

Frederick Bremer School

Respect, Responsibility, Integrity

Siddeley Road, Walthamstow,
London E17 4EY

Headteacher: Ms Jenny Smith

Website: www.bremer.org.uk

Information Pack

Head of Technologies



**Ofsted
GRADED
GOOD**

December
2015

"This is a GOOD School"

Leadership and Management GOOD
Teaching, Learning and Assessment GOOD
Personal development, behaviour and
welfare GOOD
Outcomes for pupils GOOD

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Headteacher's Welcome



Welcome to Frederick Bremer School and thank you for taking the time to apply for a position at our vibrant community school. This information pack will provide you with key information to support your application and your understanding of what makes Frederick Bremer School so unique.

Frederick Bremer School is a creative and nurturing school where all staff and pupils are inspired to be 'the very best they can be'. We are judged as a good school across all areas and our SEN provision is outstanding. Our vision and values are central to our practice, and you will need to share our commitment to ensure every pupil is not only academically successful but is also equipped with the skills, qualities and attributes to be a successful 21st century citizen.



Equality and diversity are at heart of Frederick Bremer's ethos and values. This is embodied in our curriculum, behaviour policy, pastoral provision and across all areas of the school. Our pupils and staff represent a diverse community and we value and respect everyone's identity. We also promote inclusivity at the heart of our work, and have active LGBTQ groups, equality groups and provide space for issues led teaching. This is a school where we want pupils to be 'who they want to be', and we provide a space for that.

The well-being of staff and pupils has been central to our school development plan over recent years. All pupils study a bespoke well-being curriculum, as well as a curriculum which breadth as well as depth. Our quality professional development programme caters for staff through every stage of their career and a significant number of our staff have successfully developed into middle and senior leadership roles. We are proud of our high rates of staff retention and the consistently positive feedback we receive from staff feedback.

The last year has been a challenging one for everyone, but it has brought our community closer together in so many ways and demonstrates the depth of our school culture. We have embraced digital technologies, and we use g-suite at the heart of our teaching and learning strategy. We are excited as to how we can continue to innovate our practice moving forward.

Our pupils are a pleasure to work with; they are ambitious for themselves and their community and we are on an exciting journey of continuous improvement towards outstanding. This is an excellent opportunity for a committed and ambitious individual to make a significant contribution to this journey. We have a very supportive staff and Governing Body and great parents. If you are looking to join a successful school with a clear moral purpose, while also developing your skills as an outstanding professional, then this will be a rewarding opportunity for you.

We look forward to receiving your application.

Jenny Smith
Headteacher

Michelle Hegarty
Chair of Governors

Role: Head of Technologies



Position: Head of Faculty Technologies (DT Specialist)

Salary: MPS/UPS + TLR2C (£7,017) (OLW)

Pupil Roll: 900

Pupil Age range: 11-16 yrs.

Co - Educational

Ofsted 26th February 2019

"There is a strong inclusion ethos, which accompanies the school's robust moral purpose. "

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"This continues to be a good school., and since the previous inspection, you and your team have focused consistently on improving the opportunities provided for pupils and raising their achievement."

Do you believe every child deserves the very best education? Are you creative, enthusiastic, energetic and a committed team player? If so, we have the position for you! We are looking to appoint a Head of Faculty for Technologies. This role represents an incredible opportunity for any candidate wishing to be challenged and developed further in their teaching career. This is an exciting opportunity for both aspiring and existing leaders. The successful candidate will be an outstanding teacher with an unwavering commitment to promoting all aspects of Technology teaching and learning. You should consistently deliver high quality lessons and be a team player.

This is a strongly good school, as evidenced by our Ofsted visit in 2019, and we are on a trajectory of continuous improvement. We are committed to high quality learning and teaching for all pupils, ensuring all pupils make rapid progress regardless of their starting point. The successful candidate will join an experienced and successful school committed to collaborative working. Frederick Bremer is a popular and over-subscribed school which enjoys excellent state of the art facilities in a modern building. At Frederick Bremer, staff have access to comprehensive CPD programme and structured career progression routes. We model the mantra 'Humans first, professionals second' and we take the support and well-being of our staff very seriously.

You should have experience of teaching Design and Technology subjects across the 11-16 range, and a strong track record in raising achievement across all years. You should be an excellent practitioner, who is able to lead specialist training and development across the team. You should also share the vision and values of the school, and be passionate that every child deserves the very best teaching. You will be leading the Technologies Faculty – which consists of Design and Technology, Computing and Business

Frederick Bremer School is proud to be a community school, and we are representative of our local community. We believe that our role as practitioners is to support our young people to become the very best versions of themselves, and place a strong emphasis on holistic education and not just academic achievement. We offer all staff a rewarding, supportive and happy environment to work in. Relationships are a strength of the school, and we want all staff to enjoy their place of work. We offer bespoke CPD programmes to all staff with a great emphasis on wellbeing. 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. This position is subject to receiving satisfactory references and an Enhanced DBS Clearance.

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For more information and an application pack please see our website www.bremer.org.uk or contact HR on 020 8498 3340 or email recruitment@bremer.waltham.sch.uk Completed application forms should be returned or emailed to recruitment@bremer.waltham.sch.uk by 9:00am on 22 April 2021. Interviews date: W/C 22 April 2021.

About Frederick Bremer School



Community School

We are local, maintained state school. Our school is truly representative of our local community Walthamstow community. We are incredibly diverse, and no ethnic group is more than 18% of the school population. Over 50% of pupils are eligible for Pupil Premium, and we have all socio-economic groups of the local area represented. We have two thirds boys to girls (the impact of 3 girls' schools in the Authority), but girls thrive academically and socially at our school.



Pupil Progress

Our pupil population is very diverse—we have a significant number of pupils with EHP (including 30 who are part of our Autism SRP) and many EAL pupils. In any class, there will be a significant range of need, and our teachers and TAs know our pupils very well so they can meet their individual needs. Pupils at Frederick Bremer make progress above the national average and we have many alumni pupils who attend top Russell Group universities.

Creativity

We have a unique creative curriculum encompassing our MISST Music School, creativity skills, drama and fine art. Every Y7 and Y8 pupil is provided with an instrument.



Teaching & Learning

Our pupils are taught by subject specialists in mixed ability teaching groups (apart from maths). Lessons are planned collaboratively in departments to ensure stretch and challenge for all pupils. Our SEN and Autism provision provides outstanding support and facilities for pupils with a wide range of learning, emotional and behavioural needs. We have a state of the art library and six computer classrooms. We embrace technology as a platform to promote learning for the 21st Century.

Behaviour & Pastoral

At Frederick Bremer every pupil is individually known and nurtured. Our behaviour system is consistent, transparent, firm and fair. We encourage pupils to take ownership for their own behaviour and to be reflective when they fall short of our expectations. Our pastoral curriculum is highly innovative and is delivered through weekly well-being workshops, PSHE lessons, tutor time and assemblies.

Pupil Leadership

We offer several distinctive pupil leadership pathways: Head Students, Prefects, Pupil Parliament, Youth Health Champions, Sports Leaders, Duke of Edinburgh, LGBT Pride Youth Network and Peer Mentors. This varied leadership offer enables a diverse range of pupils to become pupil leaders and make positive contributions to the school and the community.





Frederick Bremer School - An Outstanding Community

where we all share and model our values of 'Respect, Responsibility and Integrity' and are always 'the best we can be'



Frederick Bremer School Expectations

Because we challenge, care and commit:

1. **Learning** comes first
2. **Respect** yourself and respect each other, and use only positive language
3. **Follow instructions** of all staff at once, and at all times
4. **Be on time**: learning starts within **90 seconds** of the bell
5. Move around the school **purposefully, safely** and **quietly**: keep hands, feet, and objects to yourself

Reasons to work for us

What makes Frederick Bremer a unique place to work?



Diversity and Equality

Our staff body reflects the religious and ethnic diversity of our community. We employ staff with diverse skills and backgrounds and this ensures that our policies and system are always inclusive of all our stakeholders. We value and respect everyone's identity and our equalities statement confirming our commitment to the 2010 Equalities Act. We have gender neutral toilets for staff and pupils, alongside a gender neutral school uniform. We are proud to have been awarded the Stonewall Bronze award in recognition of our work and impact in LGBTQ+ equalities and tackling school based homophobia and transphobia.

Curious and talented pupils

We actively work to develop pupils' ability to think critically and to challenge stereotypes and misconceptions. Our pupils have a strong sense of social justice and have been finalists in the Jack Petchey Speak Out Challenge. We have some of the most talented musicians in the borough at our school. Our pupils regularly perform in prestigious London venues and every year we have a school production that not only celebrates the talent of our pupils, but also fosters vertical friendships and strong sense of relatedness to our school values.

Outstanding SEN and Autism Provision

Our SEN and Autism Provision has acclaimed status in Waltham Forest. It has been rated as outstanding by external reviews. We are able to meet the needs of pupils with visual impairments and significant mobility restrictions. Pupils who are supported in our SEN provision are fully included in all mainstreams lessons with the support of skilled Teaching Assistants. The SEN provision is a vibrant and nurturing hub for SEN pupil at lunch and break times and before and after school.

Well-being

Staff and pupil well-being is high on the agenda at Frederick Bremer. We value the hard work and dedication of all our staff and have several staff recognition and reward opportunities. All our pupils participate in a weekly well-being curriculum, which all staff participate in delivering.

Flexible and part-time work arrangements

We understand the challenges of being a working parent/carer. We are open to requests for part-time and flexible working arrangements and do our best to accommodate requests

Professional Development

Our professional development is tailored to meet the needs of staff at each stage of their career. We have bespoke in house programme which comprises of coaching, developing leadership and NQT/Teach First/School's Direct programme. We also are privileged to participate in high quality training programmes within the Seven Kings Teaching School's Alliance. We are known for our first class at support and development of trainee teachers and teachers in the early stages of their career. Many of our staff have secured middle and senior leaders positions because of training and development opportunities at Frederick Bremer.

What do our staff say about working at Frederick Bremer?



Frederick Bremer puts creativity and vision at the heart of everything it does as a school. As a member of staff here I have truly felt that this innovative way of working has allowed me to progress in my career rapidly and with full support. The curriculum is inventive and holistic and takes into account the wellbeing and needs of the pupils, the staff and the wider community.

Lead Practitioner/ Creativity



I love working at Frederick Bremer as the students, staff and wider community give it a unique family feel. Everyone is welcomed and accepted for who they are, and there is a strong community ethos and culture of trust and understanding which runs through our day to day life. Every student is known, catered for and is at the heart of everything we do. It truly embodies the motto of 'being the best you can be'!

MFL Teacher / HOY 7

I have been able to develop professionally because of the support and trust placed in me. Career and professional development is a key area at this school. Whether you want to develop within the area you are currently working or move into a new area everyone is given an opportunity to progress. I wouldn't be where I am today without Bremer. Working here has provided me with that key commodity that working parents lack; time with their child[ren].

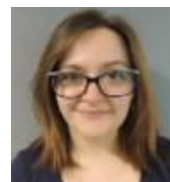
School Manager



*I love working at Frederick Bremer because this is a school that really helps teachers to develop. I love teaching pupils who love to learn, try their best, and are extremely personable and positive. I love working in a richly diverse school who care and place an emphasis on teacher well-being and who are hugely supportive with my career. **Head of Year 9, Geography Teacher***

I started here as a temporary receptionist nearly 7 years ago and am now an admin team leader, line managing reception. I love working at Frederick Bremer because I feel valued and have had great career development over the years, having learnt so much. Working with a brilliant group of people has always been a bonus too!

Communication and Systems Manager



*Working at Frederick Bremer is both inspiring and rewarding especially because I work as a TA in the SEN department and no two days are ever the same. The schools values and ethos represent what Bremer is about, each member of staff supports each and every student to 'be the very best they can be'. We are all part of a supportive network where SEN students are able to integrate into the wider school community. **Teaching Assistant***

*Having trained to teach at Bremer, I have continued to work and develop here for the past 4 years. Bremer's diversity and inclusion are two aspects of our community I like the most. Our students have creativity, character and drive, which makes my job enjoyable. The school has provided me with opportunities to develop my own practice, and as a result I run our new whole school Wellbeing Curriculum. No other local school addresses student wellbeing in this way, and it's exciting to be at the forefront of delivering this new initiative. **English Teacher / Student Wellbeing Lead***



*I have been working at Frederick Bremer School since April 2019. I have to say that it has been one of the best decisions I have made. The students are a pleasure to work with and all the staff at Frederick Bremer are friendly and supportive. Staff wellbeing and a good work-life balance is supported by the early closure on Fridays. The CPD at the school is genuinely challenging and inspires you to become a better teacher and leader. **Science Lead Practitioner***



*I have worked at Frederick Bremer for 7 years now, including 6 years as Head of MFL. The main reason I have stayed here so long is because of the amazing students and the cohesion of the staff. I love working in such a diverse community. Everyone gets on and supports each other. You only have to spend 5 minutes in the building to sense what a community feel it has to it. Students from different backgrounds and year groups all play happily side by side every day. Without the support of senior management and friendly colleagues, this job can be tough. As a working mum, I have been fully supported and even after taking a year of maternity leave off, management have been supportive in continuing to develop me professionally. **Assistant Headteacher (Collective Ethos)***



*My job gives me the opportunity to have a positive impact on people's lives and make a difference every day. I go home and I know I made a real difference. I am proud to say I work at Frederick Bremer School and am honoured to still be a part of the family after 10 years. Being a part of Bremer keeps me smiling which is good for my soul and my psychological wellbeing. I love that I'm encouraged to try new things out and be innovative through professional development. **ICT Teacher***



Senior Leadership Team



Jenny Smith (HT)	Ben Lyon (DHT) (LM JSM)	Steve Moore (Interim DHT) (LM JSM)	Angy Osman (Interim DHT) (LM JSM)
<p>School vision and values School culture School Improvement Plan School standards Strategic & financial planning Self evaluation Governors ^[L]_[SEP] Staffing, HR, appraisal and recruitment</p> <p><i>Ben Lyon</i> <i>Steve Moore</i> <i>Angy Osman</i> <i>Shermaine Lewis</i></p>	<p>Deputising for the HT Safeguarding/DSL/SCR Inclusion - best practice FAP (inc behaviour & exclusions) SEMH & Pupil Well being SEF data dashboard Critical incident planning (inc fire safety)</p> <p><i>Stephen Rowswell</i> <i>Claire Binns</i> <i>HOD Maths</i> <i>HOD Science</i> <i>HOY 10</i></p>	<p>Curriculum Timetabling Vocational learning Pastoral systems & practice Values lead behaviour/rewards Quality of tutoring/assembly programme Physical well-being/healthy school School Operations/calendar/(cover from term 2) Attendance/admissions</p> <p><i>HOY Y8</i> <i>PE</i> <i>Acting AHT</i> <i>Behaviour Coach</i></p>	<p>Learning and teaching pedagogy & practice CPD Middle leaders & leadership development Y9 Options Challenge (HPA) Quality Assurance Deputy Safeguarding Lead Parental engagement strategy Well being (staff)</p> <p><i>HOD MFL</i> <i>HOY 9</i> <i>HOF CA</i> <i>Lead Practitioners (FPA, CZA, AWO)</i> <i>School Counsellor</i></p>
Shermaine Lewis (SBM) (LM JSM)	Claire Binns (AHT) (LM BLY)	Stephen Rowswell (AHT) (LM BLY)	Kelly Padley Acting Assistant Head (secondment) (LM SMR)
<p>School budget PFI Outsourced contracts Administrative resources Admin team development Health and safety/School Trips/Medical Critical Incident Strategy GDPR compliance Environment strategy</p> <p><i>Team managers of:</i> <i>Finance</i> <i>HR</i> <i>Communication and Systems</i> <i>Careers, Progression & H&S</i></p>	<p>SEND/AND strategy Marking & Feedback strategy Transition 5/6-7 Teaching for Additional Needs CPD Pupil leadership Wellbeing Strategy (pupils) Equalities Strategy SMSC RSE</p> <p><i>HOY 7</i> <i>SENCO</i> <i>Hums</i> <i>Well being leader</i></p>	<p>Exams and assessment Intervention and enrichment Reporting to parents The book! Presentation strategy English & literacy strategy Raising boys aspiration Unconscious bias in the classroom E-technologies in the classroom (inc google classroom and learning resources)/CPD development</p> <p><i>HOF English</i> <i>HOD Techs</i> <i>HOY 11 (tbc)</i></p>	<p>Pupil leadership projects 'Creating a collective whole school ethos' Careers and P16 progression Simmons and Simmons Alumni</p> <p><i>In addition to existing responsibilities</i></p> <p><i>Raising Aspiration Coach (es)</i></p>

School Term Dates 2020-21



Term Dates 2020-21



Frederick Bremer follows the term dates as set by the Local Authority, which for 2020-21 are as follows:

Autumn Term 1	First Day	Wednesday 2nd September 2020
	Last Day	Friday 23rd October 2020
	CPD Day (s)	Wednesday 2nd September 2020
Holiday	Half-Term	Monday 26th October—Friday 30th October 2020
Autumn Term 2	First Day	Monday 2nd November 2020
	Last Day	Friday 18th December 2020
	CPD Day (s)	Friday 27th November
Holiday	Christmas Holiday	Monday 21st December 2020—Friday 1st January 2021
Spring Term 1	First Day	Monday 4th January 2021
	Last Day	Friday 12th February 2021
	CPD Day (s)	Monday 25th January 2021
Holiday	Half-Term	Monday 15th February —Friday 19th February 2021
Spring Term 2	First Day	Monday 22nd February 2021
	Last Day	Thursday 1st April 2021
Holiday	Easter Holiday	Friday 2nd April—Friday 16th April 2021
Summer Term 1	First Day	Monday 19th April 2021
	Last Day	Friday 28th May 2021
	Bank Holiday	Monday 3rd May 2021
Holiday	Half-Term	Monday 31st May—Friday 4th June 2021
Summer Term 2	First Day	Monday 7th June 2021
	Last Day	Thursday 22nd July 2021
	CPD Day (s)	Monday 28th June 2021

COVID-19 Guidance



In school expectations

1. Ensure you have read and understood the school risk assessment
2. **Do not** come into school if you or someone in your household are displaying any symptoms of coronavirus. Follow the absence procedures and inform Shermaine Lewis immediately
3. If you are displaying symptoms organise a test immediately
4. If someone in your household has tested positive inform Shermaine Lewis immediately
5. If you wear a face masks on public transport you must remove and/or dispose/store safely (double bagged) in your own bag, before entering site.
6. Wash your hands **immediately** on arriving at school
7. wash your hands with soap and water for 20 seconds or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
8. Wash your hands with soap and water regularly throughout the day, especially after using the toilet, before you eat, and after sneezing or coughing
9. Ensure you sign in and out when entering/leaving the building. This will ensure we have an accurate record of who is in the building and the areas that have been used.
10. Maintain a 2 metre distance from others
11. If you do cough or sneeze, use a tissue or elbow and put any tissue in a lidded bin immediately and wash your hands
12. Staff should seat pupils at least 2 metres apart where possible
13. Carry your own water bottle from home. Refrain from using the water fountains where possible
14. There should be one designated person who uses the kettle, accesses the fridge in each area where these facilities are available.
15. Any shared equipment, such as sports or art equipment must be regularly cleaned. Anti bac wipes are available.
16. Only 1 member of staff in a staff room toilet at any one time
17. Up to 2 members of staff in a workroom where they are seated back to back at any time
18. Use only the designated rooms as these will be prioritised for cleaning.
19. Leave doors and windows open where possible for ventilation
20. Inform Bouygues by emailing wfs.helpdesk@bouygues-es.co.uk or calling 3365 if you notice that the hand wash, paper toilets or hand sanitiser level is low or finished
21. Inform Shermaine Lewis immediately if an area has not been cleaned
22. Inform a member of SLT if you have any comments or suggestions.

How to Apply for this Position



We hope that you have enjoyed reading our recruitment pack and that you are now ready to apply for this post. To apply please complete the enclosed application form. Your completed application form should include a personal statement, which explains how you meet the criteria in the person specification.

Closing Date: 22 April 2021

Interviews: W/C 22 April 2021

Completed application forms should be returned in electronic format to:
recruitment@bremer.waltham.sch.uk

Job Description: Head of Technologies



Job Title: Head of Faculty Technologies		TLR: 2c		
Line managing: <ul style="list-style-type: none">DT, computing and Business		Reporting to: <ul style="list-style-type: none">Deputy Head Teacher/Assistant Headteacher		
Job Purpose: to ensure that the Faculty is <ul style="list-style-type: none">consistently high performing across all 4 school criteria (leadership & management, behaviour, safety & ethos, teaching & learning, outcomes & progress)compliant with all the school’s policies and systemsensures that the school’s vision and values is at the heart of all actions across the team				
<u>Specific responsibilities for all teachers</u>				
Area	Relevant Standards	Band 1 Early Years Teacher	Band 2 Accomplished Teacher	Band 3 Expert Teacher ‘Significant and Sustained Contribution to school’
PROFESSIONAL PRACTICE		M1 M2	M4 M5	U1 U2 U3
	1.1(1);1.2(2,3,5) 1.3 (1,3) 1.4(1,2,3) 1.5 all 1.6 (1) 1.7 (1,2,3) 1.8 (3)	Many – but not all – aspects of teaching over time are good	All aspects of teaching over time are good	Many aspects of teaching over time are outstanding
PROFESSIONAL OUTCOMES	1.1(2) 1.2(1,2,3) 1.5(1) 1.6 (3,4) Preamble	With appropriate additional support, most pupils progress in line with school expectations	Most pupils progress in line with school expectations without additional support	Significant numbers of pupils exceed school expectations
PROFESSIONAL RELATIONSHIPS	1.1(1) 1.6(4) 1.7(4) 1.8(2,3,5) 2.1 (1,3,4) Preamble	Positive working relationships established with pupils, colleagues and parents	These working relationships result in good progress by all groups of pupils and productive sharing of professional practice with others.	Working relationships with colleagues are characterised by an enthusiastic commitment to helping them overcome professional challenges
PROFESSIONAL DEVELOPMENT	1.2(4,5) 1.3(1,2,4,5) 1.4(5) 1.5(2,3,4) 1.6(1) 1.8(4) 2.1(2) 2.3 Preamble	Develops professional practice in line with advice from more experienced colleagues	Takes a proactive role in identifying areas for professional development and accessing advice	Proactively leads the professional development of others in a way which leads to improved outcomes for pupils
PROFESSIONAL CONDUCT	1.1(3) 1.7(1) 1.8(1) 2.1(all) 2.2 2.3 Preamble	Meets the standards for professional conduct set out in the Teachers’ Standards	Meets the standards for professional conduct set out in the Teachers’ Standards	Meets the standards for professional conduct set out in the Teachers’ Standards

Job Description: Head of Technologies



Specific Responsibilities - to ensure the faculty becomes high performing across all strands by	
Leadership and Management	<ul style="list-style-type: none"> • line managing the Computing/DT department • ensuring statutory requirements are met across the department • implementing the Schools Vision and Improvement Plan across the faculty • ensuring all teachers within department participate in the appraisal process, and be responsible for the appraisal process in the department/faculty • ensure that all teachers within the faculty effectively implement school policies and procedures • planning and implementing an effective quality assurance process across the key stages • producing an annual report to the Headteacher and Governors which includes (i) exam and end of Key Stage Analysis (ii) Departmental Self Evaluation Report (iii) Department Improvement Plans • ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher
Teaching and Learning	<ul style="list-style-type: none"> • supporting the development of the literacy and numeracy strategy, and embed a consistent approach to literacy/numeracy within the department • supporting, developing and enhancing the teaching practice of all others working within the department (including non-specialists where relevant) • ensuring that planning documentation (Short, medium and long term) is up to date, easily accessible and consistently applied across the department
Behaviour, Ethos and Safety	<ul style="list-style-type: none"> • ensuring that behaviour is monitored and strategies implemented across the department • being responsible for Health and Safety within the department area
Progress and Outcomes	<ul style="list-style-type: none"> • being responsible for GCSE and BTEC outcomes within DT/ Computing/Business • raising standards of pupil attainment and achievement within the whole curriculum area and to monitor and support pupil progress. • Being accountable for pupil progress and development within the subject/faculty area
Other	<ul style="list-style-type: none"> • carrying out other duties which the Headteacher may request
<p><i>This job description will be reviewed annually 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.</i></p>	

Job Description: Head of Technologies



Person Specification

Qualified Teacher Status in relevant subject	Essential
Good honours degree in related subject	Essential
Further professional qualifications	Desirable
Evidence of recent professional development	Essential
Relevant, recent experience of teaching in an 11-16 or 11-18 school	Essential
Experience and understanding of the use of e-technologies in the classroom	Essential
Strong track record in leading virtual training	Desirable
Extensive experience in using google classroom to support learning	Essential
Successful track record in implementing strategies raise achievement beyond the classroom	Desirable
Proven record as a teacher whose students reach high standards	Essential
Proven record as a good/outstanding teacher	Essential
Proven record of leading effective professional development	Desirable
Capacity and enthusiasm for hard work	Essential
Able to work as part of a team whilst also being self-motivated	Essential
Emotional intelligence and ability to use appropriate leadership style	Essential
Ability to work calmly under pressure and maintain a positive and optimistic attitude	Essential
Ability to manage and resolve underperformance	Desirable
High organisational skills including the ability to prioritise and manage time effectively	Desirable
Ability to think strategically, analytically and creatively and demonstrate initiative in solving problems	Desirable
High level of communication, presentation and literacy skills	Essential
Ability to take firm decisions, and take responsibility for decisions	Essential
An absolute commitment to the belief that every child deserves the very best education	Essential
Ability to inspire, challenge, influence and motivate others	Desirable
A passion for the values of community education	Desirable
Reliability, honesty and trustworthiness, demonstrating the highest professional standards	Essential
A caring, considerate and respectful leader	Essential
An understanding of child protection and safeguarding	Essential
An understanding of e-safety, and strategies to encourage safe practice for pupils	Essential
An understanding of the strategies for ensuring inclusion, diversity and access	Desirable
Experience of effective school evaluation	Desirable
An understanding of current national agenda developments	Desirable
A knowledge and understanding of the current OFSTED framework	Desirable
A thorough understanding of leading the curriculum and exam specifications at all key stages in DT/Business/Computing	Essential

Safeguarding Summary



This summary sheet is for all staff working, volunteering or officially visiting the school including those on supply or other short contracts (even if for only a day). Ensuring such staff read this sheet contributes to the school's commitment to safeguarding and promoting the welfare of pupils. All of us should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

We are committed to embedding a culture of vigilance in everything we do.

As an adult in this school you have a duty of care towards all pupils. This means you should act at all times in a way that is consistent with their safety and welfare. Be alert to signs and indicators of possible abuse (a checklist is available from Reception as part of the Safeguarding Policy and summarised below). If you have a concern about a child, particularly if you think s/he may be suffering or at risk of suffering harm, it is your responsibility to share the information promptly with the Designated Member of Staff for Child Protection (Ben Lyon) or the Deputy Lead (Deborah Davies). In the absence of a designated member of staff you should report to the Head teacher (Jenny Smith).

The following is not an exhaustive list but you might become concerned as a result of:

- ³⁵₁₇ seeing a physical injury which you believe to be non-accidental
- ³⁵₁₇ observing something in the appearance of a pupil which leads you to think his/her needs are being neglected
- ³⁵₁₇ witnessing behaviour which gives rise to concern
- ³⁵₁₇ a pupil telling you that s/he has been subjected to some form of abuse

In any of these circumstances you should write down what you observed or heard, date and sign the account and give it to the designated teacher.

If a pupil talks to you about (discloses) abuse you should:

- ³⁵₁₇ Stay calm
- ³⁵₁₇ Do not communicate shock, anger or embarrassment
- ³⁵₁₇ Reassure the child. Tell him you are pleased that he is speaking to you
- ³⁵₁₇ Never enter into a pact of secrecy with the child. Assure him that you will try to help but let the child know that you will have to tell other people in order to do this. State who this will be and why.
- ³⁵₁₇ Tell her/him that you believe them. Children very rarely lie about abuse; but he may have tried to tell others and not been heard or believed
- ³⁵₁₇ Tell the child that it is not his fault.
- ³⁵₁₇ Encourage the child to talk but do not ask "leading questions" or press for information
- ³⁵₁₇ Listen and remember
- ³⁵₁₇ Check that you have understood correctly what the child is trying to tell you
- ³⁵₁₇ Praise the child for telling you. Communicate that s/he has a right to be safe and protected
- ³⁵₁₇ Do not tell the child that what he experienced is dirty, naughty or bad
- ³⁵₁₇ It is inappropriate to make any comments about the alleged offender
- ³⁵₁₇ Be aware that the child may retract what s/he has told you. It is essential to record all you have heard
- ³⁵₁₇ At the end of the conversation, tell the child again who you are going to tell and why that person or those people need to know.

You are not expected to make a judgement about whether the child is telling the truth. If the behaviour of another adult in the school gives rise to concern you should report it to the Head teacher.

Remember: share any concerns, don't keep them to yourself.

Policy Statement on Recruiting Ex-Offenders And Safekeeping of Disclosures

The policy objective of London Borough of Waltham Forest on disclosure information is:

³⁵₁₇ To ensure that disclosure information is used fairly in the recruitment process to prevent discrimination against **staff, volunteers, service users, potential employees and ex-offenders** on the basis of conviction or other details.

³⁵₁₇ To maximise the protection for children in Waltham Forest schools and other vulnerable people against those who might wish to harm them.

To achieve our policy objectives and to comply with the Disclosure and Barring Service (DBS) Code of Practice under Section 122 of the Police Act 1997, London Borough of Waltham Forest, as a Registered Umbrella Body for Disclosure, undertakes to implement the following general provisions.

General Provisions on Disclosure Policy

1. Recruitment Process

London Borough of Waltham Forest will carry out risk assessments for each position and encourage managers to adopt an open mind in recruitment decisions. In making recruitment decisions our managers will:

³⁵₁₇ Assess the nature and relevance of the offence, the potential risks involved in employing the offender, and how these could be sensibly and effectively managed.

³⁵₁₇ Focus on a person's abilities, skills, experience and qualifications.

³⁵₁₇ Consider the nature of the conviction and its relevance to the job in question.

³⁵₁₇ Identify the risks to our business, customers, clients and employees.

³⁵₁₇ Recognise that having a criminal record does not always mean a lack of skills,

³⁵₁₇ Note that high-quality training, leading to qualifications is available in prison

³⁵₁₇ State the level of Disclosure applicable to any posts that requires a Disclosure

³⁵₁₇ Discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

³⁵₁₇ Ensure that where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within your school and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

³⁵₁₇ Only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974, unless the nature of the position allows London Borough of Waltham Forest to ask questions about your entire criminal record.

³⁵₁₇ Include in application forms or accompanying materials a statement to the effect that a criminal record will not necessarily be a bar to obtaining a position. Where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

2. Recruitment of Ex- Offenders

Unless the nature of the work demands it, ex-offenders will not be asked to disclose any convictions 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar an individual from employment. This will depend on the circumstances and background of the offence(s).

London Borough of Waltham Forest meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, therefore all applicants for positions of trust who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

3. Declaration of Convictions

Applicants will be actively encouraged to declare any convictions, or any other information that may be relevant, at an early stage in the recruitment process. **Failure to declare a conviction, caution or bind-over may, however, disqualify an applicant from appointment, or result in summary dismissal if the discrepancy comes to light.**

4. Training

We ensure that all those in London Borough of Waltham Forest who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

5. Storage & Access

Disclosure information is never kept on an applicant's personnel file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Documents are kept in lockable and non-portable storage containers. Keys or combinations for such storage units are **only** available to named individuals. Access to rooms containing storage containers are restricted to staff engaged in recruitment work.

No photocopy or other image of the Disclosure is retained, nor is any copy of the contents made or kept. However, records will be kept of the date of a Disclosure, the name of the applicant, the type of Disclosure, the post in question, the unique number issued by the Bureau and the recruitment decision taken, as well as a written record of the names to whom disclosure information has been revealed.

6. Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

There may be circumstances where a recipient of Disclosure information is asked to reveal details of a Disclosure to a third party in connection with legal proceedings for example, in a case submitted to an Employment Tribunal. In such instances London Borough of Waltham Forest will inform the Bureau of any such request **immediately and prior** to the release of any information.

7. Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

8. Retention

Once a recruitment (or other relevant) decision has been made, Disclosure information is kept for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual subject before doing so.

London Borough of Waltham Forest will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, we will retain the top part of the Disclosure certificate as proof of having received the document once the six-month retention period has elapsed. This contains the details of the applicant along with a reference number known to the DBS, but does not contain details of any convictions. *(References in this section to Disclosures include relevant non- conviction information supplied by the police but not included on Disclosures.)*

9. Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

10. Lost Disclosures

If Disclosure information (or information contained within the Disclosure) is lost, the Bureau will be informed immediately. The Bureau will consider whether to issue a replacement, if this is requested.

11. Availability of Policy

A copy of London Borough of Waltham Forest's Policy on employing people with criminal records is included in recruitment material. We make every subject of disclosure aware of the existence of London Borough of Waltham Forest's full disclosure policy and handling of disclosures and the DBS code of practice. These will be made available to staff, potential employees and service users on request.

12. Assurance checks

London Borough of Waltham Forest will implement internal audit checks on the disclosure process and co- operate with the Disclosure and Barring Service in respect of any compliance enquiries and related matters.



Frederick Bremer School

Be the best you can be

Equalities Objectives 2020-22

Equalities Statement

1.1 Rationale

At Frederick Bremer School equal opportunities are central to our school ethos and values. Respect, responsibility and integrity are our school values and are at the heart of all of our work. We expect all pupils and staff to model these values on a daily basis, and ensure that every member of our community is equally valued.

We expect all pupils and staff to challenge and act upon racism, sexism, homophobia and all other forms of prejudice, discrimination, including bullying and harassment (see appendix 1). We are pro-active in promoting inclusion, diversity and mutual respect through policy, assemblies, the curriculum and events throughout the year.

1.2 Vision Statement and School Values

Frederick Bremer School is a strong community school where every child and colleague is known, grown and nurtured to be 'the very best they can be'. Our values and ethos are explicit and tangible from the moment you enter the school, and all members of the school community share our values of 'Respect, Responsibility and Integrity'.

Being part of the Frederick Bremer family is based on a shared understanding of equality, diversity and inclusion. We are a very diverse community and our diversity is our strength. Every member of our community is included, heard and valued.

Community education is very important to us. We believe that our school is here to serve and support the local community, and that the children of our community deserve the very best. We are committed to being a forward-thinking employer with established best practice in ethical recruitment, flexible working and gender equality. Our 21st Century curriculum celebrates religious and cultural diversity and embodies British Values. We are a reflective organisation and we are always reviewing our policies and process to ensure they reflect our school ethos and strong equalities focus.

1.3 Justification and Legal Requirements

The public sector equality duty is a duty on public authorities to consider how their policies or decisions affect people who are protected under the Equality Act 2010.

When public authorities carry out their functions, the Equality Act says they must have due regard or think about the need to:

1. **Eliminate unlawful discrimination**, harassment and victimisation
2. **Improve equality of opportunity** between people with protected characteristics and those who do not
3. **Foster good relations** between people who share a protected characteristic and those who do not

We ensure that our school policies and practices reflect The Equality Act 2010. The Act aims to promote a fair and more equal society and to protect our pupils and colleagues from unfair treatment. The Equality Act defines nine protected characteristics applicable to our pupils and colleagues.

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

See Appendix 1 for further explanation of each of the protected characteristics

The Equality Act states that discrimination of the above protected characteristics can manifest in the following form

- direct discrimination
- indirect discrimination
- failure to make reasonable adjustments
- discrimination arising from a protected characteristic
- harassment
- victimisation

See Appendix 2 for further explanation of each of these forms of discrimination

At Frederick Bremer we recognise that staff and pupils have multi-layered identities. This might mean that some staff and pupils may identify with more than one protected characteristics

1.4 Aims and Objectives

The governing body and school, through this Equal Opportunities Policy, aims to:

- Carry out its legal duty in complying with the Equality Act 2010 and Public Sector Duties
- Ensure that equality remains high on the school's strategic agenda;
- Create a zero tolerance school culture to prejudice and discrimination, where staff and pupils actively challenge behaviours that do not promote equality in all its forms
- Recognise that some historic inequalities exist which we aim to rebalance through our Equalities Policy
- Establish good people management practices and create a school where equalities are embedded in the school's day to practice
- Ensure that equality remains high on the school's strategic agenda
- Achieve a staffing composition that reflects the wider community

1.5 Equalities Objectives

Every two years we will publish Equalities Objectives. We will review and monitor how we are working towards these objectives.

Our Equality Objectives 2020-22:

1. To identify and then actively address gaps in pupils' academic achievement and participation in extra- curricular activities, in particular: disadvantaged pupils, pupils with special educational needs,, looked after pupils and pupils from black and minority ethnic (BAME) backgrounds
2. To ensure that our curriculum and teaching celebrates mutual respect, and equality and challenges prejudice

3. To actively ensure that we engage stakeholders in developing equalities best practice, policy and provision in the workplace so that all staff and pupils feel represented and included in our school community.

Please refer to our Equalities Policy for further information