

# Claremont Fan Court School



## JOB DESCRIPTION

**Job Title:** Teacher of Design and Technology

**Reports to:** Head of Department: Design and Technology

**Aims:** To teach pupils the skills and content necessary in this subject area that will enable each pupil to achieve well and be confident with further study in this subject.

To deliver the values and ethos of this school which is founded on 'a great love for children, a deep appreciation of their spiritual possibilities and on the recognition of the great demands the future is likely to make on them.' (Geith Plimmer, co-founder of Fan Court School)



### Teaching responsibilities

1. Teach an agreed curricular /co-curricular programme
2. Teach lessons in accordance with the School's requirement
3. Plan, prepare and deliver lessons that follow the faculty's scheme of work. Ensure lessons are suitably differentiated and appropriate to all members of the class
4. Mark pupil work on a regular basis in accordance with faculty and School marking policies
5. Accurately record-keep for classes including registering, assessments, rewards and referrals
6. Feedback to pupils and parents through writing reports and attending Parents' Evenings
7. Attend morning staff briefings and school staff meetings
8. Cover lessons both within and outside the faculty and be available for exam invigilation as directed by the cover supervisor

9. Check school e-mail account on a regular basis and reply to colleagues and parents within the 24 hour rule
10. To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed

### **Pastoral Responsibilities**

1. Act as a tutor as required as first contact with house
2. Work within the pastoral team of Year Heads and tutors to share all necessary knowledge about students
3. Report any issues of concern, including child protection issues, to the CPLO and Heads of Year

### **Co-curricular responsibilities**

1. Teach an agreed co-curricular department club, society, sport or activity
  2. Teach an agreed co-curricular non-department club, society, sport or activity
- These activities will be of approximately 50 hours combined per year

### **Classroom Environment**

1. Establish a teaching environment that is positive and supportive of learning
2. Consider the needs of pupils at all times interacting in a supportive and positive way
3. Establish a culture for learning with pupils of all abilities
4. Establish effective teaching practices regarding instructional groups, transitions, supervision and use of para-professionals, so that pupil behaviour is consistently within the expectations of this School being purposeful, safe, respectful, open, valuable, and appropriate.
5. Maintain the learning environment and keep classroom space in order so that it can be used by all staff and be a source of pride for the School and visitors

### **Responsibility to parents**

1. Be available for appointments with parents
2. Monitor pupil progress in prep books, report cards as necessary
3. Demonstrate a thorough knowledge of each learner and their individual needs
4. Written reports are to be accurate, unbiased, individualised, pertinent, goals-based and follow School procedure

### **Performance measures**

The performance of the Design and Technology Teacher will be measured by an annual Performance review which will include the following:

Planning and preparation:

- An expectation of at least 30% of GCSE learners gaining a 7 (or grade A) and above
- All GCSE learners gaining a 4 (or grade C) or above
- An expectation of at least 30% of A level learners gaining a grade A or above
- All A level candidates gaining a grade C or above

Classroom Environment:

- Represent the subject to the School through termly displays within the class rooms and in corridors where display boards are allocated.

Professional Responsibilities:

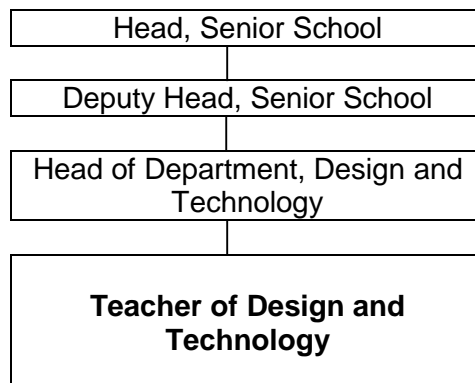
- Attend subject and whole school INSETS

Responsibility to parents:

- Accurately report to parents according to School and faculty policy

### **Organisational chart**

The Teacher of Design and Technology will work within the Faculty of Design and Technology. The immediate line diagram of responsibility is as follows:



### **Contextual Information**

Claremont Fan Court School promotes continuous learning, independence of thought, teamwork, a critical approach to studies within a framework expecting excellent academics and high standards of character from its pupils and staff.

This School values each of its learners and actively seeks to clearly see evidence of God-given potential in every child.

AH/PGI/MHG 6.3.17



# Claremont Fan Court School



## Position Outline and Person Specification

### Teacher of Design and Technology

A full time Teacher of Design and Technology is required from September 2017.

#### Outline

- The job will be to teach Design and Technology (and any other additional subject within the Applicant's competence), and the immediate Line Manager for this work will be the Head of Department: Design and Technology
- The standard teaching timetable is currently 25 x 45 or 50-minute periods per week.
- All staff are expected to contribute to the School's pastoral and co-curricular programmes to a minimum of 50 hours per year
- Teachers may be responsible to other colleagues in their work, e.g. a Form Tutor will have the Head of Year as their Line Manager for pastoral work
- A positive understanding of the School, its ethos and community is essential



Young Furniture Exhibition entrant

#### Background

The technology department (which includes resistant materials, graphics and textiles technologies as well as food and nutrition, media studies and computer science) consists of hard working and enthusiastic teachers who work together to achieve excellent results. They share in making decisions on teaching, work schemes and departmental policy. The energy and commitment of the staff, as well as their excellent record of academic success at all levels, make teaching technology at Claremont Fan Court a dynamic, enriching and rewarding experience.

Pupils at Claremont Fan Court follow a rigorous curriculum in Years 7, 8 and 9 which allows them access to a full range of design and technology activities. They undertake a range of activities that include product design and manufacture, electronics, structures, mechanisms, graphic illustration, ICT, computer control and CAD/ CAM.

We offer AQA GCSE: Design Technology. This two year courses allows students to develop their design and manufacturing skills with fifty percent of the final marks awarded for a large design and make project of their choice. We also offer AQA A Level Product Design. The candidate maybe asked to teach some aspects of this course depending on experience. An increasing number of our A level students are choosing to study engineering or design based subjects at university.

The successful candidate is likely to be inspiring, creative and adaptable with a balanced outlook. For teachers with commitment and enthusiasm, Claremont Fan Court is an exceptionally rewarding place to work.

## Syllabi

GCSE	Design Technology	AQA
A level	Product Design	AQA
Level 3 Diploma	Food Science and Nutrition	Eduqas
A level	Textile Design	AQA

## Staffing and Accommodation

The department comprises the following staff:

Mr P Gladstone	Head of Department: Technology
Mrs Tessa Hart	Teacher i/c Textiles
Mrs Jenny Mann	Teacher i/c Media Studies
Mrs Pippa Webb	Teacher i/c Computer Science and ICT
Mrs Emma Wells	Teacher i/c Food and Nutrition
Successful candidate	Teacher of Design and Technology
Mrs Sarah Kidd	p/t TFT Technician
Mr Paul Baker	p/t DT Technician

These are exciting times for us as we will be moving to a new purpose built Science and Technology building in Autumn 2018. At present there are three dedicated studio spaces, an office and a well-resourced workshop with ample display area for students' work.

For more information about the Technology Department, visit our web pages at <http://www.claremont-school.co.uk/79/design-and-technology>

## Person specification

The successful candidate is likely to display the following characteristics:

- Possess a good honours degree in a relevant discipline and a PGCE or equivalent
- Strong theoretical and practical competence in all areas of DT for years 7,8,9 and graphic products for GCSE
- An ability to teach A level technology is desirable
- Confident in general workshop processes, materials and safe working practices
- Experience delivering lessons in the following: wood, plastics, structures, mechanisms, electronics, graphics, computer control, ICT and CAD/ CAM
- Enthusiastic commitment to all aspects of the department's programme including trips, visits and weekly study clinics
- Possess ability, skills and experience to contribute to both the Department's and the School's co-curricular programme
- Demonstrate a proven track record of results in examinations (experienced teachers)
- A cheerful, enthusiastic and well-presented person, capable of inspiring confidence in pupils and parents
- Excellent communication skills, oral, written and use of ICT. All teaching staff are supplied with a laptop
- Ability to work confidently with DT software products
- An understanding of the nature of independent learning

- Able to set high expectations amongst all pupils
- An understanding of the skills required when teaching pupils with a range of abilities, encouraging all to develop to their maximum potential
- Capable of working independently and as part of a team
- Calmness and efficiency and the ability to work under pressure at certain times
- Eager to learn and able to attend all INSETs
- An awareness of Health and Safety issues and compliance with Health and Safety policy
- Aware of the nature of the School and prepared to commit to its all-round ethos, co-curricular activities and pastoral approach
- Prepared to work hard with energy and enthusiasm

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