



**Mayfield Grammar School  
Gravesend**

**Appointment of  
Full time Technology Teacher  
required from September 2021**

**Closing date: 1 pm Wednesday 3<sup>rd</sup> March 2021  
Interviews will be held week commencing  
Monday 8<sup>th</sup> March 2021**



## Mayfield Grammar School Gravesend

Pelham Road, Gravesend, Kent DA11 0JE  
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Website: [www.mgsg.kent.sch.uk](http://www.mgsg.kent.sch.uk) Email: [enquiries@mgsg.kent.sch.uk](mailto:enquiries@mgsg.kent.sch.uk)

### **Full time Teacher of Technology** **Required from September 2021** **NQT/Main Professional Scale/UPS**

The school wishes to appoint an enthusiastic and committed teacher who is able to teach Technology, Art and Textiles to GCSE and A Level.

We are looking to appoint a well-qualified colleague who is flexible, highly motivated and creative with a good knowledge of their subject. This department is fortunate to be benefitting from new facilities.

The person appointed will receive high quality CPD, mentoring and support as well as a wealth of opportunities to develop their practice. There is also plenty of scope to be involved in a wide range of extra-curricular activities.

The school has a high profile for achievement locally and nationally and prides itself on its strong record of internal professional development. The school was judged by Ofsted to be 'Outstanding' in all categories of inspection in June 2013.

Further details and an application form are available from the Staff Vacancies section of the school website [www.mgsg.kent.sch.uk](http://www.mgsg.kent.sch.uk)

Applications made via TES Online will be accepted.  
CVs will not be considered and should not be submitted.

All applications with a covering letter addressed to Mrs E Wilson, Headteacher

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***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***



## Mayfield Grammar School, Gravesend

Mayfield Grammar School, Gravesend is a selective girls' school with boys in the sixth form which is situated in the town of Gravesend, with easy access to the A2 and M25 and a direct rail link to Charing Cross. In February 2012 we converted to Academy Status and the school celebrated its Centenary throughout 2014/15.

The school occupies two sites. One houses the original 1926 building with its distinctive quadrangle and bell tower, surrounded by its playing fields. New Science, Technology and Dining facilities opened across 2020-2021. The other has specially designed facilities for Technology, Sports and Drama opened in 1995. There is ICT provision on both sites and a new teaching block will open in September 2021 to house our Learning Resources Centre, Music, Multi-purpose Sports Hall, additional classrooms and specialist IT rooms.

The school is an 11-18 grammar school. Entry at age 11 is via the Kent 11 plus selection procedure comprising nationally standardised Verbal, Non-Verbal and Mathematics tests. The procedure allows admission of the top 25% of the ability range. An optional additional opportunity to assess eligibility for admission is available through the Mayfield testing procedure.

The school was judged to be Outstanding by Ofsted in June 2013. Ofsted reported that "achievement in all subjects including English and Mathematics is exceptionally high" and that "The behaviour of students is exemplary. They engage enthusiastically with their learning, are courteous, polite and keen to contribute fully to the life of the school".

We are an outward looking school determined to provide the highest quality education by capitalising on opportunities available to the school. We work as a team where the contributions of all the staff are equally valued. We place major importance on providing new staff with an effective induction into the school and all staff are constantly seeking to improve their professional practice through external and internal training. Governors, parents and the community are extremely supportive of the work of the school.

The Senior Team consists of the Headteacher, a Deputy Headteacher and five Assistant Headteachers. Curriculum Leaders lead their subject teams to ensure a high-quality teaching and learning experience for all our pupils. Pastoral care is led by an experienced team of Learning Leaders who work with Form Tutors and are supported by Key Stage Co-ordinators (AHTs). A House System was introduced in September 2013. Merit points are given to students during the year and the Aster Trophy is awarded to the House with the most points overall.

The teaching staff are supported by Administrative Staff in the main office, a Reprographics Assistant, Librarians, Finance staff, an Assessment Officer, a Cover and Examinations Officer, a Pastoral Support Manager, Cover team and a team of Technicians. A Premises Manager, supported by two assistants, looks after the two sites.

The curriculum follows National Curriculum guidelines. All students have the opportunity to gain ten or eleven GCSEs at the end of Year 11.

There are circa 1206 students on roll, 266 of whom are in the Sixth Form.

From 2018, we expanded the Pupil Admission Number (PAN), to 180. For the last five years, the school has admitted above PAN, and from September 2021 will be increasing our PAN to 210.

Extra-curricular activities include a full sporting programme, choirs, orchestras and other club activities. A large number of students participate in the Adventure Service Challenge (Lower School) and the Duke of Edinburgh Award scheme (Upper School and Sixth Form). There are Conferences, the Graduation Ball and discos for students run in conjunction with Gravesend Grammar School. The school enjoys strong links with the local business community and runs a full Careers (CEIAG) programme. The school runs an extensive programme of trips and visits both home and abroad for all year groups.

Mayfield Grammar School, Gravesend is a happy community where relationships are exceptionally good.

This is a non-smoking school.

Anyone interested in the school is welcome to visit our website at [www.mgsg.kent.sch.uk](http://www.mgsg.kent.sch.uk)

January 2021

# Mayfield Grammar School, Gravesend

## Technology Department

Due to the expansion of the school, an opportunity has become available for a suitable candidate to join the Technology Department. The person appointed will join a lively, enthusiastic and academically successful Department, which at present comprises two full-time and three part-time members of teaching staff with two technicians for Technology, one of whom is shared with the Art Department:-

Mrs Claire Johnston	Head of Department Teacher of Technology/Product Design
Mrs Holly Campbell	Teacher of Technology
Miss Kerrie Booth	Teacher of Technology/Head of year 12
Miss Alice Spinola	Teacher of Technology
Mrs Sally Nutter	Technology/Art Technician
Mr Errol Cocks	Technology Technician

In Design Technology students cover a range of materials, techniques and processes. Students are soon made aware that good design is about finding suitable and innovative solutions to problems, whether those problems are how to make a meal suitable for a specific dietary requirement, a garment that is suitable for a certain situation, or a product that meets all its consumer needs whilst still be aesthetically appealing. Design and Technology offers opportunities for students to:

- develop knowledge and understanding of materials and components, systems and control and structures
- develop their capability, through combining their designing and making skills with knowledge and understanding to design and make products
- nurture creativity and innovation
- explore values about and attitudes to the manufactured world and how we live, work and interact within it
- develop a critical understanding of technological processes, products and their manufacture, and how they contribute to our society
- relate and apply knowledge and understanding from across the curriculum

## **Lower School**

As students start the school, we introduce students to some new and some familiar materials, techniques and equipment. Across the whole of Year 7 we visit the different stages of the design process, exposing students to situations which will develop their understanding of the stages and developing creativity and resilience. Students rotate through a carousel of Food Preparation and Nutrition, Textiles and Product Design in both Year 7 and Year 8 The core of every material area is the design process which develops skills in:

- Generation, development and communication of ideas
- Creative response and problem solving of briefs and tasks
- Applying knowledge and understanding of materials and processes
- Reflection and evaluation of own designing

Students in Year 8 revisit the three areas of Design Technology. Within the schemes of work students have the opportunity to revisit parts of the design process in order to reflect on prior learning and develop independence and resilience to make progression. Students use their learning of materials, techniques and equipment to make design decisions that are enriched by a wide range of research techniques that support the students to work creatively. By the end of Year 8 students will have a portfolio of design solutions that will evidence their analytical, theoretical and practical capabilities within the context of design, as well as prepare them for their studies across all subjects.

# Upper School

## Year 9

Year 9 is an exciting time for students as they take part in a live design project in collaboration with the Design Museum; The Design Ventura project exposes students to how design is an important part of society and how good design can solve problems. It also enables them to see how viable and rewarding a career in the many facets of the design world can be. Students then visit each area of Design Technology (Food Preparation and Nutrition, Textiles and Design Technology) Student sample the GCSE in each of those areas so that they can make informed option choices.

## Years 10 and 11

The department offers courses in:

**Design and Technology**- Using iterative design to create systems, products and services that fulfill user needs whilst considering sustainability, ergonomics and manufacture. The students complete design briefs that respond to real world issues through research, analysis and product development.

**Textiles Design** – Students use inspiration to design a portfolio demonstrating a range of complex skills that they then use to inform the design and manufacture of a textiles based product. Students create a sketch book that enables them to present their design journey developing their reflective and analytical skills. Students learn how to develop an idea through using research and testing.

**Food Preparation and Nutrition** – Students learn a range of skills and techniques to create food products. Students learn about food safety, nutrition and complex techniques. Students carry out a large number of practical activities that enable them to refine their skills as well as their understanding of the science behind the ingredients.

All of these courses are underpinned by the same generic process of designing but the material areas create different challenges that give the opportunity to be creative, innovative and develop design solutions. There is a huge emphasis on problem solving and recognising the moral, social, cultural and environmental issues within design, as a product can, in reality, have both a positive and negative effect on our society.

In carrying out projects, students will develop planning and presentation skills. Using a variety of media, including ICT, students will produce a portfolio of work that will demonstrate their ability to communicate in a variety of ways.

Assessment for all of these courses is listed below:

**Textiles** - Unit 1-Portfolio of work- 60%, Unit 2- Externally set task- 40%

**Design and Technology** - **50%** coursework portfolio, **50%** written examination

**Food preparation and Nutrition**- NEA 1 and 2- 50% and a written examination- 50%

Success in any of the design courses will provide an opportunity for further study at AS and A Level.

# Sixth Form

The Department offers courses in A Level Textiles Design, A Level 3D Design and A level Product Design and from September 2020 Level 3 Applied Diploma in Food and Nutrition.

## A Level – Textiles

Both these courses encourage students to better understand the visual world and provide opportunities to develop a visual language and explore design outcomes.

Students become more aware and confident when making aesthetic judgements and develop their skills to become independent, autonomous artists and designers.

The course is split into 2 components:

- The portfolio unit; personal investigation
- The externally set assignment.

Each unit encourages creativity through project work, which is defined by a collection of work in response to an idea and use of a theme. Students experience a range of material techniques.

Many of our students go on to study Art and Design in further and higher education institutions.

## A Level – Design and Technology: Product Design

This course provides students with an opportunity to work creatively to solve problems. It is a balance of theoretical knowledge and practical skills and enables students to work with confidence when faced with challenges.

Students investigate social, cultural, environmental and economic influences on design and technology and can put their skills to practice whilst undertaking a range of practical projects.

The course is split into 3 components:

- Examination paper 1 – assesses technical principles
- Examination paper 2 – assesses design and making principles
- NEA (Non-exam assessment) – assesses practical application of technical, designing and making principles

There are strong links with Mathematics and Science based subjects and a good understanding of these subjects will be essential for studying this subject at A Level.

This course links to several different careers and many students who study this course go on to undertake degrees in subjects like, among many others; Architecture, Product Design, Engineering etc.

## Level 3 Applied Diploma in Food and Nutrition.

This course provides students with an opportunity to extend their learning after GCSE Food Preparation and Nutrition. It is exploring a range of topics and concepts linked to Food preparation within a commercial setting as well as a deeper understanding of the Nutritional requirements of different groups, genders and life stages.

Through a range of theoretical and practical activities students develop their skills in order to complete the following units successfully,

**Learners complete three units: two mandatory and one optional.**

<b>WJEC Level 3 Diploma in Food Science and Nutrition (QAN 601/4552/3)</b>			
<b>Unit Number</b>	<b>Unit Title</b>	<b>Structure</b>	<b>Assessment</b>
1	Meeting Nutrition Needs of Specific Groups	Mandatory	Internal and External
2	Ensuring Food is Safe to Eat	Mandatory	External
3	Experimenting to Solve Food Production Problems	Optional	Internal
4	Current Issues in Food Science and Nutrition	Optional	Internal

The first mandatory unit will enable the learner to demonstrate an understanding of the science of food safety, nutrition and nutritional needs in a wide range of contexts, and through on-going practical sessions, to gain practical skills to produce quality food items to meet the needs of individuals.

The second mandatory unit will allow learners to develop their understanding of the science of food safety and hygiene; essential knowledge for anyone involved in food production in the home or wishing to work in the food industry. Again, practical sessions will support the gaining of theoretical knowledge and ensure learning is a tactile experience.

Studying one of the two optional units will allow learners the opportunity to study subjects of particular interest or relevance to them, building on previous learning and experiences

# Mayfield Grammar School, Gravesend

## Job Description

<b>Post Title:</b>	Classroom Teacher (Technology)
<b>Post Holder:</b>	
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.</li> <li>• To monitor and support the overall progress and development of students as a teacher/Form Tutor.</li> <li>• To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li> <li>• To contribute to raising standards of student attainment.</li> <li>• To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li> <li>• To play a full part in the life of the school community, to support its distinctive ethos and to encourage colleagues and students to follow this example.</li> </ul>
<b>Reporting to:</b>	Subject Leader
<b>MAIN (CORE) DUTIES</b>	
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.</li> <li>• To contribute to the Curriculum Area development plan and its implementation.</li> <li>• To contribute to the whole school's planning activities.</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>• To assist the Faculty and/or Subject Leader to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.</li> </ul>
<b>Curriculum Development:</b>	<ul style="list-style-type: none"> <li>• To assist in the process of curriculum development within the subject area and change so as to ensure the continued relevance to the needs of the students and the school's Strategic Objectives.</li> <li>• To assist the Subject Leader to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> </ul>
<b><u>Staffing</u> Staff Development: Recruitment/ Deployment of Staff:</b>	<ul style="list-style-type: none"> <li>• To take part in the school's staff development programme by participating in arrangements for further training and professional development.</li> <li>• To continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>• To engage actively in the Appraisal Review process.</li> <li>• To ensure the effective/efficient deployment of classroom support where appropriate.</li> <li>• To work as a member of a designated team and to contribute positively to effective working relations within the school.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>• To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.</li> </ul>

	<ul style="list-style-type: none"> <li>• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>• To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.</li> <li>• To undertake a designated programme of teaching.</li> <li>• To ensure a high quality learning experience for students which meets internal and external quality standards.</li> <li>• To prepare and update subject materials/share with colleagues in the team.</li> <li>• To use a variety of teaching and learning approaches which will stimulate learning appropriate to student needs and demands of the syllabus.</li> <li>• To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• To undertake assessment of students as requested by external examination bodies, departmental and school procedures.</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as required.</li> <li>• To communicate effectively with the parents of students as required.</li> <li>• To maintain appropriate records and to provide relevant accurate and up to date information for the management information system.</li> <li>• To complete the relevant documentation to assist in the tracking of students.</li> <li>• To track student progress and use information to inform teaching and learning.</li> </ul>
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<p><b>Form Tutor Role:</b></p>	<ul style="list-style-type: none"> <li>• To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.</li> <li>• To be the first point of contact for students in the tutor group for both academic and welfare concerns.</li> <li>• To maintain effective communication between students in the tutor group, staff and parents in relation to the students' progress and welfare.</li> <li>• To liaise with a Learning Leader to ensure the implementation of the school's Pastoral System.</li> <li>• To register students, accompany them to assemblies and remain with them as appropriate, encourage their full attendance at all lessons and their participation in other aspects of school life, including form assemblies and form council meetings.</li> <li>• To evaluate and monitor the progress of students and keep up to date student records as may be required.</li> <li>• To contribute to the preparation of Action Plans, progress files, reviews and school reports.</li> <li>• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>• To communicate as appropriate, with the parents of students and with outside agencies.</li> <li>• To contribute to PSHE and citizenship and enterprise learning according to school policy.</li> <li>• To apply the Behaviour Management systems so that effective learning can take place.</li> <li>• To make effective use of form time to progress student learning.</li> </ul>
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<p><b>Other Specific Duties</b></p>	<ul style="list-style-type: none"> <li>• To support the school in meeting its legal requirements for worship.</li> <li>• To promote actively the school's corporate policies.</li> <li>• To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.</li> <li>• To know and follow school policy and statutory guidance with regard to the welfare and safeguarding (including Prevent and FGM) of all students in your care.</li> <li>• To support the wider life of the school by supporting (when requested) the ASC (<i>Adventure Service Challenge</i>) Co-ordinator in attending the ASC camps that operate in Year 7 and Year 8 or/and support the school's DofE (<i>Duke of Edinburgh's Award</i>) Leader (when requested) by attending expeditions/training days as appropriate. A separate allowance may be applicable for certain activities. The school will seek staff volunteers in the first instance to support these activities before requesting individual staff to participate as laid out in this job description.</li> <li>• To support Sixth Form students in the completion of the EPQ as directed by the school. This will include monitoring student progress and assessment of student work.</li> <li>• To undertake any other duty as specified by STPCB not mentioned in the above.</li> </ul>
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff are expected to undertake any other duties as may be reasonably expected.

Staff are expected to uphold the ethos of the school in all aspects of their work.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Sign:

Date: