

# THE HOLT SCHOOL

Holt Lane  
Wokingham  
RG41 1EE



Tel: 0118 978 0165

[holtschool@holt.wokingham.sch.uk](mailto:holtschool@holt.wokingham.sch.uk)

[www.holtschool.co.uk](http://www.holtschool.co.uk)

## **Head of Technology TLR 1a Full Time Start date: September 2025**

**Main pay range/upper pay range available depending on skills and expertise demonstrated at interview**

**Come and join our fabulous school, where students are engaged and eager to learn and our staff are passionate about inspiring them.**

We are looking for a candidate who will:

- aspire to be an innovative, creative and outstanding practitioner
- lead and inspire a love of learning in Technology
- maximise achievement through rigorous monitoring, intervention and review
- be keen to participate in aspects of wider school life

We can offer:

- teaching across all Key Stages
- a strong, supportive, forward looking and effective department
- very positive climate for learning where students want to work hard and do well
- an ethos of staff well-being, including early finishes ahead of parents' evenings, minimal evening events, and off-site PPA
- a team of cover supervisors to ensure teachers rarely cover colleagues' absence
- personalised pathways of CPD, including coaching and leadership training for aspirant middle and senior leaders

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school, graded as Outstanding in the Ofsted inspection of March 2023. Further details and an [application form](#) are available from the school [website](#)

Prospective applicants are welcome to telephone Katie Warner, HR manager for more information about this post and would be warmly welcomed to come for a visit to see us in action.

The Holt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a full Disclosure and Barring Service Check.

**Closing date: 9am, Tuesday 29<sup>th</sup> April 2025**

<b>Person Specification: Classroom Teacher</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education and Experience</b>		
Good honours degree	✓	
Qualified Teacher Status	✓	
Current experience of teaching 6 <sup>th</sup> Form	✓	
Record of continuing professional development	✓	

<b>Knowledge</b>		
Good subject knowledge and passion for subject	✓	
Knowledge of National Curriculum and initiatives	✓	
Good knowledge of pedagogy	✓	
Knowledge of effective assessment strategies	✓	
Knowledge of how to use data for target setting	✓	

<b>Skills</b>		
Good classroom practitioner using effective behaviour management	✓	
Ability to inspire and motivate students	✓	
Creativity, energy and enthusiasm	✓	
Flexible and adaptable	✓	
Excellent relationships with students and colleagues	✓	
Good communication; orally and written	✓	
Good IT skills	✓	

<b>Committed to:</b>		
Promoting and safeguarding the welfare of students	✓	
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”	✓	
Raising the profile of your subject within the school and community	✓	
CPSD (continuing professional self-development)	✓	

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## JOB DESCRIPTION

<b>Job Title: Head of Design Technology, Textiles and Food</b>	<b>Name:</b>
<b>Reports to: Assistant Headteacher</b>	<b>Issued/Reviewed: April 2025</b>
<b>Pay Scale: MPS/UPR</b>	FTE: 1.0
<b>Employment Status Permanent</b>	
<b>Allowance: TLR: 1a</b>	

**To be line managed by: Assistant Headteacher**

### 1. Teaching and Learning: (36/50teaching periods)

- To promote confidence and resilience through stoicism, humility and gratitude at all times.
- To be responsible for planning lessons using the principles of The Holt Pedagogy (Quality First Teaching) and delivery and assessment of differentiated, challenging lessons
- To follow The Holt procedures
- To prepare students for external/internal exams and qualifications; ensuring exam board requirements are met
- To be involved in the setting/marking of home learning , assignments and/or NEAs in line with department/faculty policy using Teams and Sims.
- To provide accurate, developmental feedback to students and ensure there is an opportunity for feedback and improvement time (FIT)
- Communicate effectively with parents through reports, reviews; parents consultation evenings, with pastoral team including tutors/ and with HoD/HoF
- To take all reasonable steps to ensure the safety of students and report any concerns / disclosures at the first opportunity
- To foster positive relationships with students in your classes
- To monitor attendance.
- To support HoYs and the SENCO by completing requests for information and commentary for students who are “on report”, for ‘round robins’ or for SEN annual reviews or exam concessions assessments.
- To recognise hard work, effort and positive learning behaviour using the school policies.
- To use the school’s B4L policy to maintain the highest standards of behaviour at all times

### 2. TLR

- To be a role model
- To share the vision for the school and your vision for Design Technology, Textiles and Food department.
- To be responsible for setting targets that ensure Design Technology, Textiles and Food department development within the Whole School Improvement Plan.
- To line manage the teacher in charge of KS4 Food and Nutrition.
- To oversee the monitoring of student progress across Design Technology, Textiles and Food department, through regular departmental evaluation using data analysis, work sampling, lesson observations, student questionnaires.
- To support all members of your departments whilst ensuring that they adhere to Section 1 above.
- To be fully support new colleagues’ induction
- To manage the budget ensuring resources are available as required
- To ensure the health and safety of students in Design Technology, Textiles and Food department and ensure each department has up to date risk assessments are in place.
- To communicate effectively with all stakeholders
- To promote high standards of learning and teaching through the sharing of best practice and utilizing new technologies where appropriate
- To co-ordinate meetings which have a published agenda and are minuted.
- To oversee all curriculum matters in Design Technology, Textiles and Food department including SoW, home learning and examination specifications
- To co-ordinate Y8 technology/STEM day

### **3. Additional Responsibilities**

### **4. Pastoral Support**

- To be a form tutor either in the main school or sixth form.

### **5. Professional Development**

- To actively engage in the Performance Management process
- To participate in CPD activities in school
- To pursue own interest/development with regard to subject knowledge and teaching methods.

### **6. Life of School**

- To support the ethos of the school through the Mission Statement
- To comply with the School's Health and Safety Policy
- To carry out duties as published
- To attend meetings within directed time.

*This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Headteacher may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation*

Signed: ..... Date: .....  
Post Holder

Signed: ..... Date: .....  
Headteacher