



For September 2026

CANDIDATE INFORMATION

# Head of Food Technology

Westbrook Hay



Our mission is to develop academically successful, community minded, self-confident and well rounded individuals who are well prepared for their futures.

Westbrook Hay is a thriving co-educational independent day school. Pupils enjoy a broad curriculum, achieve excellent results and have the all-important confidence to succeed.

The school roll is currently at a record high of around 380 pupils and in September 2023 announced that it is growing its Senior Section of the school from Year 8 to Year 11 and will begin offering GCSEs. From September 2026 we have welcomed our first Year 10 cohort.

Our ethos is to be a welcoming, inclusive community that provides the best for, and expects the best from us all.

The school is well known locally for its warm and welcoming atmosphere. This is something we cherish and, even though we are potentially going to grow slightly in size, we do not want to lose this ethos.

We believe our ethos separates us from larger competitor schools in our locality. This ethos is generated by the staff and their relationships with the pupils and parents. It has been regularly described as 'friendly and professional'.

**We are seeking a new Head of Food Technology who can assist us with achieving our mission and thrive under this ethos.**

### Overview

We are seeking a candidate who has the dedication, enthusiasm and passion to lead the Food Technology Department into the next phase of development. This is a part-time role with the successful candidate working 0.6 of a full time contract and this can be discussed further at interview. The first Year 10 cohort will be in place for September 2026. In subsequent years the school will continue to grow to Year 11 for September 2027. We are looking for someone who can plan for and develop with this exciting expansion.



# Our History



Westbrook Hay School, founded in 1892 by Augustus Orlebar in Bedford, has evolved over 130 years, relocating and renaming itself multiple times. Originally a small establishment with just two pupils, it grew under successive leaderships and moved to its current location at Westbrook Hay in 1963. It transitioned from a boarding school for boys to accepting day pupils and girls in the late 1970s.

Located between Berkhamsted and Hemel Hempstead in Hertfordshire, the school's beautiful location boasts 26 acres of parkland overlooking the Bourne Valley. For example, the school has a purpose-built Pre-Prep and has very recently upgraded many of its specialist facilities. The Performing Arts Centre, added in 2016, offers

impressive provision for dance, drama and music. Our new specialist facilities include two Science Laboratories with a prep room, a refurbished and modernised DT Workshop, a new ICT suite, an extended and upgraded Art Centre, six new changing rooms, and a state-of-the-art Food Technology room. These are in addition to our Sports Hall, Swimming Pool and modern, spacious classrooms.

Under various heads the school has expanded and modernised, while continuing to prepare students for prestigious senior schools such as Bedford, Berkhamsted, Haileybury, Millfield, Stowe and St Albans. The school now moves into a new phase of development becoming an all-through school to 16.

# Long Term School Strategy



In September 2023, Westbrook Hay announced that it is growing its Senior Section from Year 8 to Year 11 to begin offering GCSEs.

The decision was made in reaction to the changing local market, from a position of financial strength and due to demand from current and prospective parents.

This process has started extremely well with record numbers of pupils joining into Year 7 and new starters into Year 8. Our First Year 9 cohort are now in place and thriving.

# Structure of the School

The school is growing to form three main sections



**Pre-Prep:** for pupils from Nursery to Year 2, this section of the school is two form entry and consists of approximately 140 boys and girls.

**Prep:** for pupils from Year 3 to Year 6, this section of the school is two or three form entry and consists of approximately 190 boys and girls.



**Seniors:** currently just Years 7, 8 & 9 this section of the school consists of approximately 85 boys and girls. Under our long term strategy we have added Upper Seniors, Years 9 to 11, with the aim of having around 40 pupils in each year group.

# Academics at Westbrook Hay

At Westbrook Hay we are dedicated to nurturing each pupil's uniqueness. This spans from their formative years and continues into their GCSE years where we take pride in providing an environment where well-rounded individuals can flourish and succeed.

Academic life at Westbrook Hay encourages effective, life-long learning habits, through a broad and engaging curriculum. Key to our academic success is the fact that every pupil is well-known in our close-knit community. Classes are small and our teachers ensure that they do all they can to support pupils with their learning on an individual basis.

All senior pupils enjoy a large programme of weekly sport. Alongside weekly sessions in PE, where pupils also have the opportunity to swim in the outdoor pool, pupils spend three afternoons a week playing sport. Our core sports of Cricket, Football, Netball and Rugby are the focus of Games sessions, which include fixtures against other schools.

## GCSE Programme

In their time at Westbrook Hay, pupils are given the opportunity to fully explore a wide curriculum, which promotes academic rigour and curiosity. Within our GCSE Programme, our goal is to offer a diverse array of options that allows each pupil to leverage their strengths, while enjoying a broad range of experiences. English, Maths, Science and the Humanities (Geography, History and RS) form the core of our GCSE curriculum, with each pupil encouraged to take a total of nine GCSEs.

While GCSE results are important, we understand that academic success holds different meanings for different people. In a world where external pressures on young minds are prevalent, Westbrook Hay provides a supportive and nurturing atmosphere in which to take GCSEs.

## Enrichment

Senior pupils enjoy a wide variety of enrichment activities. Pupils go on regular trips to enhance their learning in a variety of subjects, recent visits include Shakespeare's House, Natural History Museum and the Stanley Spencer Museum. In Year 9 all pupils will take their Bronze Duke of Edinburgh Award, with many choosing to go on and work towards Silver in Year 10. We also offer an exciting programme of residential trips that will develop pupils' courage, independence and curiosity. Pupils in Years 7 - 9 are offered the opportunity to go on a ski trip, a sports tour and an international trip, rotating on a yearly basis. Recent trips have included visiting Iceland, Rome and a football tour to Barcelona.

Additional to curriculum Drama and Music, Senior pupils choose to audition for one of our choirs, musical ensembles or dramatic productions. Many take part in the 'Performance Pathway', from playing to their peers to performing in an end of term concert. The Westbrook+ after school programme offers clubs such as athletics, dance team, LAMDA, cricket nets and art. By giving our pupils plenty of choice, we know that we are providing them with opportunities to try something new, find their niche and to thrive.

## Scholarships

For those entering Year 7 and Year 9, we offer scholarships to the top performing candidates who demonstrate outstanding ability in Academics, Art, Drama, Music, Performing Arts and Sport. Once awarded, Year 7 and Year 9 scholarships are carried forward until the end of Year 11.

# Overview of the Role

## Introduction

We are seeking an enthusiastic and dedicated Head of Food Technology to lead and develop this new department from September 2026. The successful candidate will deliver engaging and practical Food Technology lessons across Key Stage 3 and Key Stage 4, including GCSE Food Preparation and Nutrition, inspiring pupils to develop strong practical skills, creativity, and a sound understanding of nutrition and food science. This is an exciting opportunity to shape and lead a growing subject area within a vibrant and nurturing school community that places the happiness, confidence, and success of every pupil at its heart.

The Head of Food Technology will establish and lead the Food Technology Department across the school. Food Technology will play an important role in Westbrook Hay's curriculum, equipping pupils with essential life skills, an understanding of nutrition and food science, and opportunities for creativity and practical learning. The ideal candidate will be forward-thinking, highly organised, and passionate about delivering high-quality Food Technology education.

The successful candidate will teach from Year 7 upwards, with weekly Food Technology lessons for Year 7 and Year 8, and will lead the development of a coherent and progressive curriculum through Key Stage 3 to GCSE Food Preparation and Nutrition as the school expands its senior provision. Teaching commitments beyond Year 8 will be shaped by timetable demands and the future growth of GCSE provision.

In addition to core teaching responsibilities, the Head of Food Technology may offer taster lessons for Prep pupils and lead workshops for Pre-Prep pupils, helping to introduce younger pupils to food, nutrition, and practical cooking in an age-

appropriate and engaging way. The post-holder will also play a key role in advising and supporting colleagues involved in food-related activities across other areas of the school.

Food Technology at Key Stage 3 will focus on developing practical skills, food hygiene and safety, nutrition, and an understanding of ingredients and processes, while encouraging independence and creativity. At GCSE level, Food Preparation and Nutrition will be offered as an optional subject, with pupils making their option choices during the spring term of each academic year.

This is a unique opportunity to design and shape a new department from the ground up, including curriculum planning, resource development, and the establishment of high standards of health and safety, within a supportive and forward-looking school community.

## Academic Leadership Team

The Head of Food Technology will be a member of the wider Academic Leadership Team (ALT). This body is in charge of monitoring academic life at Westbrook Hay. This includes the progress of pupils across the school, reviewing the curriculum, undertaking learning walks, leading initiatives in staff teaching and learning and setting the assessment and reporting schedules. Led by the Deputy Head Academic, this team includes the Head of Learning Support, Senior Academic Lead, Prep Academic Lead and Pre-Prep Academic Lead. The Head of Food Technology will be an important part of the wider ALT and will be expected to attend around three meetings each term.

# Job Description

The purpose of this job description is to outline the main responsibilities of the Head of Food Technology. It is not restrictive and includes any other reasonable requests that may arise.

The safety and well-being of the children in School is paramount at all times. The Head of Food Technology is responsible for promoting and safeguarding the welfare of children for whom they are responsible, or with whom they come into contact. The Head of Food Technology will adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out their duties, the Head of Food Technology becomes aware of any actual or potential risks to the safety or welfare of children in the School, it is their responsibility to report any concerns to the school's Designated Senior Lead for Child Protection or the Head.

The Head of Food Technology will be line-managed by the Deputy Head Academic.

## Leadership and Management of Food Technology

- Lead Food Technology across the school: Pre-Prep (Nursery to Year 2), Prep (Year 3 to 6) and Senior (Year 7 to 11)
- Hold and manage a budget for Food Technology
- With the Academic Leadership Team and other Heads of Subjects, monitor the standards of teaching and learning taking place in the school, ensuring that the highest possible standards are being reached
- Work closely with other Heads of Subjects ensuring that, individually and collaboratively, the targets within the School Development Plan, are being met

## GCSE Food Technology and Nutrition

- Have a deep understanding and knowledge of the Food Technology National Curriculum, GCSE Food Technology and Nutrition
- Oversee the coordination of part-time or peripatetic staff within the Food Technology department
- Plan and structure exciting and imaginative schemes of work to ensure that pupils are appropriately challenged, make strong progress and are enthused and inspired by their lessons
- Coordinate and analyse academic data, reporting this to the Deputy Head Academic
- Put into practice the agenda and standards set for their subject by the Deputy Head Academic through their own Subject Action Plan linked to the School Development Plan

## Relationship with Executive Group Members and Key Staff

- Advise the Deputy Head Academic on timetable requirements and staffing of Food Technology
- Advise the Head on the provision and organisation of any events, clubs, competitions and trips linked to Food Technology
- Attend and contribute positively to all wider Academic Leadership Team (ALT) meetings
- Organise all internal assessments and examinations with appropriate colleagues including the Exams Officer and the Deputy Head Academic
- Put into practice the agenda and standards set for their subject by the Deputy Head Academic through their own Subject Action Plan linked to the School Development Plan

- With the ALT and other Heads of Subjects, monitor the standards of teaching and learning taking place in the school, ensuring that the highest possible standards are being reached
- Work closely with other Heads of Subjects ensuring that, individually and collaboratively, the targets within the School Development Plan, are being met
- Work in collaboration with the Heads of Pre-Prep (Nursery to Year 2), Prep (Year 3 to 6) and Senior (Year 7 to 11) regarding the delivery and development of the subject in their sections
- Work with the Director of Marketing & Admissions to promote and publicise, both internally and externally, the work and achievements of the pupils in Computing
- Liaise with the Head of Learning Support to ensure that those pupils requiring support are identified and provided for



### Other Responsibilities

- Be prepared to teach other subjects if required
- Complete all policies relevant to the role
- Complete all risk assessments relevant to the role
- Potentially combine the role with other responsibilities from different tiers of the school's leadership and management structure
- Attend and contribute positively to all meetings to which they are required to attend
- Be proactive and interested in keeping the school up-to-date over the latest educational issues for their subject, attending courses as appropriate
- Be proficient in, and supportive of, using technology to support learning
- Ensure that all schemes of work are in place and up-to-date
- Potentially combine the role with other responsibilities from different tiers of the school's leadership and management structure
- Undertake any reasonable additional task in respect of the needs of the school at the request of the Headteacher

*No job description can cover all aspects of a role and consequently responsibilities are likely to evolve and change overtime.*

# Person Specification

## Skills, Experience, Qualifications, Knowledge and Personal Attributes

All staff at Westbrook Hay are expected to embrace and demonstrate in their professional lives the School's values of courage, independence, integrity, reflective learner, responsibility and togetherness.

**Essential:** the attributes, skills, qualifications and experience that a candidate **must have** in order to be considered for the role.

**Desirable:** those that would **strengthen an application** but are not strictly necessary.

**Advantageous:** nice to have, but not a key requirement of the role.

## Qualifications and Knowledge

Educated to degree or equivalent level in Food Technology or other related subject	Essential
Evidence of ongoing professional development	Essential
Knowledge of current best practice in Food Technology learning and teaching	Essential
Knowledge of safeguarding requirements within a school	Essential
Proven track record of delivering academic success in Food Technology at GCSE	Essential
QTS or PGCE	Essential

## Skills and Experience

Ability to teach Year 7 to Year 11 Food Technology	Essential
Ability and enthusiasm to teach both boys and girls	Essential
Ability to make accurate and productive use of assessment	Essential
Ability to nurture and develop an ethos of high standards, personal fulfilment and academic success	Essential
Ability to plan time effectively and meet deadlines	Essential
Ability to problem solve and offer solutions	Essential
Ability to work within a dedicated and hardworking team	Essential
Effective management of pupil behaviour	Essential
Excellent administrative and organisational skills	Essential
Excellent communication skills to a range of audiences	Essential
Experience of leading initiatives and measuring impact	Desirable
Experience of working in an 'all-through' school	Desirable
Experience of working in the independent sector	Desirable
Experience, or being willing, to teach a second curriculum subject	Essential
Experience, or being willing, to coach sport	Desirable
Line management of teaching colleagues over a significant period	Desirable
Planning and managing budgets	Desirable

# Salary and Benefits

The salary will be competitive and dependent on experience.

## What can we offer you?

- A fantastic team of staff to work with and be a part of
- Commitment to continuing professional development
- Enhanced Family Leave
- Cooked lunches and refreshments throughout the day provided
- Membership of the Employee Assistance Programme
- Opportunities to attend events organised by the Staff Social Committee
- Receipt of a 'golden ticket' for assisting with an overnight event, which enables staff to apply for a half day of leave either in the morning or afternoon
- Small class sizes, a beautiful rural location and excellent facilities
- 50% fee remission is offered (pro rata) for children of school staff subject to availability of place
- The security and opportunity that comes from working in a school that is part of a charitable group of school (Mill Hill Foundation)



# Application and Recruitment Process

The appointment is for September 2026, although the school may wait until the following term for the right candidate.

## Key Dates

### Application Deadline: 9am on Tuesday 10 February 2026

Please note that we are unable to accept applications unless they are made on our own application form. Due to the number of applications the School receives shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.

If this new opportunity sparks your enthusiasm and you wish to be part of our team, please click the button to complete your Application Form.

**APPLY**

# Compliance Requirements



The appointment is subject to satisfactory pre-employment checks in accordance with DfES guidance, to satisfactory references, satisfactory clearance from the DBS, proof of identity and qualifications and a satisfactory medical report. Westbrook Hay is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be required to undergo child protection screening including checks with current and previous employers and the Disclosure & Barring Service.



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