



Recruitment Pack

Head of Design & Technology

Required from September 2018 or January 2019

Employment Status	Full Time • Permanent
Employment Location	Framlingham College
Application Closing Date	Midday on Wednesday, 25 th April 2018
Interviews Week Commencing	Monday, 30 th April 2018

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

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Welcome from the Headmaster

Dear Applicant,

Thank you for your interest in the position of Head of Design & Technology at Framlingham College.

Framlingham College is a high quality independent boarding and day school set in stunning surroundings in the market town of Framlingham, Suffolk. The school is absolutely thriving and prides itself on producing well-rounded, decent, articulate and very well-educated young men and women.

We are seeking to appoint a well-qualified, engaging and dynamic teacher to lead our successful Design and Technology Department from September 2018 or January 2019. The department has spacious and exceptionally well-equipped facilities including a design studio, an IT suite and jewellery, engineering and woodwork workshops. There is a proud tradition of quality manufacturing within the department and the successful candidate will be expected to continue this commitment to excellence.

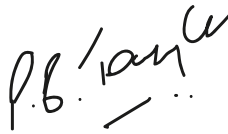
A willingness to make a full contribution to life in this busy boarding

school is essential. In return, we offer excellent ongoing professional development and a highly supportive working environment.

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

We are always excited about enthusiastic, like-minded professionals joining our school and very much look forward to receiving your completed application.

With all good wishes,



Paul Taylor
Headmaster, Framlingham College



How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes (available on our website),

Applications will only be accepted from candidates completing an Application Form in full. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted **in addition** to the application form in order to supply additional background information. Applications should be received no later than **Midday on Wednesday, 25th April 2018**. The Interview stage will take place during the week of Monday, 30th April 2018 and you will receive confirmation of the exact interview date if you are shortlisted for interview.

Please send your completed application form to:

The HR Department, Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY

You can also email your application to: **hr@framcollege.co.uk**

All information within your application will be treated confidentially.

References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

Job Information

Reports To:

Deputy Head (Academic)

Job Location:

Framlingham College

Pension:

Teachers Pension Scheme

Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into the Teachers pension scheme including free financial advice from an adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Childcare vouchers available through the BusyBees provider;
- Complimentary membership of Fram Leisure, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Fram Leisure.

Job Description

DUTIES AND RESPONSIBILITIES OF POST HOLDER

- Monitor the quality of Teaching and Learning within the department, and look beyond the department in terms of sharing and observing good practice;
- Monitor the nature and quality of Assessment and Feedback within the department;
- Manage teachers within the department, ensuring they feel well-supported in all areas, including appraisal and CPD;
- Keep abreast of changes in examination board specifications and ensure that appropriate Schemes of Work are developed;
- Manage the department budget and develop the resources of the department to ensure they meet the needs of staff and students;
- Ensure that the department area is well-presented and complements teaching and learning;
- Oversee the setting and marking of examinations (internal and entrance);
- Monitor the progress of students;
- Assist the timetabling process with regards to placing students in sets and assigning teaching loads to staff;
- Promote the subject within the College;
- Liaise with Head of Department at Framlingham College Prep School;

It is 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 with, to adhere to and ensure compliance with the school's Child Protection Policy 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 risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.

This job description is produced only as a guide to the responsibilities attached to this post and further responsibilities may emerge over time.

Person Specification

Professional Attributes	Essential	Desirable
Qualifications relevant to the post	✓	
Experience of teaching Design and Technology to GCSE and A Level (or equivalent)	✓	
An inspirational teacher	✓	
Possessing excellent and effective classroom management skills	✓	
A high level of IT Literacy	✓	
Relevant and recent INSET	✓	
Awareness of safeguarding issues, including legislation and good practice	✓	
Knowledge of current curriculum developments	✓	
Understanding of importance of maintaining appropriate documentation	✓	
Involvement with whole school curriculum development		✓
Experience of managing change and improvement		✓
Experience of managing budgets		✓

Personal Attributes	Essential	Desirable
A passion for teaching	✓	
Good interpersonal skills	✓	
Ability to lead, motivate and manage others	✓	
Effective organisational and management skills	✓	
Ability to prioritise, plan, monitor and evaluate	✓	
Genuine respect for teachers and learners alike	✓	
Enthusiasm for being involved in the life of a busy boarding school	✓	
Motivation to take the department forward and to introduce initiatives	✓	

Further Information

The Design & Technology Department

The Design and Technology Department at Framlingham College is nationally recognised and has a reputation for producing work of the highest quality. The Design School building is shared by both the Design and Technology and Art Departments. The Design and Technology suite is spacious and well-resourced having two main workshops, two design studios, a jewellery workshop, an IT/CAD suite, a CNC router table, laser cutter and vinyl cutter. This is maintained by a full time technician who is the fourth member of the Design and Technology team.

Design and Technology is a popular option for both boys and girls at GCSE and A Level. This, we believe, is a result of the philosophy that students are capable of designing and making to a professional standard, which is borne out by the quality of the work produced. Students are encouraged to spend their free time in the department, and as a consequence, out of school activities form a vital part of the department's role within the College. The successful applicant will be expected to be sympathetic to this approach and to encourage the highest possible standards at all times. It is hoped that he/she will be able to contribute to the majority of courses that the department offers. At present these are:

- Year 9 KS3 Core Design and Technology,
- GCSE KS4 CIE iGCSE - Design and Technology
- KS5 PreU Art and Design: Product Design.

We aim to get the best exam results possible with our students but are keen that they develop a real sense of enjoyment and satisfaction in designing and making. They are encouraged to work as though they are commercial designers and as a consequence, they take a responsibility for, and a pride in their work that is well beyond their years. Silversmithing, jewellery, furniture design and engineering feature heavily in their design projects and at the end of every Summer Term an exhibition is held which forms a significant part of the College calendar leading up to Speech Day.

The department has an enviable record of success in a number of national initiatives. Over the years we have had at least 20 students receive an Arkwright Scholarship. The Arkwright Award is the most prestigious national Design and Technology award for students who show aptitude in Design or Engineering and wish to take the subject to advanced level or beyond.

Other notable achievements have included participation in the Young Engineers for Britain, the Engineering Education Scheme and the Audi Young Designer of the Year. In 2011 a Sixth Form student won the Tibbenham Award, presented by the Institute of Cast Metal Engineers. In addition to regional success in these competitions our students have been national finalists three times in the Young Engineers for Britain and twice in the Audi Young Designer of the Year.

In addition to enjoying teaching and an enthusiasm for designing and making there will need to be a willingness to contribute to other areas of College life; both through activities affiliated to the department and in the wider curriculum; for example we maintain a good working relationship with the Art Department and the Theatre; helping with the props and set for major productions.



About **Framlingham College**

Framlingham College is a high quality independent boarding and day school set in stunning surroundings in the market town of Framlingham, Suffolk. The school is absolutely thriving and prides itself on producing well-rounded, decent, articulate and very well-educated young men and women.

The College embraces students with a wide range of abilities and interests, believing that breadth and diversity builds a richer environment and every pupil has a role to play in the community.

The picture-perfect grounds with the stunning backdrop of Framlingham Castle gives them space to breathe and provides them with safe surroundings to blossom into rounded, decent, articulate and very well-educated young men and women.

We invest time in our children. We know what makes them tick. We provide support and tailored education to ignite passion, triggering curiosity to get the very best out of each and every child.

To stretch those gifted and talented students we offer mentoring programmes with clear pathways to excellence.

Pupils leave the College, pursuing their chosen passion, both well-qualified and well-prepared, ready to take the world by storm!

Our **Location**

The Framlingham College campus sits at the heart of the beautiful, vibrant yet historic market town of Framlingham, in Suffolk.

The town, which pre-dates its mention in the Domesday Book of 1086, is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while our own campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast – embracing Aldeburgh and Southwold, amongst many other seaside locations – Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

Framlingham College Prep School – also home to the Nursery – is in the nearby village of Brandeston, approximately three miles from Framlingham.