Hodgson Academy

Imagine...Believe...Achieve

Appointment of Assistant Head of Business and KS3 ICT

Permanent Post from 27th August 2025

Moorland Road, Poulton-le-Fylde, FY6 7EU

Assistant Head of Business and KS3 ICT

MPS/UPS + TLR 2A
Starting point dependent upon experience.

We are seeking to appoint an exceptional Assistant Head of Business and KS3 ICT to help to lead our highly successful faculty (includes Technology, Art, Business Studies and Computer Science) – particularly in Business Studies and KS3 ICT from 27th August 2025.

Are you passionate about teaching Business Studies and promoting the love of your subject as widely as possible?

Are you able to teach and lead with KS3 ICT within the department?

Do you have the highest expectations of every member of the school community?

Are you a values-driven teacher who models integrity and a commitment to inclusion?

Can you inspire and influence young people's lives and to promote the value of education?

If you can answer yes to these questions, we would love to hear from you.

Further details and an application pack are available on the academy website:

https://www.hodgson.lancs.sch.uk/discover/staff/staff-vacancies

In addition to the academy application form or TES 'quick apply', candidates are invited to submit a letter outlining their experience and suitability for this particular post (1500 words maximum).

Applications can be emailed to Jules Hardy: j.hardy@hodgson.lancs.sch.uk

If, in advance of submitting an application, you would like an informal discussion about the post or to visit the school, please contact Jodie Morton – j.morton@hodgson.lancs.sch.uk

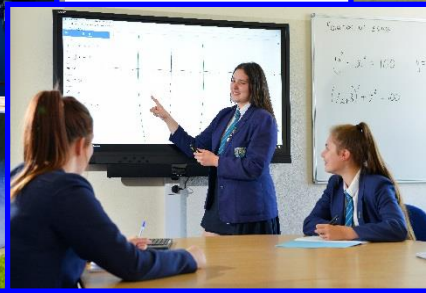**Closing date for applications: Thursday 3rd April 2025 (9am)**

Interviews likely to be held on Tuesday 8 April 2025 at the school.

Post start date: 27th August 2025.

The school is strongly committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.   You shall be required to undertake an enhanced DBS disclosure and a range of other recruitment checks, which will include online searches in accordance with the latest version of Keeping Children Safe in Education.

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Letter from the Head of School

Thank you for your interest in joining Hodgson Academy. I joined Hodgson in 2009 as a newly qualified teacher and over the years I have held a number of leadership roles, and I am now honoured to lead this incredible school from the start of this academic year. It is a privilege to work alongside such a dedicated, passionate, and talented team of professionals who are committed to transforming the lives of young people.

At Hodgson Academy, we are united by a shared purpose: *One Team, One Dream.* This ethos drives everything we do, ensuring that every student who walks through our doors is given the best possible chance to succeed. Our mission—*Imagine, Believe, Achieve*—embodies our commitment to nurturing well-rounded, resilient, and confident individuals who are prepared to thrive in an ever-changing world.

We live and breathe our core values, fostering a culture of aspiration, belief, and achievement:

Imagine – We set the highest aspirations for our students, inspiring them to dream big and reach their full potential.

Believe – We instil resilience, support, and safeguarding, ensuring that every student feels valued and empowered to succeed.

Achieve – We develop the whole person, equipping students with both the knowledge and character to embrace the challenges of life beyond school.

This along with our simple rules: **PAUSE** and **CARE** mean that for children at Hodgson Academy, *who you leave as is as important as what you leave with.* Together, we shape futures and transform dreams into reality.

The landscape of education is evolving rapidly, and the challenges facing our students and their families are greater than ever before. That is why our work has never been more important. We are looking for professionals who share our vision, who believe in the power of education to transform lives, and who are willing to go above and beyond to ensure our students reach their full potential.

As a school, we are ambitious for our students and our staff. We have high expectations, and we are committed to providing a supportive, collaborative, and inspiring environment where everyone can excel. Whether inside the classroom or beyond, every member of staff plays a crucial role in shaping the future of our students. That is why we value teamwork, mutual respect, and a culture of continuous improvement.

Our commitment to excellence is reflected in our results, and we are determined to build on past successes to reach new heights. We are striving to return to the high standards we know our students can achieve, and we believe that success breeds happiness. More than anything, we want our students to be happy, confident, and ready to embrace the opportunities that lie ahead.

If you share our values and aspirations, if you are passionate about making a difference, and if you are eager to be part of a dynamic and supportive team, then I encourage you to apply. At Hodgson Academy, we believe in empowering our staff, fostering innovation, and providing opportunities for professional growth and development.

Thank you for considering Hodgson Academy as the next step in your career. I look forward to the possibility of welcoming you to our team and working together to make a real and lasting impact on the lives of our students.

Mrs Shabnam Khan

The Technology Faculty at Hodgson

The Technology Faculty at Hodgson consists of colleagues who deliver the Technology, Art, Business Studies and Computer Science curricula.

Personnel

There are currently seven full-time teachers and three part-time within the faculty and a full-time technician, all of whom operate under the direction and guidance of the Head of Department.

Mrs E Smith BA	Head of Business, Technology & Art
Mrs C Burton BA	Assistant Head of Design Technology (D&T)
Mrs J Duggan BA MA	Assistant Head of Design Technology (Art)
Mrs J Bristow BA	(Assistant Headteacher)
Mrs K Campbell BSc	
Mr U Chel BEng	
Ms A Holmes BA	
Mr B Kenwright BA	
Mr K Tadikonda BEng	
Mrs S Khan BA	(Head of School)
Mr T Malgeri BA	Technology Technician

Accommodation

This comprises of 2 fully equipped design and technology workshops, 1 design and technology classroom with 30 computers, 1 specialist food room, 3 ICT suites with 30 computers, 1 textiles room and 2 art rooms. Each room is linked to the academy's network, and all are equipped with interactive whiteboards. The department has invested heavily in CAD/CAM equipment in recent years including 2 laser cutters, 6 3D printers and 2 3D scanners, with students learning a large range of CAD software across both key stages including 2D Design, OnShape, Fusion360, SketchUp and the Adobe Creative Suite.

Curriculum

At Key Stage 4 the following courses are available:
GCSE Design & Technology (AQA)
GCSE Food Preparation and Nutrition (EDUQAS)
GCSE Business Studies (OCR)
GCSE Computer Science (OCR)
GCSE Art, Craft & Design (AQA)
GCSE Art Textiles (AQA)
CN Creative iMedia (OCR)
BTEC Construction and the Built Environment (Pearson)
BTEC Enterprise (Pearson)
Level 1/2 Vocational Award in Hospitality & Catering (WJEC)

At Key Stage 3 students study 2 hours of Design and Technology and 1 hour of Food and Nutrition per fortnight alongside 2 hours of Art and ICT. The students visit all areas of Design and Technology and they are assessed in end of module tests, design work and practical tasks. All groups are taught in a mixed ability setting.

Enrichment

The Business, Technology and Art department believe that enrichment within the curriculum is of vital importance i.e. delivering extra-curricular clubs and organising educational visits. Most recently visits to BAE Systems, Blackpool and the Fylde College, Blackpool Sixth Form, Balfour Beatty and Kier Highways have enhanced the learning opportunities of its students beyond the classroom. The team also offers after school clubs too on a weekly basis to help students with their work.

The department has working relationships with external organisations to benefit students and staff alike. Most recently they have worked closely with CreateEducation, in collaboration with BAE Systems, to enhance CAD/CAM knowledge and skills across the academy.

Job Description and Person Specification

POST: Assistant Head of Department – Business and KS3 ICT

RESPONSIBLE TO: Head of School
Senior Assistant Headteacher
Head of Technology

SALARY: TLR 2a

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

<u>**Leadership Responsibilities – TLR Holder:**</u> In common with other TLR holders, members of the ELT and in conjunction with the SLT and Head of School:

- Support the SLT in the day-to-day management of the school.
- Lead by example, in particular by being a role model for excellent teaching and completing areas of specific responsibility (below) to a high standard.
- To take a full part in the shared responsibility for the good order and smooth running of the academy and maintaining high standards of behaviour through reaffirming the academy's core values (PAUSE/CARE).
- Build positive relationships with members of the school community.
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet own needs.
- Work collaboratively with other staff, aspiring to deliver an excellent all-round education for all students.

<u>**Areas of Specific Responsibility – Assistant Head of Department (Business and KS3 ICT)**</u>
<u>**Under the direction of the Head of Technology:**</u>
<u>**Impact on Teaching and Learning**</u>

- To further develop teaching and learning and the development of the curriculum in response to current priorities
- To coordinate and contribute towards catch-up/intervention within designated areas and through assessments to ensure improvements in progress
- To be responsible for the analysis of attainment within the defined area on a regular basis

<u>**Impact on Leadership and Management**</u>

- To assist the Head of Technology with cohorts across the Key Stages, ensuring that staff are aware of students' specific needs and ensuring that resources are produced as required.
- To assist in the construction of and contribute to the implementation of appropriate sections of the Technology Improvement Plan and monitor and evaluate the plan regularly.
- Act as Performance Management reviewer for identified teachers if required, reviewing annually the performance of these teachers and setting new objectives in line with academy policy and procedures.
- To assist in the setting of cover for absent colleagues.
- To ensure that all external deadlines relating to public examinations are met.
- To assist in - the induction, support and monitoring of new staff including ECTs, the development of a Coaching Culture within the Department, providing optimum conditions for professional development.
- To lead and play an appropriate part in the co-curricular provision within the department.

Accountability

- To be accountable for the achievement of students and the analysis of attainment within designated areas of responsibility.
- To work with the Head of Technology to ensure that all department targets are met.
- Assisting the Head of Technology in ensuring a positive, purposeful and productive team spirit within the department.

Person Specification

QUALIFICATIONS	Essential	Desirable
1. Qualified Teacher status	*	
2. Honours degree	*	
3. Evidence of further professional development		*

EXPERIENCE	Essential	Desirable
1. Proven evidence of excellent teaching	*	
2. Ability to teach Business Studies to GCSE standard	*	
3. Ability to teach ICT to KS3 standard	*	
4. Teaching high ability students		*
5. Experience of holding a post of responsibility in Business Studies		*

KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES	Essential	Desirable
1. Excellent oral and written communication	*	
2. Leadership ability	*	
3. Self-motivation, effective team worker	*	
4. Excellent subject knowledge and teaching ability	*	
5. Positive outlook, good sense of humour	*	
6. Can use effectively target setting data to aid raising standards	*	

OTHER	Essential	Desirable
1. Commitment to safeguarding and protecting the welfare of children and young people.	*	
2. Commitment to equality and diversity	*	
3. Commitment to health and safety	*	
4. Excellent health and attendance record	*	

Job Description and Person Specification prepared by: Shabnam Khan   Date: February 2025

Agreed by post holder: _____   Date: _____