

Godstowe

Job Description

Design Technology Teacher

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

Introduction

Subject teachers are expected to be committed and enthusiastic teachers, able to interest pupils of all abilities. They should be able to communicate well with pupils and staff and have good organisational abilities. They should be receptive to new ideas and have a sense of humour. They need to be committed to all aspects of Boarding School life.

The major part of the job is the teaching of Design Technology to include Resistant Materials, Textiles (including dress making) and Food Technology, making use of our varied specialist rooms. The successful candidate will have experience with Techsoft CAD software and using a laser cutter. There is also a requirement to work very closely with the Art Department (with stage productions, for example).

Management

All staff should liaise closely with other teachers in the school. Teachers in a department are directly responsible to their Head of Department, or line manager. They should also liaise closely with the Deputy Heads, who are all directly responsible to the Head.

Duties and Responsibilities:

I. **To the pupils:**

- To prepare and give lessons in accordance with the programme of study laid down by the department. This requires knowledge of the National Curriculum and the Common Entrance curriculum.
- To assess pupils' work promptly and appropriately using the guidelines of the School and Department marking policies.
- To ensure that pupils produce, present and preserve their work in the most appropriate manner.
- To encourage and stimulate pupils to achieve the highest standards according to their ability by using differing methods and resources.
- To inform the Headmistress and other appropriate persons where a pupil is experiencing learning or other difficulties.
- To identify and support pupils who are specially gifted or who are in need of additional support and to liaise with the Heads of Learning Support and any appropriate external agencies.
- To enable pupils to gain a broad educational base by working across the curriculum where possible.
- To monitor and record the progress of each pupil.

- To offer guidance and advice to pupils and parents and to take appropriate action after consultation with senior members of staff.

2. To the Department and the School:

- To be familiar with the School practices as set out in the Staff and Boarding handbooks.
- To take part in Staff, Departmental, Parents' and other meetings as required.
- To work with the Deputy Heads and the Assistant Deputy Head (Academic) in producing departmental policies, programmes of study, maintaining records, books, equipment etc. and to accept advice over these same matters.
- To attend in-service training for the subject and to continue at all times to develop professional skills.
- To set and mark exams (or whatever is appropriate for the subject) and to complete reports as and when required.
- To maintain high personal standards of work, behaviour, appearance and punctuality.
- To maintain good order and discipline within the class and school and to safeguard the health and safety of pupils and staff.
- To liaise with the Deputy Head, Pastoral and boarding staff as and when necessary.
- To offer lunchtime and/or after school activities (two hours per week) as a contribution to the school's Enrichment Curriculum.
- To participate in any arrangements for the Performance Review of staff.
- To be responsible, if required, for a form (duties and responsibilities shown separately).
- To carry out supervisions and to cover for absent colleagues as requested.
- To request approval from the Headmistress for any absence from school and to inform the appropriate people in good time.
- To carry out any other duties reasonably requested by the Headmistress.

Review

The job description will be reviewed annually and may be subject to amendment after consultation. The above is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post.

Child Protection

All members of staff are responsible for promoting and safeguarding the welfare of children. All members of staff are required to participate in regular child protection training and to follow the safeguarding policy at all times. Any child protection issues must be referred to the designated person for child protection and/or the Headmistress.

July 2024