



ASHLYNS SCHOOL



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Reception

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Second in Technology Faculty  
(Teacher of Textiles)  
Information for Candidates





## Welcome from the Headteacher

Ashlyns is a popular and oversubscribed school with in excess of 1500 students including a growing and successful Sixth Form.

The school was rated 'Good' by Ofsted in October 2023, with an 'Outstanding' Sixth Form.

It's our aim that work and study should be joyful; the staff and students at Ashlyns help to create the atmosphere for this to happen. There is a palpable sense of community, professionalism and a culture of high expectations, all of which are underpinned by ethical leadership.

We are a thriving school with a rich heritage. Originally established for the most vulnerable in society, our focus on helping all students to be the very best versions of themselves is central to all we do.

I hope the information here and on our website will give you an insight into our school – the high aspirations, excellent support and opportunities for our students and staff, the scope of the role and the kind of person we are looking for.

If you want to provide outstanding learning opportunities and exceptional pastoral care for students within a forward-thinking, hard-working school community, we would like to hear from you.

We welcome visits from prospective candidates prior to application. We look forward to hearing from you and welcoming you to our school.

**James Shapland, Headteacher**

Independence

Inclusivity

Integrity

**Inclusivity**

**Integrity**

**Independence**

— A —

— Our —

— We —

natural hub  
here  
everyone  
welcome

love of  
reading  
feeds  
curious  
at

learn with  
creativity  
self-reliance



## Character Education at Ashlyns School

We have a commitment to character education and we put our values of Integrity, Inclusivity and Independence at the heart of all we do.

**Integrity:** we act with respect, honesty, courage and justice

**Inclusivity:** we play our part in the social contract with kindness, service, empathy and gratitude

**Independence:** we strive to meet our potential with resilience, determination, self reflection and self discipline

All members of the Ashlyns' community are expected to demonstrate these values and play their part in fostering a positive and enriching environment for everyone. We look forward to welcoming staff members who will exemplify these values in their and serve as genuine role models for our students.



# Working at Ashlyns School

Ashlyns School is located in the market town of Berkhamsted in south west Hertfordshire. The town is surrounded by Chiltern countryside and within easy reach of London and commutable from many nearby towns including Aylesbury, Hemel Hempstead, Luton, St Albans and Watford.

Our school is a well resourced, exciting environment. Our systems provide flexible working and a truly collaborative culture. As well as joining an experienced and close-knit team, there are other benefits that come with working at Ashlyns:

### Health

- Free use of on-site gym with weekly staff fitness sessions
- Wellbeing (free access to mental health support, physiotherapy etc.)
- Free annual flu jab
- Dedicated and active Staff Wellbeing/Social Team (with leadership focus on teacher workload)

- Excellent staff facilities (ample on-site parking, large staff room, departmental offices)
- Staff Occasional Day (school usually schedules this annually)

### Wealth

- London fringe allowance payscale
- Paid lunch duty available plus lunch allowance
- Herts Reward Scheme (savings at supermarkets, on leisure activities etc.)
- Cycle to work scheme

### Family

- Children of Staff Admission Rule

### Support

- A talented team of support staff who provide expert, whole school support (including Administrators, TAs, Premises Staff, Mentors and Technicians)





## Personal and Professional

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment:

- To support the school's aims, ethos and values
- To set a good example in terms of professional dress and appearance, punctuality and attendance
- Take responsibility for personal development making full use of the school's professional development opportunities and training
- To attend team and staff meetings as appropriate, contributing actively whenever possible
- To provide courteous, prompt and polite service to all members of the school's community including parents, students, all staff and visitors
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, staff code of conduct and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher.
- The duties outlined in the job description reflect and develop those covered by the latest School Teachers' Pay and Conditions document Job descriptions are subject to review and amendment. This job description may be amended at any time following discussion with the Headteacher and is to be reviewed periodically. Expected "standards" to be reached and maintained are clearly defined within the school's Performance Appraisal (PA) documentation and should be referred to regularly for further clarification and specific detail.

# Technology at Ashlyns School

Our Technology Faculty, comprises ICT, Design and Technology and Business Studies. The subjects have spacious teaching and food preparation / workshop areas which are well resourced with both traditional equipment and CAM facilities such as laser and vinyl cutters. The faculty is supported by two Technicians.

We annually host the Rotary Technology Product Design Tournament, attended by many local secondary schools. It's an event which showcases our fabulous facilities and our students' innovation and creativity. Our curriculum is progressive and aims to help students conceive ideas that improve people's lives.

At KS3, our carousel gives students the chance to solve problems in practical ways in their Product Design and Food Tech lessons, through research, design and production.

In Years 10 and 11, learners can specialise by choosing D&T (either in the workshop or in the textiles studio) or Food Preparation and Nutrition.

At KS5 our students are taught and are expected to draw on the widest possible range of tools and equipment that are available to them, demonstrating their ability to respond with creativity, complexity and precision, to a very demanding level.



# Job Description

## Second in Faculty (TLR2A)

### **Purpose of Post:**

- To support the Head of Technology raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress
- To work with the Head of Technology to address issues of under-achievement
- To Line Manage certain subjects within the Faculty
- To assist the Head of Technology develop and enhance the teaching practice of others
- To help the Head of Technology effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio

### **Operational/Strategic Planning**

- To assist the Head of Technology with the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department
- To assist the Head of Technology in the day-to-day management, control and operation of course provision
- To actively monitor and follow up student progress
- To work with the Head of Technology to help 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 assist the Head of Technology with the planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area and the aims and objectives of the school
- To link with staff to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission
- To deputise for the Head of Technology in their absence

### **Curriculum Provision and Development**

- To liaise with the Head of Technology to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Self Evaluation
- To assist the Head of Technology with curriculum development and implementation for the whole department including extra-curricular activities
- 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

# Job Description

## Second in Faculty

### **Staffing**

- To work with the Head of Technology to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the faculty
- To assist with the effective induction of new staff in line with school procedures.
- To promote teamwork and help motivate staff to ensure effective working relations
- To act as a positive role model within the faculty

### **Quality Assurance**

- To assist the Head of Technology with the effective operation of quality control systems
- To assist the Head of Technology with the process of the setting of targets within the department and to work towards their achievement
- To assist the Head of Technology in establishing common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department
- To contribute to the school procedures for lesson observation
- To seek/implement modification and improvement where required
- To help the Head of Technology 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 faculty on the management information system
- To make use of analysis and evaluate performance data provided
- To produce reports within the quality assurance cycle for the department as appropriate
- To assist with the production of reports on examination performance, including the use of value-added data as appropriate

### **Communication**

- To assist the Head of Technology with ensuring that all members of the faculty are familiar with its aims and objectives
- To ensure effective communication/consultation as appropriate with the parents of students
- To help represent the Department's views and interests



# Job Description

## Second in Faculty

### **Marketing and Liaison**

- To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases
- To play a key part in 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 assist the Head of Technology 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 Head of Technology and Senior Leadership Team in order to ensure that the Department's teaching commitments are effectively and efficiently timetabled and roomed

### **Pastoral System**

- To help monitor and support the overall progress and development of students within the department
- To help 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
- To contribute to PSHE, citizenship and enterprise according to school policy.
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place

### **Teaching**

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

# Job Description

## Person Specification

<p>Personal Qualities</p>	<ul style="list-style-type: none"> <li>● A passion for helping young people develop and learn</li> <li>● Integrity in relation to their own and the school's practice</li> <li>● Decisive, consistent and focused on solutions</li> <li>● Dedication to school improvement</li> <li>● A positive, professional role model for staff and students</li> <li>● An effective self-manager who can prioritise and adapt as required</li> <li>● Self-reliant and independent worker</li> <li>● Someone with high expectations of themselves and others</li> <li>● An ability to complete tasks to a high standard</li> <li>● Enthusiastic and hard-working</li> <li>● Resilience and perseverance</li> <li>● Reflective and self-evaluative – individually and within the context of a team</li> <li>● Energy, drive and a sense of purpose</li> <li>● Flexible and adaptable to suit the school's needs</li> <li>● Creative and innovative</li> <li>● A good communicator</li> </ul>
<p>Professional and Leadership Skills</p>	<ul style="list-style-type: none"> <li>● The ability to inspire and motivate others – both staff and students</li> <li>● Outstanding presentation and communication skills</li> <li>● The ability to think and act strategically</li> <li>● Excellent problem solving</li> <li>● Outstanding classroom practitioner</li> <li>● Clear vision for raising standards</li> <li>● To lead by example and provide support and challenge to others</li> <li>● Well-developed sense of school advocacy</li> </ul>
<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> <li>● Successful and proven track record of innovation and leading change with a demonstrable impact on school improvement</li> <li>● Working with others including parents, Governors and (where appropriate) external agencies</li> <li>● Successful line management and holding others to account</li> </ul>
<p>Qualifications</p>	<ul style="list-style-type: none"> <li>● Graduate and Qualified Teacher Status</li> <li>● Evidence of continued professional development at middle leadership level</li> </ul>

# Application and Next Steps

Please complete the online application form via the 'apply for this job' button on [Teach in Herts](#) (you will be required to set up a profile and also submit a covering letter).

We do not accept CVs. Prospective candidates are encouraged to submit their applications as early as possible as the school reserves the right to make an appointment before the closing date.

If you have any queries about the application process, or if you would like to arrange a visit to look around the school, please do not hesitate to contact Clare Richardson, HR Officer: [hr@ashlyns.herts.sch.uk](mailto:hr@ashlyns.herts.sch.uk).

If you are shortlisted, your references will be taken up before the interview day. We will carry out an online search as part of our due diligence on shortlisted candidates. This post is exempt from the Rehabilitation of Offenders Act 1974; shortlisted candidates will be asked to complete a Criminal Records Self-Declaration Form.

Ashlyns School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to an Enhanced Criminal Records Disclosure from the Disclosure and Barring Service, along with other relevant employment checks, including overseas criminal background checks, where applicable. All new employees and volunteers will be required to undertake safeguarding training on induction which will be updated regularly in line with statutory guidance.

Please view our [Safer Recruitment Policy](#), [Child Protection Policy](#) and [Staff Code of Conduct](#).

As an equal opportunities employer, Ashlyns School is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Ashlyns School.

We operate an anonymised shortlisting process.





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