Cathedral spire our eclectic buildings span the seventeenth to the twenty-first centuries, reflecting the school's heritage. This creates a very special atmosphere in which students are conscious, on a daily basis, of their part in a long tradition of academic endeavour.

ADMISSIONS

As a Church of England Grammar School and Academy, we set our policy on admissions and choose our 11+ entrance exam provider. We admit 160 boys who have passed the 11+ exam into year 7 each September and our Sixth Form admits around 200 students who have achieved the required academic standard in year 12. Any student living within reasonable travelling distance of Salisbury is welcome to apply and students from the broadest range of schools and backgrounds thrive here. Further information about the structure of the school is on page 5.

EXTRA-CURRICULAR

A broad extra-curricular programme helps students to understand more of the world, enabling them to challenge themselves and thereby grow as individuals. We provide many and varied opportunities so that every student has the chance to find new interests and achieve great things. We value equally the commitment of students who give their best to an activity they enjoy.

HIGH EXPECTATIONS AND HIGH ACHIEVEMENT

Bishop's is one of the best-performing schools in the country and outstanding levels of success are part of everyday life. We never take this for granted, however, and continuously support and encourage our students to commit themselves fully to all that they do. Well aware of our expectations, students relish the opportunity to aim high and achieve their goals. Every student is encouraged to find something at which they excel and to develop their self-confidence.

CHRISTIAN VALUES

Our church school ethos permeates the fabric of life here – from regular worship in the cathedral and our chapel, through religious education, to the way we operate as a community. We welcome students of all faiths or none, but the Christian values of respect and tolerance for all, provide a moral compass that influences everyone, both personally and culturally.

SPIRIT OF TOGETHERNESS

As the school motto "Veritas in Caritate" (truth through loving) suggests, consideration and thoughtfulness are central to life at Bishop's. Right from day one, we work hard to make students feel valued and welcome. Within each year there are five tutor groups of around 32 students, led by form tutors. During Year 7 we monitor these groups carefully, knowing that the happier students are, the quicker they will settle in and flourish. If problems arise, the form tutor or the relevant Heads of School are the first point of contact. Heads of School operate an 'open door' policy whenever possible and in our Sixth Form, every student is allocated a personal mentor, closely matched to the individual students' academic specialism.

BISHOP'S STRUCTURE

LOWER SCHOOL (YEARS 7 & 8)

The routine of daily life for Years 7-8 at Bishop's is organised and run by the Lower School Office, which monitors the academic progress of the students and is responsible for their well-being and any pastoral issues. It receives information on all aspects of students' schooling, including rewards and sanctions, so that staff can both support and challenge students to do their best. Students are taught mainly within their tutor groups and follow a common timetable, while departments begin GCSE syllabuses in Year 9. As a minimum, teaching in all subjects follows the National Curriculum and the knowledge, understanding and skills that students acquire lay solid foundations for their future studies.

MIDDLE SCHOOL (YEARS 9 to 11)

The school places great emphasis on ensuring that students achieve the highest academic standards of which they are capable, whilst encouraging them to develop their social, cultural and recreational skills and interests at the same time. This means that we adopt a firm but caring approach to all aspects of school life. The staff endeavour to work closely with parents in ensuring that students spend their time at school profitably but happily.

In the Middle School this policy is carried out by working closely with students and parents on academic, pastoral and career matters and by trying to equip them with a good range of qualifications and skills by the end of Year 11 - whether they go on to enter the Sixth Form or leave the school at this stage. Pastoral care is delivered through the tutorial programme and personal interviews carried out by tutors within our tutorial programme. Impartial Careers Guidance is provided by the School's Careers Adviser and the School Chaplain is also available for counselling and guidance. Members of the pastoral team maintain regular contact with Middle School students and with one another and regularly meet with the Headteacher to discuss students' progress.

SIXTH FORM

We offer outstanding academic opportunities that will allow students to enjoy their chosen subjects and achieve the highest grades. Our experienced subject specialists teach a wide selection of courses, and our aim is both to deliver in terms of results and also build independence in our students. Because of this, Bishop's students are sought after by both universities and employers.

Each year around half of our Year 12 students join us from other schools. Since September 2020, our Sixth Form has been fully co-educational; we currently have 391 students in Years 12 & 13 of which 133 are female. For this current 2023-24 academic year we have accepted 191 new Year 12 students into the sixth form of which 70 are female.

We are also proud of the strong communities and rich opportunities our school offers. Our students enjoy strong friendships, and excel in music, drama and a wide variety of sporting and academic competitions, as well as providing leadership for younger students. They display responsibility, humour and creativity, and contribute freely to the life of our wider local community. Bishop's also has a standing across the globe and students return regularly to bring their huge breadth of experience back to benefit our current students.



ACADEMIC LIFE

Rigour, depth and breadth characterise academic life at Bishop's. Students enjoy being taught by highly qualified subject specialists. Teachers teach so that students do well – but also to extend their knowledge and understanding beyond the narrow confines of exam syllabi.

Throughout, we aim to engender a passion for learning and the development of skills to pursue that passion independently. In and out of school there are countless opportunities for students to develop their academic interests – workshops, lectures, master classes, fieldwork and more. Students regularly take part in school and national competitions, with many gaining success both within and beyond the curriculum.

A Level Results 2024

100% pass rate, 75% A*-B, 14 students A* in all papers
14 places at Oxford & Cambridge
20 students to study Medicine / Veterinary Science

Over 75% of the grades were at A*-B; at 196 students, this was our biggest year group yet. Our students secured 14 places to study at Oxford and Cambridge with 54 of them gaining all of their results at A*/A grade, and an extraordinary 14 at the top of the year group passed every A level paper that they took at A*. The strength of their performance will have once again put their school in the premier league this year.



GCSE results 2024

43% 9-8 / A*
64% 9-7 / A*-A

The 154 students in Bishop's Year 11 gained over 64% of all of their papers at Grades 7-9, with 25 of the year group passing all of their papers at one of the top three grades. They have been helped through those difficult times by the determination and creativity of their teachers, and the unwavering support of parents.



A Level Results 2023

100% pass rate, 75% A*-B, 13 students A* in all papers
20 places at Oxford & Cambridge

GCSE results 2023

42.1% 9-8 / A*
63.6% 9-7 / A*-A

Careers Provision

Planning for the future is a significant part of education at Bishop's, with a comprehensive careers programme enabling students to find out about all options including higher, further and technical education and apprenticeships. This is supported by access to a fully qualified, experienced, careers adviser, registered with the Careers Development Institute. Throughout the school year for all Year groups ensuring that students receive expert advice at the time that they want it. Our provision is fully aligned to current statutory guidance from the Government and we are implementing the 8 Gatsby Benchmarks.



Bishop's hosts the largest HE and Careers Convention in the region each year with a series of seminars for students on Higher Education. Information on apprenticeships and school leaver programmes is also available with an opportunity to talk with alumni who have successfully chosen this route. **Page 5**

EXTRA - CURRICULAR ACTIVITIES

TRIPS, OUTDOOR EDUCATION AND CLUBS

As well as the trips to France, Germany and Spain, Bishop's offers students the chance to take part in a wide range of extra-curricular activities. We encourage all students to take part in the rich co-curricular life of the school which enables them to take on leadership roles within the house and prefect systems, to enjoy a variety of sports, to undertake community service and to help support the development of younger students in the school.

For outdoor education enthusiasts, we run residential visits to Pencelli in South Wales, as well as Bronze, Silver & Gold Duke of Edinburgh expeditions. Our Outdoor Adventure programme is designed to challenge students mentally and physically and help them transfer the emotional strength gained from these experiences to everyday life. We aim to provide the pathways whereby each Bishop's student can become a self-sufficient and driven young adult who feels at home within adventure based environments.

Over 40 clubs and societies meet during lunch breaks or after school. A student can become involved in voluntary work locally, play chess, try debating or film-making. The opportunities to experience activities and destinations here and abroad are immense. A willingness to contribute to this range of activities is essential to working at this outstanding school.



MUSIC

Musicians and artists are given the chance to display their skills in various concerts. The music department runs a school choir, orchestra, big band, as well as offering opportunities for chamber groups and music theory and technology sessions.

The school choir is 60 strong, leading all major school services including the monthly school service in Salisbury Cathedral. It performs up to six other concerts in a school year, with one major oratorio which this year was Vivaldi's Gloria. There are also yearly joint Evensong with two other Grammar Schools at St Peter's College, Oxford.

We also have a school wind band, string and Lower School Orchestras, all that perform to a very high standard and do so regularly.

The school chapel houses a Viscount Chorum 90 organ which is used for daily school worship, with several students who are learning the organ and provided with the opportunity to play at school chapel services.





SPORT

Bishop's has a proud history and tradition of sporting provision, whether it is for our top performers or the beginner. Sport plays a central role in the school's aims to encourage all our students to develop their potential by setting themselves the highest standards of excellence and achievement with integrity and confidence. The school's broad range of sport activities provides students with a well-rounded, balanced education catering for a wide range of talents and interests and adds great enjoyment to students' school lives.

We are committed to providing inclusive, challenging and enriching Physical Education and sporting opportunities, which promote high standards of performance and a positive attitude towards sport and physical activity for life, to inspire and motivate all our students to lead happy, purposeful and responsible lives. We strive for national recognition across a wide range of sports and compete on a local, regional and national level, with a multitude of sports available and success achieved across the board. We also encourage our students to compete outside of school in order to gain an invaluable team and social experience. This enables both Bishop's and the clubs to benefit from a more knowledgeable, experienced and skilled pool of talent.

Competitive sport is in the lifeblood of the school. Rugby, Cross Country, Athletics, Basketball, Soccer, Hockey, Netball, Cricket and more figure in the sporting calendar, with regular fixtures against schools across Wiltshire and the South West of England. While we are justly proud of our outstanding reputation for sporting success both regionally and nationally, we value equally the commitment of students who give their best to an activity they enjoy.



DRAMA

All students in KS3 have a double lesson of Drama every week and the School stages a play or musical each year for those interested in acting, technical support, stage management, music to set design with students keen to get involved. Sixth formers are also involved in running a lower school Drama Club. We have many former students who have gone into the performing arts and who enjoy successful careers.

Ralph Fiennes: (Bishop's 1976–1981) One of the UK's most highly-regarded and internationally celebrated actors.

David Oakes: (Bishop's 1995–2002) Trained at Bristol Old Vic, best known for *The Pillars of the Earth*.



STAFF AND THEIR WELFARE

The Governors and the school's Senior Leadership Team (SLT) are committed to fostering a culture of cooperation, trust and mutual respect and recognise that work-related stress has a negative impact on employee well-being. With a strong emphasis on providing ample opportunities for personal and professional development, a structured appraisal system enables regular feedback and goal setting. The school's commitment to its employees' growth is evident in the generous budget allocated for Continuing Professional Development, encouraging staff members to expand their skill sets and expertise. Fostering a collaborative environment, the school promotes a robust ethos of teamwork, recognising that collective efforts lead to exceptional results. The Governors and SLT actively seek continuous improvement in this area, ensuring that their employees happiness and growth remain at the heart of the school's culture.

All staff are encouraged to participate in events undertaken by the school to promote health and wellbeing through a Wellbeing Committee where staff can meet to discuss such issues and promote initiatives. Bishop's encourages all staff to focus on their physical health, and the school gym is available to use after school hours. There is a staff badminton club, yoga sessions are also offered and the school offers a Cycle to Work scheme. Our 'Free Cake Friday' encourages all staff to get together for a chance to get to know each other in a friendly environment.

BWS FOUNDATION

The Foundation supports Bishop's students by providing grants and bursaries for uniform, extracurricular activities and transport for the benefit of those pupils who would otherwise be unable to afford such things.

INTERNSHIP OPPORTUNITIES

Students can access our extensive network of Bishop's Alumni professional contacts with through LinkedIn (around 2,000 contacts), and the Bishop's Foundation also has a Career Enablement arrangement through which we may be able to arrange internship opportunities in the City of London.



PERSON SPECIFICATION

Head of Design & Technology

The following are essential or desirable characteristics associated with the post of a Teacher at Bishop Wordsworth's School. Evidence will be drawn from the application form and explored at interview.

Essential Qualifications & Experience:

- A relevant degree or equivalent qualification in Design & Technology, specialising in Resistant Materials.
- UK Qualified Teacher Status Evidence of further relevant qualifications or training
- Proven experience teaching Design & Technology, with a particular emphasis on Resistant Materials, at Key Stages 3, 4, and (preferably) 5.
- Experience in leading or managing a department or significant projects within a school setting.
- Strong knowledge of the national curriculum and assessment frameworks for Design & Technology.
- Experience in developing and delivering engaging and innovative lessons
- Familiarity with control systems and some experience in their practical application within the curriculum.

Desirable Qualifications & Experience:

- Experience in preparing and teaching DT at A-Level.
- Evidence of professional development or additional qualifications related to Design & Technology, such as CAD software training.
- Experience in organising and leading extracurricular activities, competitions, or international trips related to Design & Technology.

Skills & Abilities:

- Ability to inspire and lead a team effectively, with experience in curriculum development, departmental planning, and resource management.
- Ability to introduce and implement new technologies and teaching methods, including CAD and cutting-edge technologies in design.
- Highly organised and capable of prioritising tasks, managing time efficiently, and meeting deadlines.
- Strong practical skills in using workshop tools, machinery, and CAD software, with a commitment to maintaining a safe and inspiring learning environment.
- Proactive in identifying issues and developing creative solutions to challenges within the curriculum and department.
- Ability to assess student progress accurately and use data to inform teaching strategies and departmental improvements.

Personal Attributes:

- A genuine love for Design & Technology and the ability to inspire and engage students.
- A strong commitment to student achievement and the overall success of the Design & Technology department.
- Willingness to collaborate and contribute to the wider school community, supporting colleagues and sharing best practices.
- Able to remain calm under pressure and adapt to the ever-evolving demands of school life.
- Meticulous in planning, preparation, and ensuring a safe, well-maintained learning environment.

Commitment to Safeguarding:

- Demonstrates a commitment to the safeguarding and welfare of students.
- Understanding of safeguarding requirements and willingness to undergo necessary training.



HEAD OF DT JOB DESCRIPTION

Purpose:

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the subject area.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school
- To be accountable for leading, managing and developing the subject/curriculum area.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.

Duties specific to role of Head of DT Faculty:

- To make necessary arrangements for the enrolment, monitoring, mentoring and support of ITT and GTP students within the department as required.
- To make arrangements for enrichment activities within the department - e.g. DT trips and visits

Operational/ Strategic Planning:

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
- To actively monitor and follow up student progress.
- To implement School Policies and Procedures..
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.
- To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, School Improvement Plan, Dept Development Plan and the aims and objectives of the School.
- In conjunction with the Director of ICT to foster and oversee the application of I.C.T. in the department's work, including the development of materials for independent learning.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.

Curriculum Provision:

- To liaise with the Deputy Head to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement and Strategic Plans.
- To be accountable for the development and delivery of material appropriate for the subject area.

Curriculum Development:

- To lead curriculum development for the whole department.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Deputy Head and Exams Officer to maintain accreditation with the relevant examination and validating bodies.
- To be responsible for the development of learning and other key skills in the department's work.
- To monitor and selectively implement national developments relevant to the department's work.

HEAD OF DT JOB DESCRIPTION

Staff Development:

Recruitment/ Deployment of Staff

- To work with the Deputy Head and Assistant Heads to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the Department's technicians/support staff.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.
- To make appropriate arrangements for classes when staff are absent, liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT programme.
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

Quality Assurance:

- To ensure the effective operation of quality control systems.
- To establish the process of the setting of targets within the department and to work towards their achievement.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.
- To proactively contribute to the School procedures for lesson observation.
- To implement School quality procedures and to ensure adherence to those within the department.
- To monitor and evaluate the curriculum area/department in line with agreed School procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.

Management Information:

- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- To make use of analysis and evaluate performance data provided.
- 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.
- To produce reports within the quality assurance cycle for the department.
- To produce reports on examination performance, including the use of value-added data.
- In conjunction with the relevant staff, to manage the Department's collection of data.
- To provide the Governing Body with relevant information relating to the Departmental performance and development.

Communications:

- To ensure that all members of the department are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To represent the Departments views and interests.

Marketing and Liaison:

- To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.

Management of Resources:

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with the Curriculum Manager in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.

Pastoral System:

- To monitor and support the overall progress and development of students within the department.
- To 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.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- Contribute to the delivery of cross curricular themes such as PSHE, Citizenship, ICT and the International Dimension as required.
- To ensure the School's Behaviour Policy is implemented in the department so that effective learning can take place.

Teaching:

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

Additional Duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

Other Specific Duties:

- To continue personal development as agreed.
- To engage actively in the performance review process.
- To contribute to the process of school self-evaluation as required.
- To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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.





HOW TO APPLY

Please access the Bishop Wordsworth's School website http://www.Bishop'sschool.org.uk/The_School/Vacancies/ or TES for further specific information about the post and for the application form.

You must complete the BWS application form and may also, if you wish, submit a CV along with your completed application.

You are welcome to visit the school prior to application. Please contact the HR Manager by email (alg@bishopwordsworths.org.uk) or on 01722 333851 to arrange a visit and/or an informal discussion.

Prospective applicants should refer to the school website which provides newsletters and examples of the everyday life of the school, as well as X feeds, information about the ethos, governance of the school, curriculum and range of activities that are offered to students.

EQUAL OPPORTUNITIES

Bishop Wordsworth's School is an equal opportunities employer in accordance with the Equality Act 2010, REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1974 (AS AMENDED IN 2013).

Bishop Wordsworth's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post you are applying for is subject to an order under Section 4(4) of the Rehabilitation of Offenders Act 1974. Applicants must therefore provide information about all:

- convictions
- cautions
- warnings
- reprimands
- binding over or other orders
- pending prosecutions
- criminal investigations that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

All offers of employment are subject to satisfactory references as well as an enhanced DBS and other safeguarding checks.

All shortlisted candidates will undergo social media checks prior to interview in line with KCSIE 2024 and in order to provide the appointment panel with any information that may be relevant to their suitability, or have an impact on the school's reputation.