Winchester House School

FOR BOYS AND GIRLS AGED 3 TO 13

WINCHESTER HOUSE SCHOOL
Overview, Person Specification, Job Description and Application Form

Thank you for your interest in Winchester House School and the role advertised. Below you will find some information about the School and the job specification but please do visit our website (www.winchester-house.org) where you can find more information and see our School video.

The School:



Winchester House School is a fully co-educational nursery, pre-prep and preparatory school offering outstanding education to children aged 3-13 with day, occasional and weekly-boarding available. We currently have 320 children at the School with 100 children opting to board every week, ranging from occasional boarding to weekly boarding.

The heart of the school is situated in the Manor House, an attractive building dating from the early 1800s with modern classrooms, facilities and boarding houses nearby.



The School sits on a total of 18 acres including a wide range of sports pitches, a newly built AstroTurf, swimming pool and gardens including our very own 'Secret Garden'.



Winchester House School is located in the heart of Brackley, an attractive market town, approx. 10 minutes from the M40 and 20 minutes from the M1 and within easy reach of Banbury, Oxford and surrounding villages.



We offer the perfect blend of the traditional and the innovative, the formal and the relaxed and have a deserved reputation for academic, sporting, musical and dramatic success within a happy, stimulating atmosphere.

Academic:

Specialist teaching starts in Reception with music, sport and ICT and from Year 5, all classes are taught by specialist subject teachers with small tutor groups averaging 13 children.

We feed to all the top public schools in the country and achieve a wide range of scholarships every year.





Community:

We have 2 boarding houses – Drayton for the girls and House for the boys. In addition, all children in Years 3-8 are allocated to one of the four houses: Bryant, Gascoigne, Leachman or Priestland and there are various house events across the year, such as the 'House Shout' (singing competition) or house hockey matches.





Winchester House School is a special place and pastoral care is very strong. Parents and children talk passionately about their love of the school and our children leave confident and prepared for life at their next school.

The School's Aim:

Our aim is to give each child a thirst for life-long learning through a stimulating and innovative curriculum which pursues excellence.





Our Boarding Community

The Head:



Emma Goldsmith became Head of Winchester House School in September 2014. She has had a close association with the School since the beginning of her teaching career having taught former Winchester House School pupils at Oakham, Rugby and at Bloxham School, where she was Deputy Head. She has also been a Governor and parent at Winchester House School.

Please go our website www.winchester-house.org to find out more and have a look at our School video www.winchester-house.org/video-of-school

Every child brings something unique to Winchester House and every child leaves uniquely confident for whatever lies ahead.

Nominated for Best Prep School 2017 by Tatler Magazine

An application form (found at the back of this pack) for this position must be completed and accompanied by a hand written letter of application and Curriculum Vitae.

Closing Date for applications: **Monday 6th November 2017**
Interviews to be held on: **Wednesday 22nd November 2017**

Application forms should be returned for the attention of :

Lesley Mansfield
Winchester House School
44 High Street
Brackley
Northants
NN13 7AZ
Email: lesleym@winchester-house.org

Winchester House School is committed to safeguarding and promoting the welfare of children and the successful candidate will be subject to an enhanced disclosure through the Disclosure and Barring Service and be required to register with the DBS update service for a small annual fee.

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HEAD OF DESIGN & TECHNOLOGY-
JOB DESCRIPTION &
PERSON SPECIFICATION

The Independent Sector

Those unfamiliar with the Independent Sector should be aware of the following:
At Winchester House

- Terms are shorter in duration than in the State Sector
- The school day for Pre-Prep children is Monday to Friday 9.00am-3.45pm with a possible 8.30am start and after school activities until 4.45pm
- The Upper School day for Year 3 & 4 is from Monday to Friday 8.20am – 6.30pm
- The Upper School day for Years 5-8 is Monday to Friday 8.20am-6.30pm (4.30 on Wednesday), Saturday morning 8.20am -12.50pm and Saturday afternoon if involved in the games programme
- Staff are required to work up to three INSET days prior to the beginning of each term
- All staff are required to attend one Open Morning a term on a Saturday morning
- Parent Teacher Meetings are usually held in an evening at least once a term

Design & Technology Teaching at Winchester House

- Design Technology is taught primarily in the specially designed Art, Design and Technology block situated in the heart of the school.
- ADT is taught by class teachers in the Pre-Prep
- ADT is taught in small mixed ability groups

The Post

The successful applicant will:

- Teach an agreed timetable of Design Technology from years 3 to 8 inclusive and offer another subject at KS2 and/or KS3
- Be an inspirational and committed teacher of Design & Technology.
- Be able to teach Design & Technology in several areas including Resistant Materials, Systems & Control and Graphics.
- Be keen to introduce and develop aspects of CAD/CAM to the D&T curriculum.
- Be up to date with Health & Safety regulations and training and be familiar with the usual workshop tools, equipment and machinery.
- Be interested and willing to be involved in the delivery of Art focussed projects
- Be willing to lead and develop the design technology curriculum across the School
- Have an interest in the possible expansion and development of the department
- Be willing and able to enter fully into the life of a co-educational boarding and day school (3-13)
- Be interested in participating in the Games programme

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Pay and conditions

- According to the Winchester House salary scale, dependent on qualifications and experience
- Membership of the Teachers' Pension Scheme
- All meals during the teacher's day are provided free of charge
- Winchester House is fully conversant with and supports the NQT induction programme.

HEAD OF DEPARTMENT RESPONSIBILITIES

Responsible to the Deputy Head (Academic).

Within the context of the school's aims and policies, a Head of Department should:

- develop and implement subject policies, plans, targets and practices
- secure and sustain effective teaching of their subject
- assist the Leadership Team in evaluating the quality of teaching and standards of pupil achievements
- set departmental targets for improvement.

They are expected to:

1. Ensure that the department makes an appropriate contribution to a broad and balanced education for all children, through the fostering of good relationships with other departments.
2. Support and facilitate members of their own department by:
    - acting as a subject specific mentor to newly-appointed staff
    - demonstrating personal good practice
    - recognising and valuing the contributions of others
    - communicating effectively
    - providing guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and different pupils
    - advising with matters of behaviour and discipline where it affects the quality of teaching and learning
    - acting as an accessible point of reference on matters arising on a daily basis
    - encouraging and enabling professional development, through the delegation of roles within the department and the support of strengths, areas of interest, new initiatives and ideas
3. Support and facilitate the promotion of their department and the school through vehicles such as:
    - the School Web Site

- the Year Book
- visits and speakers
- blogging
- outreach opportunities and links with other schools, educational establishments and the wider arena

4. Attend regular Heads of Department meetings.
5. Hold regular departmental meetings and record minutes.
6. Develop and implement subject policy documents.
7. Establish and develop curriculum plans in consultation with and through Key Stage 1 and Year 3 and 4 teachers thus ensuring continuity and progression through all key stages.
8. Monitor and evaluate the success of curriculum plans and their impact on teaching and learning, using this analysis to guide further improvements.
9. Submit an annual improvement plan identifying realistic and challenging targets, clearly stating action to be taken, timescales and criteria for success.
10. Evaluate the success of this plan on an annual basis in order to effect continuing improvement.
11. Prepare and manage the departmental budget according to the guidelines outlined in the Staff Handbook.
12. Oversee the purchase, deployment and effectiveness of resources.
13. Adhere to the Health and Safety Policy and produce risk assessments as outlined in the Staff Handbook.
14. Follow whole school policies, maintain departmental policies and nurture good practice for assessing, recording and reporting on pupil achievement, using this information to assist in the setting of targets for further improvement.
15. Promote the use of information about pupils' prior attainment in order to secure good progress in the subject.
16. Ensure effective and appropriate development of pupils' information technology skills through the subject.
17. Maintain personal development and keep abreast of trends in the Independent sector and the wider world of education.

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PERSON SPECIFICATION

Qualification

Required

- Good degree
- Qualified Teacher status

Desirable

- Evidence of continuous INSET and commitment to further professional development
- NQTs are welcomed and should have CEP identifying strengths and areas for development

Experience

Required

- Proven track record as a successful teacher or if NQT, clear evidence and references showing successful teaching placements
- Experience of providing relevant, differentiated and inspired teaching for all pupils in assigned classes
- Ability to teach Design and Technology in several areas including Resistant Materials, Systems and Control Graphics
- Have a willingness and interest in working closely with Art teachers in the delivery of Art projects
- Preparation for scholarship portfolios
- Experience of designing and making scenery and sets for productions
- Have experience of teaching and be able to offer another subject in Key Stages 2 and 3
- Experience in the creation of displays and exhibitions
- An ability and desire to work collaboratively in building the profile of the department through new opportunities and projects

Desirable

- Experience of and interest in the development of cross curricular projects.
- Be keen to introduce and develop aspects of CAD/CAM to the Design and Technology Curriculum
- Experience and ability to contribute to the Games programme.
- Working in partnership with parents and colleagues including Art team, class teachers, Learning Support Team and Teaching Assistants.

Knowledge & Understanding

Required

Have a clear understanding of what is required to meet the teaching standards and produce excellent teaching and learning

A knowledge and understanding of:

- how to provide effectively for the individual needs of all children - including, able and gifted and those with learning difficulties (e.g. classroom organisation and learning strategies);
- National Curriculum requirements and CE requirements
- methods for the monitoring, assessment, recording and reporting of pupils' progress
- the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and Child Protection
- the positive links necessary within school and parents
- Current health & safety requirements for the teaching of Design and Technology and be familiar with the usual workshop tools, equipment and machinery

a range of effective teaching and learning styles.

Desirable

In addition, the Teacher might also have knowledge and understanding of:

- the use of a range of media to teach and assess children's progress
- ability to use ICT effectively to support teaching and learning and to monitor children's progress
- strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development of pupils
- curriculum development

Skills

Required

The Teacher will be able to:

- promote the school's aims and ethos positively
- inspire the children they teach in order that they enjoy the subject and achieve their highest academic standards
- create a happy, challenging and effective learning environment
- place a strong emphasis on learning through practical experience for all children
- prepare materials and other resources suitable for use in the design and technology workshop
- establish effective personal relationships with the subject team, school staff as a whole and parents
- communicate effectively both orally and in writing to a variety of audiences and in a variety of situations
- be reflective and learn from past experiences and be willing to accept advice and support from colleagues

- NQTs must show an eagerness and willingness to participate fully in the NQT programme
- show resilience and an ability to work under pressure.
- to offer a range of extra -curricular activities

Desirable

In addition the teacher may have proven ability to:

- promote interest in the subject through displays, competitions, shows, visits
- develop community links
- produce risk assessments

Personal Characteristics

Required

The appointee should be:

- committed to the teaching post
- flexible, adaptable and able to use initiative
- have good attendance and excellent punctuality
- a good communicator and proactively engage with parents and colleagues
- a willing and supportive team member
- energetic and creative
- have a good sense of humour
- keen to develop professionally
- resilient
- keen to contribute fully to the life of this busy boarding/day prep school
- have a commitment to safeguarding and promoting the welfare of children

Desirable

The appointee will hopefully have:

- Aspiration and ambition

Terms and Conditions

Offers of employment are made subject to receipt of satisfactory references and DBS clearance. The post-holder will be placed on the School's Upper School pay scale and the salary offered will be commensurate with qualifications and experience.

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WINCHESTER HOUSE SCHOOL – Application Form

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment

Position Applied For	**HEAD OF DT**

Title		Surname		Previous Surname	
First Names (Underline those by which you like to be known)				
Address				
Previous Address (if less than 5 years at above address)				
	Work		Home	
Telephone				
Mobile				
e-mail				

Date of Birth	
D.F.E.S. Number	
Do you have qualified teacher status	Yes ☐ No ☐
National Insurance Number?	

○ Academic/Vocational Qualifications

Awarding Body	Subject	Grade	Date

WINCHESTER HOUSE SCHOOL – Application Form – continued
Education and Employment

○ Present Employer

Name	
Address	
Post Held	
Dates	

Salary or Hourly Rate	
Period of notice	

○ Previous Employment etc.

Please supply a full history in chronological order with start and end dates of all training/further education, employment, self employment and any periods of unemployment since leaving secondary education. Provide where appropriate explanations for any periods not in employment, self employment or further education/training and in each case any reasons for leaving employment.
(Continue on a separate sheet if necessary)

Employer/training establishment/self employment/unemployment	Appointments held/Subjects taught or any other responsibilities	Reason for leaving	From Date	To Date

○ Interests

Any extracurricular involvement to date:

○ Medical

Please give details of any known medical condition which may be relevant or which may prevent you from giving effective, continuous service. If none, write none.

○ References

Please provide the name, addresses, telephone numbers etc. of at least two referees and indicate your connection with them. Of these one should be your current or most recent employer. Where you are currently not working with children but have done so in the past one referee must be from the employer by whom you were most recently employed in work with children. **Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends. If invited for interview referees will be contacted beforehand so please indicate clearly if there is anybody we should not contact before interview.**

Name			
Address			
Telephone			
Fax			
E-mail			
Connection			

○ Consent and Declaration

All applicants will be asked to be DBS checked and if successful will be asked to register with the DBS update service.

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. *(The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.)*

I have not been disqualified from working with children, am not named on DfES List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council), and either (please delete as appropriate):

I have no convictions, cautions or bind-overs

OR

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential

Signature: …… Date: ……