

## Design Technology Teacher

### About Our School

Set in beautiful extensive grounds in the village of Hawkhurst in Kent, Marlborough House is a country Prep School for 2 ½ to 13 year old boys and girls with a distinctly family feel; small enough for everyone to be known and cared for whilst still being bold and ambitious for the future. We believe strongly in allowing the children to develop values and character alongside an exciting Academic, Creative and Sporting Curriculum.

Our pupils move onto senior schools at either 11 or 13 – there is a proud track record of success to Cranbrook at 11 as well as a range of independent senior schools at 13.

We know our staff are our greatest resource and we are committed to employing inspirational teachers who have passion, drive and vision with the overall aim of giving each child at Marlborough house confidence, determination and a willingness to try new things.

Our website [www.marlboroughhouseschool.co.uk](http://www.marlboroughhouseschool.co.uk) will give you a flavour of life at Marlborough House as well as some useful information.

**All staff at Marlborough House are responsible for promoting and safeguarding the welfare of pupils for whom they are responsible or with whom they come into contact and are expected to adhere to and ensure compliance with the school's Safeguarding policy at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risk to the safety or welfare of children in the school, s/he must report concerns to the Designated Safeguarding Lead.**

### About the role

We are seeking a well-qualified and enthusiastic Design Technology Teacher with a passion for their subject and a keen interest in developing children's skill and enthusiasm. The successful candidate will deliver weekly one hour lessons to 8 classes of pupils from Years 4 to 8.

Currently being extended and refurbished, our Art and Design Department will be re-opening following the Easter holidays and will provide a brilliant and exciting new environment for our new Design Technology teacher to inspire and push the creative boundaries of our pupils to the full.

All staff at Marlborough House play a full part in the School's pastoral and extra-curricular programme and the successful candidate will be enthusiastic about doing the same. In particular, candidates should be ready to take an after school club.

All staff at Marlborough House School have an important role to play in safeguarding and promoting the welfare of children. All staff at the school are subject to a full DBS check.

**Please refer to the job description and person specification below for further information.**

## Outline Terms and Conditions

**Period of employment:** Permanent part time position starting in April 2022.

**Salary:** Salary will be according to the Marlborough House scale which closely equates to the national pay scale for teachers. The School will comply with its legal obligations in relation to the provision of access to a pension scheme. Lunch is provided during term time.

**Working hours:** This will be a part time position for 2 or 2 ½ days a week (0.4 or 0.5 FTE). Staff at Marlborough House play a full part in the life of the school, offering extra-curricular or other activities. Additional attendance will be required from time to time for events such as INSET, training days, open days and School events.

**Pre-employment checks:** Marlborough House School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers, and Disclosure and Barring Service

## How to apply

Please complete both required application forms which can be downloaded from the School website [www.marlboroughhouseschool.co.uk/](http://www.marlboroughhouseschool.co.uk/) and return, electronically by email to [recruitment@marlboroughhouseschool.co.uk](mailto:recruitment@marlboroughhouseschool.co.uk) or by post to the school in an envelope marked RECRUITMENT.

Please note that only applications which are on school application forms can be accepted and that applications received after the closing date will not be considered for shortlisting.

**Closing date for applications: Monday 8<sup>th</sup> November 2021**

**Interviews: Interviews will take place in the week commencing Monday 8<sup>th</sup> November 2021**

**Required Start Date: Starting in April 2022**

## **Design Technology Teacher Job Description**

Responsible to the Assistant Head (Academic), the main areas of responsibility are:

### **TEACHING**

#### Teaching

- Planning and preparing schemes of work, weekly plans and individual lessons
- Ensuring curriculum balance and breadth
- Teaching the class according to their individual needs
- Delivering creative lessons with high quality resources

#### Assessment and reporting

- Assessing, recording and analysing the development, progress and attainment of pupils
- Ensuring all children's work and records are up to date
- Moderating work across classes and year groups
- Completing reports on children as required
- Willing to meet with parents as required
- Attending Parents' Consultation Evenings

### **CHILDREN'S WELFARE**

#### Pastoral Care

- Promoting the general progress and well-being of individual pupils and the class as a whole
- Supporting and encouraging our values
- Encouraging positive behaviour
- Keeping records of the personal and social needs of pupils

#### Discipline

- Maintaining good order and discipline among pupils in accordance with School policy

#### Health and safety

- In accordance with the School's commitment to adhere to the Department for Education's Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, the teacher will be required to demonstrate their commitment to promoting and safeguarding the welfare of children and young people in the School

### **OTHER**

#### Budget

- To prepare an annual budget and forecast of resource needs and manage the department's expenditure and stock control, including ordering equipment

#### Facilities and Resources

- Responsible for the rooms and equipment as allocated to the department, for maintaining an inventory of such and for advising the Bursar on the maintenance of furniture and equipment

#### Health and Safety

- Read and follow all relevant school policies and procedures (in particular the Health and Safety, Safeguarding and Child Protection, and Data Protection policies)

- Be alert at all times to Health and Safety or Safeguarding issues or potential issues and report these as appropriate
- To be responsible for health and safety of the pupils within the DT department. To ensure that safety rules are clearly displayed and that they are regularly communicated to pupils

#### Display

- Responsible for a high quality of wall display, including work by pupils, changed at regular intervals within the department and around school

#### Staff Development/Training/Reviews

- Participating, if required, in any staff INSET days provided at the School;
- Reviewing from time to time his/her methods of teaching and programmes of work to ensure they remain current
- Participating in arrangements for further training and professional development as a teacher. Seeking out opportunities for appropriate training

#### Meetings

- Participating in meetings at the School as directed by the Head, including staff meetings held before the start of each term. Meetings may relate to curriculum, administration, organisation or pastoral matters
- Attending other School events / functions as directed by the Head

#### General

- Perform any other duties as commensurate with the post that the Head may reasonably ask the teacher to perform from time to time

#### Confidentiality

- During the course of employment, the teacher will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation

#### Data Protection

- During the course of employment, the teacher will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulation and properly applied to pupil, staff and School business/information
- Ensure all necessary student records and notes are kept up to date on SIMS, including SEN and medical information, and ensuring compliance with the School's policies on Data Protection

### **PERSON SPECIFICATION**

1. Passionate about the development and education of the whole child
2. Inspirational and creative as a teacher
3. Able to use a wide range of teaching methods to suit the individual child
4. Capable, organised and flexible in approach
5. Warm, open and enthusiastic
6. Strongly committed to the School's values, aims and ethos
7. Possessing relevant qualifications and experience
8. Willing to become involved in the life of the School as a whole
9. Committed to providing an environment where safeguarding children's welfare comes first