



MAIDSTONE  
GRAMMAR SCHOOL

FOUNDED 1549

Head of DT

September 2023

Candidate Information Pack



Dear Prospective Candidates

At Maidstone Grammar School, we believe in providing a supportive and inclusive environment that prepares young people for the future. Our school is not just an academic institution, but a way of life that combines a strong focus on academic success with opportunities to develop leadership skills and give service to our community.

Our vision, ethos, and values can be broken down into two main pillars: Inspire to Learn and Inspire to Belong. We strive to inspire our students to love learning, to be curious, and to ask challenging questions. We want them to be independent, know how to respond to feedback, and see the connections across different subjects. Alongside this, we also inspire our students to belong to their school – ensuring they feel safe and supported, having respect for one another, and having a sense of identity. We help students to develop strong moral values such as patience, humility, courage, ambition, drive, and enthusiasm.

As part of this vision and ethos, we also place great emphasis on valuing and preserving our history and traditions. Our school motto, "Olim Meminisse Juvabit" ("A joy it will be one day, perhaps, to remember even this"), taken from Virgil's Aeneid, encapsulates the values and ideals of Maidstonians and reminds us of the generations that have come before us. We believe that our unique vision, ethos, and values are what sets MGS apart and is what makes our school an excellent choice for prospective candidates.

Our approach to education is built on the idea that forming strong and lasting relationships is the basis of a successful and fulfilling school life. Our staff and I strive to provide students with a nurturing and inclusive environment that addresses the individual needs of each student and helps them to develop self-respect, self-discipline, and self-understanding. We want students to have fond memories of their time at MGS and leave as confident, self-assured, mature, responsible, and capable young adults with a strong work ethic.

If you share our passion for fostering a close-knit and supportive learning community where academic and personal growth is prioritised, then we would be thrilled to have you apply to join our team at Maidstone Grammar School.

Yours sincerely

**Mr M Tomkins BSc NPQH**  
**Headmaster, Maidstone Grammar School**

# Head of Design & Technology

**Required for September 2023**

We are looking to appoint a full time enthusiastic and dynamic Head of Design & Technology to lead a dedicated team of staff who will inspire young people in the subject. Candidates need to have a passion for their subject, have at least three years teaching experience and should hold a good honours degree and be capable of high quality and enthusiastic teaching to A Level.

MGS offers a stimulating academic environment in which to work with students whose commitment to study has been highly praised by Ofsted.

Please contact the Headmaster's PA, Mrs DA Friend, by phone or e-mail ([dfriend@mgs.kent.sch.uk](mailto:dfriend@mgs.kent.sch.uk)) for a Job Description and application form or download from the MGS website [www.kent.sch.uk](http://www.kent.sch.uk). A job description can also be found in this information pack.

The deadline for the receipt of applications, by letter with completed MGS application form is midday on Wednesday 1 February 2023. Application via email is acceptable. Applications will be considered as they are received. Suitable candidates may be interviewed before the closing date and Maidstone Grammar School reserves the right to withdraw the position if an early appointment is made.

*Maidstone Grammar School is committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with former employers and the DBS. Maidstone Grammar School is an Equal Opportunities Employer.*

# Job Description

**Job Title:** Head of Design & Technology

**Reporting to:** The Headmaster or appropriate member of the Senior Leadership Team

**Core purpose of the Job:**

The purpose of the post is to build and maintain a team which can provide high quality dynamic teaching and learning. In particular, to provide effective leadership in your subject.

**The post holder will:**

- Report to a member of the SLT.
- Carry out the professional duties as set out in the current Teachers Pay and Conditions document issued under the Teachers Pay and Conditions Act 1991.
- Provide professional leadership and management within the department in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students.
- Be responsible for the overall management of the teaching of the subject and the learning and progress of students in that subject across the school.
- Be committed to professional self-development in order to carry out the job successfully.

**Leadership:**

- Line management support of the department and its subjects.
- Co-ordinate the department's contribution to the School Development Plan and create the Departmental Evaluation Form.
- Provide a link between the department and the leadership team. Feedback results of all monitoring activities.
- Liaising with colleagues in other departments and the leadership team.
- Responsibility for the department budget.

**Management:**

- Creating and maintaining clear departmental documentation (Departmental Evaluation Form, Schemes of Work, Department Handbook).
- Managing and organising resources.
- Evaluating Schemes of Work.
- Initiating and managing change to raise standards.
- Leading departmental meetings.
- Setting targets for the subject and monitoring those targets against student performance.

**Teaching and Learning:**

- Ensuring that teaching within the department is of the highest standard through differentiated Schemes of Work, appropriate deployment of staff, use of targets and implementation of the Teaching and Learning Academic Policy.
- Monitoring, formally and informally, teaching and learning in the department and its subjects.
- Reviewing regularly all aspects of the department's work to ensure progress.

### **People and Relationships:**

- Act as Team Leader in the annual Performance Appraisal Programme.
- Develop the role of members of the department, in particular TLR post holders, by providing support and challenges for all aspects of their work.
- Inducting new staff in the department.
- Managing serious issues of behaviour management within the department in line with school policy.

### **Health and Safety:**

- Implement the Health and Safety Policy of the school, including the production of subject specific Health and Safety Policies where relevant.
- Monitor (every three weeks) all rooms and stock cupboards for faults, deficiencies, damage, cleanliness and hygiene.
- Include Health and Safety on the Agendas of department meetings.

### **Assessment:**

- Oversee the assessment and recording of students' performance in the subject(s). This should include regular testing and practical assessments, end of year examinations (as appropriate) and other methods.
- Monitor the performance of students across the school in the subject(s) through the use of departmental and whole school data.
- Ensure that whole school assessments are in place by the published deadlines and that moderation procedures are completed before being passed to the relevant member of the senior leadership team.
- Track student progress over time within the department.

### **Formal Monitoring (must include):**

- Formally observe all teaching members of the department in line with the performance appraisal policy. Provide feedback to staff, monitor improvements and keep line manager informed.
- Check books (frequency and quality of formative feedback, quality of student work, SoW coverage, etc) in line with school policy. This should also include monitoring the teaching records of staff (planning, record keeping, etc).
- Track student progress and use forecast grades to report, on a termly basis, whether or not the department is 'on course' to achieve public examination performance targets.

### **Student Support:**

- Identify students who are under-achieving in the subject(s) and liaise with the relevant member of the senior leadership team as necessary.
- Prepare subject(s) IEPs for those students identified as having sole problems in the subject to help them attain their full potential in the subject(s).

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.





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