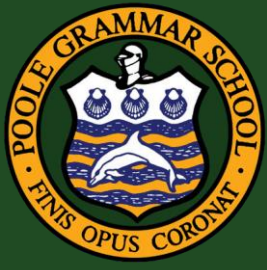


# POOLE GRAMMAR SCHOOL



DESIGN AND TECHNOLOGY TEACHER

INFORMATION PACK



## Contents

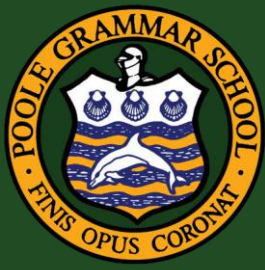
Job description

Person specification

Department information including exam results

How to apply





## **Job description - Teacher of Design and Technology (MPS/UPS)**

**For September 2021: (0.4 – 0.6 FTE, permanent)**

The responsibilities of the post holder will include the following areas:

### **Curriculum**

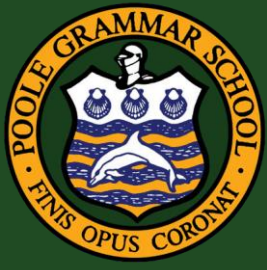
- Teaching Design and Technology from Year 7 to Year 13
- Teaching Design and Technology to KS3 across all areas of the subject; specialising in Graphics at KS4/5
- Able to teach across the whole age range and capabilities
- Monitoring and recording of student progress in accordance with departmental and school policies, and planning interventions and support, as appropriate
- Attending and contributing to departmental meetings as necessary
- Contributing to the development and effective use of departmental resources
- Keeping an oversight of the work and progress of students, including stretching the most able and supporting those with specific learning needs using appropriate data
- Maintenance of professional skills through INSET, CPD and collaboration
- To be proactive in exploring innovative ways of delivering ICT through Design and Technology and promoting independent learning including the use of the VLE, allowing access to resources at both school and while away from school
- Contributing to the departmental digital content and incorporate the well-established digital and blended learning strategy
- Taking an active role in self-evaluation exercises within the department and school, in line with Ofsted criteria, and engage fully with the performance management process

### **Health and Safety**

- Monitor and make appropriate recommendations to the Health and Safety policy of the DT department for self and others
- Implement current risk assessments for all DT activities and help in developing additional risk assessments as new practical activities are introduced. Referring to the departmental extensive procedures
- To undertake training for using specialist machinery as necessary

### **Extracurricular**

- To promote extracurricular DT within the school, of which there are many clubs at lunchtime and after school
- To promote DT to the wider community
- To develop links with local HE institutions and professional bodies



# POOLE GRAMMAR SCHOOL

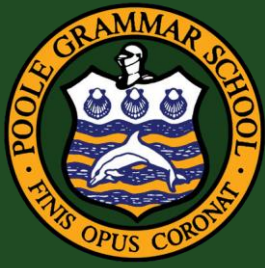
## **Pastoral**

- To take part in the pastoral life of the school as a form tutor
- To contribute to the PSHE programme if appropriate

## **Responsible to: Head of Design and Technology**

This job description is specific to the post of Teacher of Design and Technology and additional to the generic job description of a Teacher at Poole Grammar School. Further details of the school are on the school website [www.poolegrammar.com](http://www.poolegrammar.com)

**Dr Amanda Smith**  
**Headteacher**  
**February 2021**



## Teacher of Design & Technology

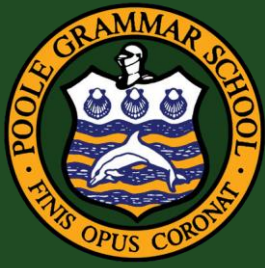
### Job purpose

To facilitate and encourage a learning experience, which provides students with the opportunity to achieve their individual potential, coupled with raising standards of student attainment and achievement.

### Key aspects of the post are:

#### Teaching

- Plan and prepare courses and lessons
- Teach students according to their educational needs, including the setting and marking of work
- Set and evaluate classwork and homework, the latter as per the relevant homework timetable, and keep appropriate records of student attainment and progress
- Assess, record and report on the development, progress and attainment and achievement of students in accordance with school policies
- Use a variety of teaching methods both inside and outside the classroom which will stimulate learning appropriate to student needs and the demands of the specification/scheme of work
- Ensure that ICT, Numeracy, Literacy and school subject specialisms are reflected in the teaching/learning experience of students
- Ensure that all students are set appropriate targets and are tracked accurately against those targets at various points in their courses
- Prepare students for public examinations and other examinations as appropriate
- Participate as appropriate in the curriculum enrichment of the school



# POOLE GRAMMAR SCHOOL

## Pastoral

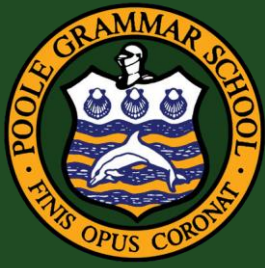
- Promote the general progress and well-being of individual students of any classes e.g. through tutor periods and registration
- Help gain access to appropriate advice on educational and social matters and on students' further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports
- Being aware of the personal and social needs of students, recording information as appropriate and respecting the confidentiality of these records
- Communicating and consulting with the parents, other school staff and students
- Communicating and co-operating with people or organisations outside the school where appropriate
- Participating in meetings arranged for any of the purposes described above within directed time

## Strategic planning

- Assist in the development of appropriate specifications, resources, schemes of work, marking policies and teaching strategies in the department
- Contribute to the department's development plan and self-evaluation strategies
- Contribute to whole school planning activities e.g. the departmental development plan, staff meetings and teaching and learning committees, Year Head meetings etc.

## Staffing

- Take part in the school's continuing professional development programme by participating in arrangements for further training and professional development
- Continue professional development, including subject knowledge and teaching methods
- Ensure the effective/efficient use of classroom support when allocated
- Work as a member of a team and to contribute positively to effective working relationships within the school
- Participating in any arrangements within an agreed national framework for performance management of the teacher and other teachers
- Contributing as appropriate to the professional development of other teachers and non-teaching staff, including the induction, assessment and support of newly qualified teachers



## **Quality Assurance**

- Help to implement school quality procedures e.g. departmental reviews, performance management and to adhere to them
- Contribute to the process of monitoring and evaluation of the curriculum including evaluation against quality standards and performance criteria
- Partake in ongoing reviews of programmes of study as the needs of the school and department evolve

## **Management Information**

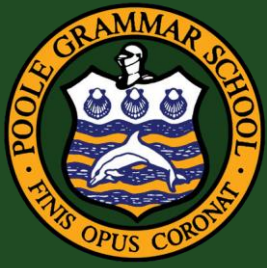
- Maintain appropriate personal records and inform support staff of changes for the school management information system
- Complete the relevant documentation to assist in the tracking of students

## **Management of resources**

- Contribute to the process of ordering and allocation of equipment and materials e.g. suggesting new resources
- Assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources
- Take responsibility for certain subject rooms and tutor rooms, including providing material for displays connected with the subject

## **Discipline, Health, and Safety**

- Maintain good order and discipline among the students
- Safeguard student health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
- Develop in students the appropriate respect for the ethos of the school through an understanding of student rights and responsibilities



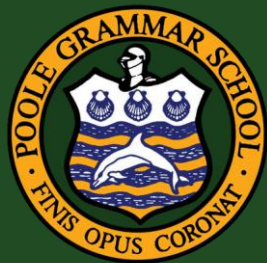
# POOLE GRAMMAR SCHOOL

**Responsible to: Head of Department/Year Head**

In drawing up this job description, the Headteacher acknowledges her responsibility, in ways defined for Headteachers in their Conditions of Employment, to enable the holder of each post to carry out the assigned duties and responsibilities. Staff will be consulted as appropriate during any review of such policies. These duties and responsibilities may be altered from time to time after consultation with the Headteacher and the relevant Head of Department in order to meet the changing needs of the school and the interests of the member of staff.

**Dr Amanda Smith**  
**Headteacher**  
**February 2021**





## Person specification: Teacher of Design and Technology

### Expectations

- Exemplary classroom practitioner with enthusiasm
- Teaching Design and Technology at KS3, KS4 and A level (ideally Graphics at A level)
- An awareness of curriculum issues relating to Design and Technology from Year 7 - 13
- An understanding of Health and Safety issues relating to Design and Technology
- Meeting the needs of students with Special Educational Needs and gifted and talented
- Awareness and promotion of the use of ICT in the Design and Technology curriculum
- Pastoral work in a school setting

### Qualifications

- Degree in an appropriate Design and Technology related discipline
- Qualified Teacher Status

### In-Service Training

- Up-to-date subject knowledge and skills reflecting the demands of current specifications
- A programme of relevant recent courses undertaken
- Health and Safety certification, preferable

### Skills

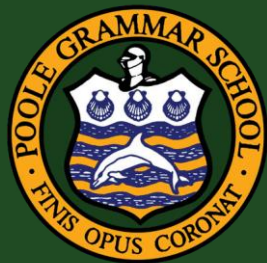
- Contribute curriculum development and learning and teaching pedagogy
- An ability to lead and inspire students of all abilities
- Excellent administrative skills
- Ability to establish constructive working relationships amongst staff and students
- Encourage participation in Design and Technology, within and beyond the classroom
- Proven communication, organisational and interpersonal skills
- An ability to work effectively as part of a team but also to be able to work independently
- ICT competence and the ability to and contribute to the department's well-established digital and blended learning

### Personal skills and qualities

- Confidence, tenacity, flexibility and adaptability
- Empathy for students, parents, staff and the community
- Energy, commitment, enthusiasm for teaching within a lively department
- An eye for detail
- A sense of humour and can-do attitude
- High level of emotional intelligence

A full NQT induction process is available from a very experienced department, which is committed to teacher training at all levels.

**Dr Amanda Smith**  
Headteacher  
February 2021



## The Design and Technology Department

Poole Grammar School offers four distinct subjects at KS4:

- Art and Design – Graphic Communication/3D Design
- Design and Technology
- Food Preparation and Nutrition
- Electronics.

At A level, there are three distinct subjects that progress directly from the GCSE courses:

- Art and Design – Graphic Communication/3D Design
- Design and Technology: Product Design
- Electronics

Students gain experience in these subjects throughout KS3 where units get progressively more complicated/in-depth, allowing students to make informed choices at KS4, should they choose to take the subject to GCSE and beyond.

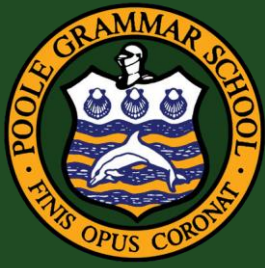
The department comprises eight specialist teachers (mainly full-time) along with one full-time and two part-time technicians. All rooms are fully equipped and we have retained traditional equipment whilst embracing modern technologies. All equipment is maintained to high standards by technicians and external providers when required. ICT provision is supported by numerous laptops, desktops and both hard wired and wireless network access.

At KS3, our aim is to teach the basics and then, as students gain confidence, we increase the complexity. As our student intake includes many different schools across Poole and surrounding areas, we find their previous experiences of Design and Technology vary greatly – noticeable more now than ever with the focus of KS2 changing considerably to meet the new curriculum. As a result of interesting and challenging work at KS3 we have a very good uptake in numbers at KS4, with some pupils taking more than one GCSE D&T subject. We have selected our exam boards carefully to make sure the courses the best for onward progression for our learners allowing them to be both motivated and challenged.

All three A level subjects see very good numbers and we also have students from our partner school, Parkstone Grammar School, with the ability to offer the students many opportunities to produce top-quality work that really pushes the boundaries. Our student outcomes are always extremely good and we support our learners fully through KS3, 4 and 5 to help them achieve their next step in learning. Being a creative subject, we offer a significant practical element and we also link perfectly with the STEAM subjects in every way.

We are looking for an enthusiastic teacher with a passion for Design and Technology. The post is suited to new entrants to the profession as well as more experienced teachers. An enthusiasm to work with a lively dedicated team is important and the workshops are always a hive of activity.

The successful candidate will be joining a department in a school situated in an area of outstanding natural beauty with the Jurassic coast and New Forest only a few minutes away. This is coupled with working in a school renowned for the friendliness of its staff and the potential of its students – where



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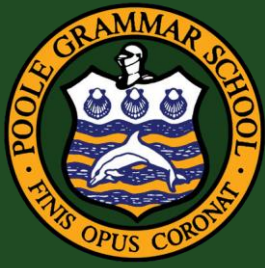
students and teachers share their learning experience and make tremendous progress whilst still enjoying life to the full.

The school has a well-structured programme for professional development as well as a successful track record of training aspiring teachers through the local Graduate Teacher Training Programme, the Wessex Partnership. The school is also part of the SIGMA Teaching School Alliance, giving staff access to a range of training opportunities and the chance to network with colleagues in other schools.

Further details of the school and department are available from the school website:  
[www.poolegrammar.com](http://www.poolegrammar.com)

Or from Mr Dallimore, the Head of Department: [dallimorea@poolegrammar.com](mailto:dallimorea@poolegrammar.com)

**Dr Amanda Smith**  
Headteacher  
February 2021



## Application procedure

Please visit [www.poolegrammar.com](http://www.poolegrammar.com) and complete the online application form.

CVs will be accepted in addition to the above but will not be accepted on their own.

Online application forms are preferred but a PDF version of the application form can be requested by emailing our HR Department. Please note, if you use the PDF application form and are using an Apple computer, please make sure that this is not completed in preview mode as it will not save correctly.

If you have any questions regarding the application process, please contact the HR Department at [pgshrdept@poolegrammar.com](mailto:pgshrdept@poolegrammar.com)

**Closing date for applications: Monday 15 March 2021**

**Interview Date: Week beginning Monday 22 March 2021**

Informal discussions/visits are encouraged. Please contact the school to make an appointment via the HR Department [pgshrdept@poolegrammar.com](mailto:pgshrdept@poolegrammar.com)

*Poole Grammar School is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to complete an enhanced DBS application. Poole Grammar School also promotes equal opportunities for its workforce.*