



MAIDSTONE  
GRAMMAR SCHOOL  
FOUNDED 1549

# Appointment of Head of Design & Technology

For September 2026



# Letter from the Head

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Dear Candidate,

Thank you for your interest in Maidstone Grammar School. I am delighted that you are considering applying for a position in our school and hope that this information booklet will provide you with the information you require.

Maidstone Grammar School has a long and proud history, with roots that can be traced back to the 14th century. While much has changed since our founding in 1549, we continue to strive to provide our students with the best in modern education.

With a long-standing reputation for academic success and outstanding results at GCSE and A Level, we have a consistent record of providing our students with the qualifications and skills required to go on to destinations that meet their interests. Our broad and varied co-curricular and personal development programme, combined with our ethos, values, and commitment to academic rigor, produces well-rounded students.

Maidstone Grammar School is a wonderful place to live and work. In staff surveys, at least 95% of our staff express that they enjoy working here. We are committed to developing our staff and invest heavily in providing access to appropriate and bespoke professional development opportunities and accreditations. We take pride in our low staff turnover rate and are honoured that many of our staff have dedicated numerous years of service to the school.

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 the subject, 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.

If this role sounds like a challenge and opportunity which excites you, and you believe that you have the necessary skills and experience, then we would be pleased to receive your application.

I hope to meet you in due course.

Your sincerely,

Mark Tomkins  
Headteacher





# An Introduction to Maidstone Grammar School

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Maidstone Grammar School has a long and proud history. Since our founding in 1549, much has changed, but we remain grounded in the values enshrined in our original Charter as we strive to provide our students with the best of modern education.

The school has a long-standing reputation for academic success, consistently achieving outstanding results at GCSE and A Level year after year. In Summer 2025, 50% of all subject grades were graded 7-9, with 25% graded 8-9. Additionally, 96% of students achieved five grades between 9 and 4, including English and Mathematics. At A Level, 68% of all grades were A\*-B, with 31% at A\*-A. Notably, twenty seven students achieved at least three A grades or better. Moreover, 63% of students gained places at the UK's Top 30 universities, including 54% at Russell Group institutions, while seven students secured Oxbridge and medicine places.

However, MGS is more than just exam results. We offer a broad co-curricular and personal development programme. The school takes pride in its Combined Cadet Force (CCF), one of the oldest in the country, founded in 1906, with Army, Navy, and RAF sections. The school also has a national and local reputation of excellence in Sport and the school caters for the performance athlete and the enthusiastic participant.

The performing and visual arts also have a high profile at MGS. Music is integral to school life, encouraging all students, whether experienced performers or complete novices, to explore their musical talents. Drama encourages students to see themselves as budding actors and performers, with opportunities to audition for productions, participate in clubs, or showcase their talents. Art at the school emphasises diversity, focusing on individual student interests and abilities without adhering to a single house style.

Together, these elements, combined with our ethos, values, and belief in academic rigor, develop well-rounded students and uphold the school's legacy over 475 years.

To find out more about Maidstone Grammar School, please visit our website: [www.mgs.kent.sch.uk](http://www.mgs.kent.sch.uk)  
Or, find us on social media:

LinkedIn: [maidstone-grammar-school](https://www.linkedin.com/company/maidstone-grammar-school)

X: [@MGS1549](https://twitter.com/MGS1549)

Facebook: [MGS1549](https://www.facebook.com/MGS1549)

Instagram: [MGS\\_1549](https://www.instagram.com/MGS_1549)

# Job Description

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Job Title: Head of Design & Technology

Hours: Full Time

Payscale : MS/UPS

TLR: 2.3 - £8,611.00

Reporting to: A member of the SLT

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 & Management:

- Line management support of the DT 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 SLT. Feedback results of all monitoring activities.
- Liaising with colleagues in other departments and the leadership team.
- Responsibility for the department budget.
- 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 & Learning:

- Ensuring that teaching within the DT 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 Policy.
- Monitoring, formally and informally, teaching and learning in the department.
- Reviewing regularly all aspects of the department's work and all other



departments' approaches to digital teaching and learning to ensure progress.

#### Assessment:

- Oversee the assessment and recording of students' performance in the department. This should include regular testing and practical assessments, end of year examinations and other methods.
- Monitor the performance of students across the school in the department 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:

- 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 predicted grades to report, on a termly basis, whether or not the Computing department is 'on track' to achieve public examination performance targets.

#### Student Support:

- Identify students who are under-achieving in Design and Technology.
- Intervene with those students identified as having problems or underperforming in the subject to help them attain their full potential in the subject.

#### Relationships:

- Act as appraiser in the Performance Appraisal Cycle.
- Develop the role of members of the department, by providing support and challenges for all aspects of their work.
- Induct new staff in the department.
- Manage serious issues of behaviour management within the department in line with school policy.
- Provide feedback to parents and carers where appropriate and as directed by the school.

#### Health & Safety:

- Implement the Health and Safety Policy of the school, including the production of subject specific Health and Safety Policies where relevant.
- Monitor regularly, as per the policy all rooms, stock and stock cupboards for faults, deficiencies, damage, cleanliness and hygiene.
- Include Health and Safety on the agendas of department meetings.

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.



# Application Process

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Apply via our online application form: <https://forms.office.com/e/NTt4syp5xw>

The closing date for applications is **Noon GMT on Monday 16 March 2026**.

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

It is the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and so to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Headteacher.

The selection process will typically involve:

- Teaching a lesson.
- A tour of the School.
- An interview with the Headteacher and a member of the Governing Body.

If circumstances dictate, interviews may be conducted virtually.

If you require any reasonable adjustments to assist you in the selection process, please advise us of these so that we can make appropriate arrangements.

Please contact the Headteacher's PA, Mrs L Mantle by e-mail [lmantle@mgs.kent.sch.uk](mailto:lmantle@mgs.kent.sch.uk) if you require further support.

Maidstone Grammar School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service. Maidstone Grammar School is an Equal Opportunities Employer.



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Founded in 1549 | Headteacher Mr M Tomkins BSc NPQH

