

**Post: Teacher of Design and Technology**

**Date of Issue: September 2020**



**Wellingborough  
School**

Founded 1595



## **The School**

Wellingborough is a School that is keenly aware of its history and traditions, but not held back by them. Founded in 1595, it has always sought to make bold and timely decisions in order to ensure that the pupils are able to flourish and thrive, and that the nature of the School supports this aim.

The School moved to its current site in 1881 to support its growth, but leaving the town centre did not reduce the importance it places on its links with the local community. Our pupils and staff lead and support a number of initiatives, engaging with other schools, businesses and charities in Wellingborough and the surrounding area.

Girls were first taught here nearly 50 years ago, and the School became fully co-educational in 1979. Girls now make up more than 40% of the pupil body. We welcomed pupils below the age of 8 for the first time in 1990 with the introduction of a Pre-Prep in a purpose-built facility, just a few years before converting to a day school at the turn of the century.

Each of these changes has strengthened the School's ability to maintain its appeal to a diverse range of pupils, a feature which is part of its core and attracts families from across five counties. Academic achievement is important but we focus on adding value and look to accept every child who we believe will be happy in our environment.

We are extremely proud of our pastoral care, and believe that we are far ahead of most schools with regard to pupil welfare. Our Club system in the Prep School and the Senior School House structure, the dedicated team of two counsellors in our Wellbeing Department, frequent and regular liaison between colleagues: all of these play a part in ensuring that each individual pupil's needs are met.

We know that our pupils will need much more than exam results when they leave us, and we put an emphasis on developing softer skills through a breadth of co-curricular opportunities. Sport, Music, Drama and the CCF might be the 'big four', but there are so many other ways in which the pupils build confidence, leadership, flexibility, resilience and the ability to know what they want to do with their lives.

Wellingborough is a wonderful school. It has a warm, relaxed feel with a sense of partnership between pupils, staff and parents. There is a constant buzz created by a determined, purposeful desire to support each other and to fulfil the pupils' ambitions. The School is never still, as everyone in our community tries to get the most out of the opportunities that are provided. We look forward to welcoming someone new to join our quest to do the best for every child.

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### **Project Chrysalis**

As the next phase of its development, the School will be moving to a two-tier system from September 2020, the arrangements for which are well under way. This will mean that the Senior School will start from Year 7 (it is currently Year 9), and the Prep School will be home to the pupils from Nursery to Year 6.

The underlying philosophy for this change at this time is built around pupil outcomes. External pressures within our educational context, particularly those related to examination regimes, mean that our ability to oversee the learning and progress of our older pupils will be enhanced by extending oversight to the age of 11. This will also allow our Prep School to develop and enrich its curriculum, and we will be able to reinforce the cohesion between the two parts of the School.

Chrysalis has necessitated a review of roles throughout the School and, as part of this, new posts have been created and others are being restructured. Systems are being adapted to ensure that they are as effective and efficient as possible, and many other aspects are being appraised in order to support major decisions.

This is an extremely exciting time to be joining the School, with a number of opportunities to shape and guide the nature of the educational experience enjoyed by the pupils.

### **The Role**

**Start Date:** As soon as possible

**Duration:** Fixed Term until July 2021

**Disclosure Level:** Enhanced

**Reporting to:** Head of Design and Technology, Senior School

**Hours:** Part time, 0.75 full time equivalent

**Salary:** As per Wellingborough School Teachers' Pay Scale

The Design and Technology Department currently comprises 2 full time members of staff and 2 part time teachers each of whom is an experienced teacher, capable of teaching across the age range. The Department is well resourced and enjoys the support of a full time technician. The classrooms in the Department are supported by networked PCs and ceiling mounted projectors.

The Design and Technology Department teaches across both Preparatory and Senior School, taught as part of the core curriculum from Year 4 up until the end of Year 9 when it can be chosen for GCSE and later A level. The post would suit a well-qualified applicant who is a new or relatively new entrant to the profession, who is keen to develop within this vibrant department or an experienced teacher who is keen to gain experience teaching across a wide age range, with an enthusiasm to deliver this subject as a specialist to our younger pupils from Year 4 upwards. In either case the successful applicant would enjoy support from a

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departmental team committed to professional development. The successful candidate will be suitably qualified, have strong subject knowledge, a passion for the subject and effective teaching skills and be collaborative, forward thinking and willing to share best practice. Specifically we are looking for a person who is willing to be flexible and be able to teach across the different areas of Design and Technology (Resistant Materials, Graphic Products, and Systems and Control) in the Preparatory School, predominantly from Year 4 to Year 8 and contribute specialisms in Year 9 and beyond.

**Job Purpose:**

To teach Design and Technology to pupils in Years 4 - 9.

The successful candidate will offer many skills and qualities to the Department and to the wider School.

**Responsibilities include**

- planning and delivering high quality lessons with regard to the needs of individual classes and pupils,
- using effective assessment strategies to monitor and promote pupils' academic progress,
- supporting intervention strategies,
- communicating with parents on an ongoing basis including parents evenings and reports and supporting departmental trips and visits.

However, above all else, they will be:

- passionate about Design and Technology
- passionate about the teaching of Design and Technology, and be equipped inspire in this area
- willing to contribute to the wider life of the school
- diligent and professional with regard to their wider responsibilities as a teacher

**Relationships:**

1. The post holder is responsible to the Headmistress in all matters and the Head of Department in respect of curricular matters. He/she should liaise with Club Presidents in respect of pupils' behaviour and pastoral matters.
2. The post holder also interacts on a professional level with colleagues. He/She seeks to establish and maintain productive relationships to promote mutual understanding of the school curriculum to improve the quality of teaching and learning in the School.

**Key tasks and responsibilities as a teacher:**

The particular roles and responsibilities attached to the post of a Teacher are as follows:

- Decide the objectives for the teaching of the lesson
- Prepare teaching plans
- Meet the needs of the pupils including any deemed AGT (able, gifted and talented) or pupils listed with SEN strategies.

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- To monitor and report to parents on the progress of pupils in the allocated class/set.
- To assess pupils' achievements and progress, inputting data and meeting deadlines in accordance with arrangements agreed within the School.
- Contribute to application and review of schemes of work in line with School and department curriculum policies.
- Ensure that all classroom resources required are available and well maintained.
- Ensure that pupils are given prep according to the homework schedule (including entering details into Show My Homework) and to monitor the standard of the work.
- Ensure that marking of pupils' work is up to date and to advise in a positive manner how work can be improved.
- Ensure that pupils are comprehensively prepared for examinations.
- Teach study skills and Habits of Mind; to utilise skills taught through ICT, to implement strategies co-ordinated by Learning Support.
- Promote initiative and thinking skills.
- Be prepared for discussions with parents regarding pupils' work. To be available to meet with parents to discuss any concerns and attend parent teacher evenings.
- To monitor and report to parents on the progress of pupils in allocated class/set.
- Have attractive displays in the classroom, which are either celebratory or instructive.
- Maintain discipline in accordance with the policies of the School.
- Attend and contribute to departmental meetings.

#### **Requirements of all staff:**

- Pastoral care of pupils.
- To undertake two duties per week
- To cover classes for absent colleagues
- To contribute to the extra-curricular activity programme.
- To fully engage with professional development and appraisal.
- Have proper and professional regard for the ethics, policies and practices of the School in which they teach and maintain high standards in their own attendance and punctuality.

Pupils in the Prep School study Design and Technology for one lesson per week (55 minutes) and rotate once a term, through specialist areas. (Graphics, Resistant Materials, Systems & Control and Textiles). This enables learners to develop a broad knowledge of Design and Technology's different disciplines and enables students to make an informed choice when opting for their GCSE subjects. The department delivers the Design and Technology to all year groups of the Prep and Senior School.

#### **Revision of Job Description:**

There will be a periodic review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes in which case appropriate training may be given to enable the post holder to undertake this new/varied work.

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### **Benefits**

Working at Wellingborough School is hugely rewarding, albeit demanding and busy! Wellingborough School is a nice place to work. The School community is welcoming; there is mutual respect between pupils and staff; parents are engaged and supportive. These are some of the cultural reasons to want to work at Wellingborough School, but there are a range of other benefits.

The School has recently reviewed its appraisal system so that all staff can benefit from professional development, both internal and external. Staff input into INSET is encouraged, and the School is a member of the East Midlands Group of independent schools, which provides opportunities for collaboration and discussion. All new staff profit from an induction programme that is tailored to their individual needs. There is free onsite car parking and use of the School's sports facilities. All staff have lunch and refreshments provided.

Northamptonshire and the surrounding area is a nice place to live, with a significant amount of countryside. Road links are excellent, enabling travel in all directions, and the area is served by two railway lines into London. St Pancras is only 45 minutes by train from Wellingborough, and Euston is under an hour from Northampton and Milton Keynes.

### **The Process**

The application form should be returned together with a covering letter in which the applicant should explain what he/she can offer to the post. Applications by e-mail are welcome. CVs are not required. Please send them for the attention of Lulu Corrigan, HR Manager, to [recruitment@wellingboroughschool.org](mailto:recruitment@wellingboroughschool.org) by **12 noon Friday, 25<sup>th</sup> September 2020**

**Interviews will take place on w/c 28<sup>th</sup> September 2020**

### **Safeguarding**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection 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 risk to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Person or to the Headmaster



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**Person Specification**

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**Part Time Design and Technology Teacher**

<b>Competence</b>	<b>Essential</b>	<b>Desirable</b>
<b><u>Qualifications</u></b>		
• Honours Degree in relevant subject	Yes	
• Teaching qualification (PGCE or equivalent)	Yes	
• Demonstrated commitment to on-going professional development		Yes
<b><u>Skills &amp; Experience</u></b>		
• An excellent classroom teacher with knowledge of teaching methods and relevant curriculum	Yes	
• Good IT skills and a desire to continue to develop the appropriate use of ICT for teaching and learning	Yes	
• Ability to teach Resistant Materials.	Yes	
• Ability to teach additional specialisms of Design and Technology up to KS3.		Yes
<b><u>Personal Qualities</u></b>		
• Ability to inspire and motivate children with a passion for teaching	Yes	
• Excellent organisation and time-management skills.	Yes	
• Flexibility and adaptability.	Yes	
• Ability and willingness to contribute to the School's extracurricular programme	Yes	
• Empathy with children and an enjoyment of working with children of Prep School age	Yes	
• The ability to work effectively within a team or individually, building positive relationships with colleagues	Yes	