



# Bishop Fox's

Information for applicants

**CURRICULUM TEAM LEADER FOR  
FOOD & TEXTILES**

**TLR 2.1**

*September 2025*

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



High Standards & High Expectations

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Dear candidate

Thank you for taking the time to consider our school for your next career move. Within this pack you will hopefully find many reasons for you to submit your application to work at Bishop Fox's School.

As the Headteacher, I hold a strong belief that the power of education can change children's lives and it is the right of every child to receive an excellent education. All staff in the school are dedicated to building opportunities for students to achieve the highest academic standards, ensuring that they are known as individuals and that their unique personality, talents and interests are nurtured and developed to the full. A Bishop Fox's education is about developing the whole child and providing opportunities for them to flourish within and beyond the classroom.

The school was built 30 years ago, housed in a beautiful location in the South of Taunton. The school's history stretches over 500 years as Bishop Fox's was originally founded in 1522. Student numbers are at an all-time high of over 1100 and we are planning to expand to 1200 over the next 3 years. There are four secondary schools in Taunton, and in this competitive environment, we are extremely pleased to be oversubscribed in all year groups.

We have high standards and high expectations in everything that we do. Students achieve well, working in an encouraging learning environment with quality teaching and support from our child-centred staff. We are committed to safeguarding and doing the very best for every one of our students on roll.

We are looking for someone who, either, is already or has the potential to become an outstanding teacher. In particular, you will see from the Person Specification that we are seeking a colleague who shares our ethos about education and will enhance our learning community. We are looking for a strong practitioner in the classroom and someone who has the ambition to get involved with the extra-curricular life of the school.

So, if you want and enjoy a challenge, are able to make a difference and care passionately about young people, then we will welcome your application.

Please submit your application form together with a letter (no more than two sides of A4) detailing your skills, qualities and relevant experience for this post. Applications should be returned to the school HR office or emailed to [hr@bishopfoxs.co.uk](mailto:hr@bishopfoxs.co.uk). If you haven't received an acknowledgement within 48 hours, we recommend calling 01823 255011 to check your application has been received.

We look forward to hearing from you soon.

Yours sincerely

**KERRY TONKIN**  
**HEADTEACHER**



For more information about the School, please visit our website: [www.bishopfoxs.co.uk](http://www.bishopfoxs.co.uk)

## FOOD & TEXTILES

Bishop Fox's School is looking for an enthusiastic and dynamic middle leader to take on the strategic leadership of the Food and Textiles Department. The successful candidate will display a real passion for learning and the teaching of their subject, with experience of teaching across KS3 and KS4. This role is ideal for an experienced teacher ready for a new leadership challenge or an existing TLR postholder seeking the next step in their career.

The successful candidate will be an integral part of the team and this is an exciting opportunity for an outstanding, creative teacher with the drive, passion and commitment to join our hugely talented team of staff, working together to encourage and support every child in reaching their full potential.

As a middle leader, you will be responsible for teaching students the practical and theoretical aspects of food science, nutrition, food safety, culinary techniques, and sustainable food practices. You will design and deliver lessons that engage students in understanding the science of food, preparing and cooking various types of dishes, and studying the impact of food on health and the environment. Food Technology teachers will also promote safe kitchen practices, nutrition, and the development of essential life skills.

### Key Responsibilities:

- Lead the development of teaching and learning within the Food and Textiles department, focusing on continuous improvement to ensure positive student outcomes.
- Review and update the curriculum to meet the evolving needs of students, ensuring relevance and engagement.
- Lead professional development initiatives for the Food and Textiles team, aligning with both department and whole-school priorities.
- Plan and deliver targeted support and intervention for students requiring additional help, both inside and outside the classroom.
- Manage the performance and development of team members, overseeing HR processes such as probation, induction, appraisals, and absence management, in collaboration with HR and senior leadership.
- Oversee the department budget, ensuring resources are allocated efficiently, and manage department purchases in line with school finance procedures.
- Ensure effective management and care of departmental resources, including equipment and IT, and lead by example in maintaining a safe and productive environment.
- Collaborate with senior leadership and other departments to support whole-school initiatives and contribute to the continued success of Bishop Fox's School.

### The Ideal Candidate:

- Creative, passionate, and innovative to inspire the next generation.
- A proven track record of excellent teaching and leadership, with a passion for Food & Textiles.
- Experience in middle leadership and a demonstrated ability to drive improvements in teaching and learning.
- Strong communication and interpersonal skills, with the ability to inspire and support a team.
- A commitment to professional development and an ability to support the growth of others.
- Organised and capable of managing multiple responsibilities, including budgets and resources.

At Bishop Fox's School, we offer a supportive and collaborative environment where you can continue to grow and make a lasting impact. We look forward to receiving your application.

**PERSON SPECIFICATION**  
**Curriculum Team Leader – Food & Textiles**

AREA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Good Hons Degree</li> </ul>	<ul style="list-style-type: none"> <li>• Master's Degree</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• References</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of teaching Food Nutrition and Preparation and Art Textiles in a mainstream secondary school</li> <li>• Evidence of successful subject outcomes</li> <li>• Evidence of being a strong practitioner</li> <li>• Experience of working with young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading learning across a team</li> <li>• Experience of raising students attainment</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• References</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all students and promoting the ethos and values of the school</li> <li>• A passion for Food and Textiles</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Potential to become an outstanding leader</li> <li>• Good classroom management</li> <li>• Outstanding inter-personal skills</li> <li>• Excellent communication skills</li> <li>• Willingness to take responsibility</li> <li>• Ability to lead a team</li> <li>• Ability to work independently</li> <li>• Knowledge of and interest promoting literacy</li> <li>• Ability to manage a budget</li> <li>• Ability to enthuse young people to want to learn</li> <li>• Ability to use and integrate ICT in teaching</li> <li>• Creative approaches to teaching and learning</li> <li>• The ability to hold others to account</li> <li>• Expert knowledge of the National Curriculum particularly the Food and Textiles curriculum</li> <li>• Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve</li> <li>• Awareness of local and national organisations that can provide support with delivering the subject</li> <li>• Ability to build effective working relationships with staff and other stakeholders</li> <li>• Ability to adapt teaching to meet students' needs</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Willingness to be involved in the extra-curricular life of the school</li> </ul>		<ul style="list-style-type: none"> <li>• Letter</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Professional integrity and high expectations</li> <li>• Willingness to work hard</li> <li>• Adaptability</li> <li>• Ambition</li> <li>• Sense of humour</li> <li>• Can do, positive and 'nothing is too much trouble' approach</li> <li>• Sensitivity, empathy and warmth</li> <li>• Pride in one's own performance and that of others</li> <li>• A genuine like for young people</li> <li>• A passion for learning and leading learning</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Maintain confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> </ul>





# JOB DESCRIPTION

**JOB TITLE:** Curriculum Team Leader, Class Teacher & Form Tutor

**REPORTS TO:** Deputy Headteacher

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## MAIN PURPOSE OF JOB

### CLASS TEACHER

Is responsible for making the education of students a priority and being accountable for achieving the highest possible standards in work and conduct to meet the Teacher Professional Standards. Has strong subject knowledge and keeps knowledge and skills up-to-date. Has the ability to create positive professional relationships and works with parents in the best interests of the students. Acts with honesty and integrity.

### FORM TUTOR

Is responsible for a specific cohort of students and acts as a role model by establishing effective professional relationships which enables them to achieve their full potential. Is the main source of reference for them to raise any issues or concerns.

### CURRICULUM TEAM LEADER

To lead, manage, quality assure and be accountable for all aspects of the teaching within the department/faculty to ensure this is being delivered within the overall educational aims of the school, to establish and maintain the high standards of teaching and learning, and good value-added standards of achievement.

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## MAIN RESPONSIBILITIES AND DUTIES

### CLASS TEACHER

- Sets high expectations which inspire, motivate and challenge students by implementing and delivering an appropriately differentiated and engaging curriculum.
- Contributes to the Team Improvement Plan and supports the implementation of whole school policies.
- Contributes to and delivers departmental Schemes of Work.
- Manages the classroom environment to ensure effective learning takes place.
- Monitors student progress, ensuring appropriate assessment, recording and reporting of student achievement is carried out and relevant information is provided to the Curriculum Team Leader / Head of Year.
- Uses tracking data to identify and challenge student underachievement and inform teaching and learning.
- Ensures the effective deployment of Learning Support Assistants.
- Contributes to and implements IEP's as appropriate.
- Produces reports and other requests for information within the required deadlines which are appropriate and are of high quality.
- Communicates with parents/ guardians as appropriate.

- Actively supports and promotes high standards of teamwork within the subject area, ensuring work is set in the event of known absences and unplanned absence where appropriate.
- Identifies own CPD to meet personal needs and wider school priorities.

### **FORM TUTOR**

- Maintains discipline and acceptable standards of conduct and appearance of students.
- Establishes a rapport with students to develop their social and academic potential and acts as a main source of reference for their problems.
- Is responsible for the accurate marking of form registers, ensuring absences and lateness are accounted for and taking appropriate action where they are not.
- Monitors the homework of students, undertakes teaching of form periods, escorts the form to assemblies and attends tutor meetings called by the Head of Year.
- Monitors and intervenes proactively in matters relating to student progress.
- Attends Academic Tutoring Day.
- Quality assures the quality of reports for members of the tutor group.
- Attends assemblies.

### **CURRICULUM TEAM LEADER**

In addition to the requirement to fulfil the Teachers' Standards (England) the post-holder will also undertake the following responsibilities and duties:

- Ensures they are effective in role by meeting the National Standards for subject leaders.
- Establishes, co-ordinates, monitors and quality assures high standards of teaching and learning in the department/faculty.
- Monitors and evaluates the performance of the department/faculty, including self-evaluation.
- Produces appropriate reports and plans for senior leaders and governors as required.
- Assists in the appointment, induction and mentoring of new staff within the department/faculty.
- Is responsible and accountable for the effective line management of teachers within the department/faculty. Undertakes robust performance management reviews sets challenging and aspirational objectives and manages poor performance through supportive CPD to reflect school, subject and/ or individual needs.
- Establishes and maintains effective processes for internal communication.
- Ensures the effective deployment, management and impact of subject-based LSAs in conjunction with the SENCO/Head of Learning Support.
- Contributes to the production and implementation of the School Improvement Plan and Team Improvement Plan.
- Ensures students are entered for appropriate external examinations and moderates standards of coursework as required.
- Allocates and monitors the departmental/faculty budget in accordance with the school and team priorities.
- Is responsible for the effective management of the resources within the department/faculty.
- Ensures a safe working environment to ensure compliance with health and safety, including appropriate risk assessments.
- Liaises proactively and positively with external agencies and stakeholders, including governors, parents, consultants, local schools and colleges.

## **DUTIES AND RESPONSIBILITIES FOR UPPER PAY RANGE**

- Makes a substantial and significant contribution to the wider life and ethos of the school. This will be something tangible, contributing to the achievement of the schools' strategic priorities, as captured within the School Improvement Plan.
- Role models highly competent teaching and professional effectiveness consistent with Teacher Standards and supports the professional development of colleagues.
- Takes a leading role in the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- Proactively participates in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.

## **CONTACTS AND RELATIONSHIPS**

The Postholder is responsible to the Headteacher in all matters and to the relevant Deputy Headteachers in respect of the subject timetable and of curriculum development and to the appropriate Year Head in pastoral matters.

Supervises the teaching and support staff allocated to work in the subject.

Interacts on a professional level with colleagues. Seeks to establish and maintain productive relationships with them, and, in particular, with other curriculum team leaders, in order to promote mutual understanding of the subjects in the school curriculum and to reduce subject isolation with the aim of improving the quality of teaching and learning and standards, of achievement in the school.

Liaises in a professional capacity with a range of external stakeholders to promote the school in a positive light and secure the best outcomes for the students at the school.

### **Agreed that the Job Description is a fair and accurate statement of the requirements of the job:**

Job Holder..... Date: .....

Line Manager..... Date: .....

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