



**IAPS Co-educational Boarding School (3 - 13)**

# Job Description

## Head of Design & Technology

for September 2018

Sedbergh Prep School is establishing itself as a leading light for Design and Technology in our sector. Blessed with superb resources and enthusiastic children, the School is committed to the promotion of STEM and this post represents an exciting opportunity for an energetic and ambitious subject specialist to lead the department into its next chapter.

The successful candidate will enjoy the use of a brand new suite of PCs equipped for CAD, a 3D printer and laser cutter, all with the support of a part time D&T technician and within an outstanding environment for the care and education of young children.

Further investment in resources is planned and the new Head of Department will be in a position to shape that spending.

All staff are expected to play a full part in the extra-curricular, pastoral and boarding aspects of Sedbergh Prep School.

If desired, accommodation will be available, either on-site or supported locally. The School has its own salary scale and allowance.

### **Person Specification**

- Outstanding subject knowledge, remaining in touch with the latest developments in Design and Technology teaching.
- Passionate about education with the necessary energy and drive to make a difference in a busy prep school.
- Ability to both lead and work within a team. A willingness to contribute where they can, regardless of job description.
- Possess a good sense of humour, with a ready smile.
- Ability to relate well with all parts of our community: children; staff; parents.
- Willingness to contribute to pastoral care and extra-curricular provision. It is likely that the successful candidate will act as Form Tutor to a class in Years 6 to 8.

- Will hold an honours degree in an appropriate discipline, preferably with QTS.
- A knowledge of teaching computing would be advantageous, as would the ability to coach Games.

## **Job Description**

### **Management and Leadership**

- In partnership with the Headmaster, to develop and maintain a Design and Technology handbook and action plan.
- Continually review and adapt curriculum to meet developments in the sector and the needs of the Senior School. Maintain accurate schemes of work and update School's intranet.
- Promote Design and Technology within Sedbergh Prep School and beyond. Will help to organise and run 'outreach' events with local schools.
- Liaise with colleagues in STEM to design cross-curricular projects.
- To submit an annual budget bid and be responsible for ordering of resources.
- To carry out risk assessments for the Design, Technology and Art Centre.
- Assess progress of individuals and evaluate teaching and learning in conjunction with the Deputy Head (Academic) and in line with the School's curriculum policy.
- Be committed to continual professional development.
- Manage and lead other staff that may teach within your department.
- Maintain an orderly and organised working environment.
- Will be accountable to the Deputy Head (Academic) and Headmaster, liaising with others (including the Head of D&T at the Senior School) where necessary.
- Attending Heads of Department meetings.

### **Teaching**

- To be a model practitioner in the classroom.
- To differentiate challenge accordingly, including for those with SEN or EAL.
- Write reports and attend parents' meetings as required.
- To be willing to teach Saturday mornings, possibly followed by sport in the afternoon.

### **General**

- Take a fair share of break and lunch duties, and provide cover for absent colleagues.
- To run a Tuesday afternoon activity based around their personal strengths and the needs of the children.
- Form Tutors will act as the interface between parents and the School for most pastoral and academic matters.
- To undertake boarding duties, such as an early evening activity through the week and occasional Sunday activities.
- To at all times promote and protect the welfare of children, in line with the School's Safeguarding Policy.

## **Salary and Conditions**

The School operates its own salary scale, dependent on qualifications and experience.

All academic staff will receive a generous staff benefits package and fee concession for children attending the School from Reception through to Sixth Form. All teaching staff are enrolled onto the Teacher's Pension Scheme.

Dependent on family circumstance and professional interest, there may be the possibility of boarding accommodation at the School. For those needing to relocate, the School will subsidise their rent for a fixed period.

### **How to Apply**

Please send a completed application form and covering letter to [hadmin@sedberghschool.org](mailto:hadmin@sedberghschool.org) by XXXX. Short-listed candidates will be interviewed during the week commencing XXXX.

All appointments are made subject to an enhanced DBS certificate and a satisfactory pre-employment medical questionnaire.

Will Newman  
Headmaster  
January 2018