



The Netherhall School

15th December 2022

Dear Applicant

Teacher of Product Design Specialising in Resistant Materials

Thank you for your enquiry about the post of Teacher of Product Design Specialising in Resistant Materials at The Netherhall School and The Oakes College. We are excited to be welcoming a new member to the team.

In this pack you will find information regarding the vacancy, including details about the school, Job Description and Person Specification, Staff benefit and Privacy Notice for the above-mentioned role.

The closing date for all applications is **Tuesday 3rd January 2023 at noon.**

Please send your completed application form, together with a letter of application to Martyna Rownicka, HR Administrator, hr@netherhallschool.org. Only completed application forms along with letters of applications will be considered. CVs will not be accepted.

I hope that this pack gives you all the information that you need at this stage, and we look forward to your application.

Yours sincerely

Chris Tooley
Principal

Principal Chris Tooley
Deputy Principals Daniel Berry, Karim Marsaoui
Assistant Principals Steve Lewis, Tom Hunter, Chris Woods, Helen Parfect, Dr Roxanna Glennon

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E-mail: office@netherhallschool.org
www.netherhall.org





The Netherhall School



COLLEGE CAMBRIDGE

Information for Applicants

Netherhall School, including The Oakes College Cambridge, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

In line with Keeping Children Safe in Education 2022 (clause 220) all applicants who are shortlisted for interview within the Anglian Learning Trust will be subject to online checks. These checks will be carried out by the HR representative managing the recruitment process. The checks will be carried out using Google and will look back over a period of 5 years. The candidate applying for the role does not need to provide consent as this is within statutory guidance.



ANGLIAN LEARNING

Information for applicants

About Us

The Netherhall School has been offering high quality education in Cambridge for over 145 years and boasts a strong recent track record of exceeding national performance targets and expectations.



Netherhall School has developed and grown since it welcomed its first student on the 9 January 1871 and has adapted constantly to the needs of the community and the changing demands and ethos of the educational sector. The history of the school encompasses being a grammar school, a comprehensive school in 1974, a Foundation school and now an Academy. For many years it was the only school in Cambridge that offered a 6th Form and, still today, is the only school based Sixth Form offering A Levels.

In February 2016, Netherhall School became an Academy, joining with Bottisham Village College, to become part of the Bottisham Multi Academy Trust. Bottisham Village College has an Ofsted rating of Outstanding in all areas and the alliance allows the sharing of good and outstanding practices and to share experiences and strengths which are only gained with time. On the 1st September 2016, the trust grew to four schools with the addition of Sawston Village College and Bassingbourn Village College, two high performing schools just outside Cambridge. At the same time, the name of the trust changed to 'Anglian Learning'; this has brought increased opportunities for collaboration and career development. The Trust has continued to grow in recent times with the addition of primary and secondary institutions and now comprises of 13 schools, both Primary and Secondary.

Our examination results over recent years have been excellent with A level results in excess of targets and GCSE results well above national benchmarks. Our Progress 8 score has been consistently positive which, given the inclusive nature of the school, is impressive: schools in Cambridgeshire do not permanently exclude students so these figures contain student who, in other authorities, would be taken off roll.



Our Students

Netherhall School is set on the outskirts of Cambridge and serves both the City and the surrounding rural villages. As a result, student admissions are from a diverse range of backgrounds

We want all of our students to feel happy and secure. We have a well-developed pastoral care system and staff genuinely care about the students as individuals. We encourage students to

assume and enjoy responsibility as Duty Students and through our Student Ambassador and Leadership schemes. Our highly skilled staff work closely with students, monitoring their progress to ensure they achieve their potential. There is an excellent student volunteer peer-counsellor scheme and students are encouraged to play an active part in the running of the school through the School Councils. We understand that students need a range of skills and opportunities to fulfil their potential and therefore encourage students to undertake a full range of extra curriculum activities in addition to the educational requirements. Staff give their time freely to run a very broad range of activities from the traditional sports and drama to Warhammer Club and Language Leaders.

The Ofsted report of October 2018 gave a rating of Good in all areas with some areas of outstanding strength. Typically, we are not resting on our laurels and pushing forward to gain even stronger judgements next time around.

Many of our students choose to stay at Netherhall for seven years, progressing from Year 7 through to our highly successful sixth form, The Oakes College, Cambridge. The centre has an excellent reputation in the City of Cambridge and beyond and many students join us from other schools for their post-16 studies. We have an impressive track record in placing students in Higher Education, including Oxbridge and in employment.

In 2019 the A levels qualifications gained by students were impressive with 36% of grades at A* - B; 62% A* - C and 99% A* - E.

Our staff

We recognise and value the skills, knowledge and expertise of all our staff and are committed to supporting their professional development. To this end, we have a vibrant and varied Continual Professional Development programme, which is personalised each year to support both our main school priorities and the individual needs of staff. This programme includes opportunities to share excellent practice between colleagues as well as drawing on external expertise. Cross collaboration between other local schools and schools in the Trust is also encouraged so that best practice is formulated.

Our staff-room is a vibrant, sociable and supportive atmosphere. We enjoy school events such as concerts or staff socials and there is very little 'standing on ceremony'.

Staff give freely of their time to the broad extra-curricular programme which includes sports, music, drama and a host of trips, exchanges, clubs and other activities. There is a blend of youth and experience among the staff and newcomers have always commented on the warm welcome they have received.



Leadership Team

Mr Chris Tooley	Principal
Mr Daniel Berry	Deputy Principal
Mr Karim Marsaoui	Deputy Principal
Mr Steve Lewis	Assistant Principal
Mr Tom Hunter	Assistant Principal
Mr Chris Woods	Assistant Principal
Miss Helen Parfect	Assistant Principal
Dr Rocky Glennon	Assistant Principal

The Oakes College

Oakes College Cambridge, formerly known as Netherhall Sixth Form Centre, has a long tradition of supporting young people to achieve excellence at A-level and Applied courses. The Oakes College builds on these great foundations, embracing its role as a key provider of post-16 education for the Anglian Learning Trust. We provide continuity of high-quality education, both for students who have progressed through Trust schools and for those adding the richness and diversity from within the high-quality educational landscape of Cambridgeshire.

Oakes College is all about people; ambitious students who are determined to achieve; committed professionals who love teaching and a dedicated pastoral support team. We take pride in knowing each student as an individual and our ethos of “Inspiring, Individual, Inclusive” is reflected in everything we do.

For further information about The Oakes College, please visit website: <https://oakescc.org/>

Cross-Site Roles

One of the benefits of being a member of a larger Trust is that certain staff with particular skills can be utilised by all the schools within the Trust. The Trust has and is developing a structure which ensures that all schools within the Trust are fully supported in key areas:

Ms Charity Main – Finance Director

Mr Richard Mayer – ICT Director

Mrs Claudine Bateman – Head of Operations

Partnership with Parents

We are a warm and welcoming community which places a high importance on working with families and getting to know each of our students as individuals. We engage with parents through a variety of mediums; parental internet, regular newsletters, Parents' Evenings, written progress reports as well as individual responses to queries. We are keen to engage parents from all backgrounds and to adopt strategies which will enable us to communicate better with all parents regarding their child's progress and development.

The Parents and Friends of The Netherhall School (PFNS; or Puffins!) meet regularly to put on school events but also to provide the stakeholder feedback so vital to continuing and deepening relationships.

Equal Opportunities

Netherhall School is an Equal Opportunities employer.

The Netherhall School Technology and ICT Faculty

The Technology Department Team

Janet Underwood	Head of Faculty/ Food, Health and Social Care
Shannon Hayes	Subject Lead and Technology Teacher
Laura Keogh	Technology Teacher
Rob Driscoll	Technology Teacher
Gemma Ainsworth	Technology Teacher
Richard Morgan	DT Technician
Jagoda Kosinska	Food Technician
Samantha Pascoe	Head of Computer Science and 2nd in Technology Faculty
Ryan Smith	Teacher of Computer Science
Connie Boulis-Smith	Head of Media and Film Studies
Sophie Smiley	Teacher of Media Studies

The Netherhall School Technology Department has a long and consistent record of success across all key stages. All members of the department teach across the full age and ability range.

Schemes of work are in place for years 7-9 which give students the opportunity to work within a range of material areas (resistant materials/product design, electronics/systems and control, graphic products, textiles, food). Students will study two materials areas in year 7, a further two in year 8 and in year 9 students choose two subjects to specialise in. The department actively encourages a creative and dynamic approach to teaching within all areas.

At KS4 we offer a wide range of subjects. We currently follow the AQA specifications for Product Design with a choice of Graphics or Resistant Materials pathways. WJEC for Catering/Food Preparation and Nutrition and Pearson BTEC Tech Award in Health and Social Care. Our recruitment for all subjects has remained buoyant and we have a good track record of achieving good results for our students.

At KS5 we offer two courses: AQA for Product Design and Pearson BTEC Extended Certificate in Health and Social Care. Our results in 2015 for Product Design were announced as being the best in the country, and nationally in the top five for any subject.

Students regularly participate in the Launchpad competition organised by Marshalls of Cambridge, year 7's following the Innovators route and year 12 the Scholars route. Both of the teams have been successful, winning each competition for the previous two years.

The department has built up close links with the Faculty of Education, we regularly have student teachers completing their placements with us.

The Netherhall School and Oakes College

Job Description – Teacher

Title of Post:	Teacher
Grade:	Salary dependent on experience
Working Hours:	Monday to Friday (8.35am – 3:05pm) 39 weeks per annum (Term time plus 5 Training days)
Responsible to:	Head of Faculty

1. Summary of Responsibilities:

A. To contribute to the teaching of the department, as follows:

- by planning and preparing courses and lessons in accordance with departmental schemes of work
- by teaching pupils according to their educational needs (including liaison with the Special Needs Department and Teaching Assistants as appropriate.)
- by setting and marking work carried out inside and outside school
- by assessing, recording and reporting on the development, progress and attainment of pupils, according to departmental and school policies.
- by delivering cross-curricular themes and skills (e.g. Information Technology), as required.

B. To participate in the development of appropriate syllabuses, materials and schemes of work.

C. To participate in the development of appropriate syllabuses, materials and schemes of work.

D. To contribute to the selection for appointment and professional development of other teachers and non-teaching staff including the induction and assessment of newly-qualified teachers.

E. To contribute to the induction of trainees.

F. To contribute to the storage and recording of Department resources and to the display of pupils' work in subject areas.

G. To comply with health and safety regulations and observe safe working practices.

H. The Postholder has a responsibility for promoting and safeguarding the welfare of children and young person's s/he is responsible for or comes into contact with.

2. Additional Specific Responsibilities:

A. To be Tutor of an assigned Form/Tutor Group and carry out related duties in accordance with the general job description of Form/Group Tutors.

3. General Duties

- A. To maintain good order and discipline among the pupils and to safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- B. To carry out a share of supervisory duties in accordance with published schedules.
- C. To contribute to the supervision and so far as practicable teaching of any pupils whose teacher is not available to teach them, subject to the conditions of employment.
- D. To participate in appropriate meetings with colleagues and parents relative to the above duties.
- E. To participate in appraisal arrangements.

4. ADDENDUM

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the school's published Time Budget Policy and have regard to clause 36(1)(f) of a Teacher's Conditions of Employment.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the holder of the post.

**NETHERHALL SCHOOL AND THE OAKES COLLEGE
PERSON SPECIFICATION
POST: Subject Teacher**

This specification is informed by the TDA Professional Standards for Teachers

Attribute	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Degree in related subject • QTS 	<ul style="list-style-type: none"> • Further qualification &/evidence of continuing professional development
Experience	<ul style="list-style-type: none"> • Successful teaching experience during ITT placements &/as a fully qualified teacher 	Experience in a fully comprehensive school across the spectrum of age and ability
Skills, Knowledge and Aptitudes	<ul style="list-style-type: none"> • Able to work collaboratively with others • Able to form good relationships with students. • Able to motivate students • Energy and enthusiasm • Flexibility • Excellent organisational and classroom management skills • Excellent communication and interpersonal skills • Expertise in the teaching of the relevant subject including evidence of excellence in own work as a practitioner • Good knowledge and understanding of current issues in learning and teaching • A reflective practitioner • Clear indication of leadership potential 	<ul style="list-style-type: none"> • ICT competency • Willingness to get involved in the broader life of the college through extra-curricular activities • Excellent time-management
Other requirements	<ul style="list-style-type: none"> • High standards of behaviour in the professional role • Commitment to form and maintain appropriate relationships and personal boundaries with young people • Commitment to safeguarding and promoting the welfare of young people • Satisfactory DBS check, Medical Clearance and References. 	

Netherhall School and The Oakes College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment



The
Netherhall
School



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COLLEGE CAMBRIDGE

Staff Benefits



ANGLIAN LEARNING

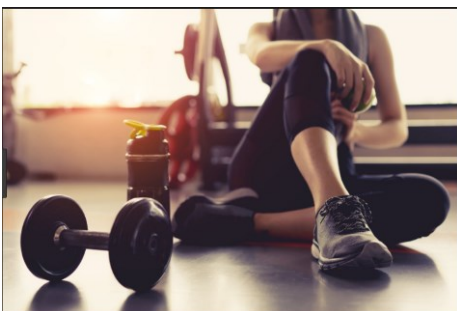
The following staff benefits are offered:

health assured

Employee Assistance Programme



VDU Voucher Scheme



Free gym membership to one of the schools which has a Sports Centre

Staff, Job Applicants, Volunteers, Alumni & Contractors Privacy Notice

1. GENERAL INFORMATION

- 1.1. We process personal data relating to:
 - those we employ to work at our schools, or otherwise engage to work within our Trust;
 - those applying to work within our Trust;
 - those we contract to undertake work at our schools.

- 1.2. This section ('General information') is applicable to all of the individuals covered by this notice.

- 1.3. This Privacy Notice should be read and interpreted together with the Data Protection Policy available at: <https://anglianlearning.org/gdpr-policies/>

- 1.4. Any wish to limit or object to the uses to which personal data is to be put should be notified to the Data Protection Officer who will ensure that this is recorded, and adhered to if appropriate. If the Data Protection Officer is of the view that it is not appropriate to limit the use of personal data in the way specified, the individual will be given written reasons why the Trust cannot comply with their request.

- 1.5. The Data Protection Officer, Mark Povey, can be contacted at mark@js-ig.com.

2. PERSONAL DATA OF THE STAFF

- 2.1. We process personal data relating to our staff for employment purposes, to assist in the running of the Trust and to enable individuals to be paid.

- 2.2. This personal data includes identifiers such as names and national insurance numbers, contact details, remuneration details, employment history, information relating to career progression, qualifications, absence information, safeguarding and DBS checks, emergency contact details and payroll. It will also include sensitive personal data such as ethnic group, medical information and trade union membership (if you choose to supply this information to us). Photographs will also be held against this information.

- 2.3. During the recruitment process we may receive information about you from a previous employer or an educational establishment which you have previously attended. You will know about this because you will have supplied us with the relevant contact details.

- 2.4. The data is used to comply with legal obligations placed on the Trust in relation to employment, and the education of children in a school environment. The Trust may pass information to other regulatory authorities where appropriate, and may use names and photographs of staff in publicity and promotional material. Personal data will also be used when giving references.
- 2.5. Staff should note that information about disciplinary action may be kept for longer than the duration of the sanction. Although treated as “spent” once the period of the sanction has expired, the details of the incident may need to be kept for a longer period.
- 2.6. Staff should note that information regarding their wellbeing and any underlying conditions that they provide may be kept for the purpose of ensuring that the Trust is able to fulfil their duty of care.
- 2.7. DBS checks are carried out on the basis of the Trust’s legal obligations in relation to the safer recruitment of staff as stipulated in the Independent School Standards Regulations and the DBS information (which will include personal data relating to criminal convictions and offences) is further processed in the substantial public interest, with the objective of safeguarding children. Retention of the information is covered by the Records Retention Policy.
- 2.8. Access to the DBS information is restricted to those staff who have a genuine need to have access due to their job roles. In addition the provisions of the GDPR and the Data Protection Act 2018, disclosure of this information is restricted by section 124 of the Police Act 1997 and disclosure to third parties will only be made if it is determined to be lawful.
- 2.9. Staff information will be destroyed securely in line with the Trust’s Document Retention Policy but limited information may be retained for historical purposes.
- 2.10. We only keep your information for as long as we need it or for as long as we are required by law to keep it.
- 2.11. The collection of this information will benefit both national and local users by:
- Improving the management of workforce data across the sector;
 - Enabling development of a comprehensive picture of the workforce and how it is deployed;
 - Informing the development of recruitment and retention policies ;
 - Allowing better financial modelling and planning;
 - Enabling ethnicity and disability monitoring;
 - Supporting the work of the School Teachers’ Review Body

3. PERSONAL DATA OF THE JOB APPLICANTS

3.1. Personal data that we may collect, use, store and share (when appropriate) about job applicants includes, but is not restricted to:

- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

3.2. The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

3.3. In the situation that some of the scopes for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

3.4. Personal data we collect as part of the job applications is stored in line with our data protection provisions and Document Retention provisions (point 3, section II from the Privacy Policy).

3.5. Where we transfer data to a country or territory outside the European Economic Area, we will do so in accordance with data protections law.

4. PERSONAL DATA OF THE VOLUNTEERS & CONTRACTORS

4.1. We process personal data from volunteers and contractors for contractual purposes and to safeguard the pupils within our care.

4.2. This personal data includes identifiers such as names, addresses and date of birth.

4.3. For contractors, we may disclose details about you including national insurance number to our payroll provider to enable you to be paid.

4.4. We only keep your information for as long as we need it or for as long as we are required by law to keep it.

5. PERSONAL DATA OF THE ALUMNI

5.1. We process personal data from alumni in order to fulfil our legal obligations or legal interests. That means, unless the Law requires us to collect your data, we will process it with the aim of improving your experience in the alumni

community and providing you opportunities to engage with the school's projects or events.

For example, such events could be organised for:

- Offering current pupils career advice
- Philanthropic events
- Educational or artistic programs
- Raising awareness seminars

5.2. This personal data collected is: contact details, education records and occupation.

5.3. However, sensitive data (biometric data) could be processed, encompassing photographs taken whilst being a student.

5.4. Your data will be exclusively shared with the staff of the Academy and with third parties that take part in organising the aforementioned events.

5.5. We only keep your information for as long as we need it or for as long as we are required by law to keep it.