**JOB DESCRIPTION – HEAD OF DESIGN TECHNOLOGY**

**General**

Winchester College is a boy’s boarding school of 700 pupils. It was founded in 1382, and is one of the world's oldest and most prestigious schools. It is distinctive in its combination of intellectual tone, promotion of high culture and civilised pastoral care. The school’s examination results are excellent. We offer a distinctive and rigorous curriculum, which is complemented by a very wide range of sport, music, art, drama and other co-curricular activities.

# Winchester is embarking on an excitingnew stage in its development. Dr Tim Hands arrived as Headmaster in September 2016, and the school has ambitious plans to build on its considerable existing strengths and further develop its position as a world-class learning community where the life of the mind is a priority and a life-long love of learning and beauty is fostered.

**The DT Department**

The purpose-built DT centre, Mill, is equipped with a comprehensive range of traditional and high-tech machinery, a graphics studio, an electronics lab and forty computers packed with professional software. During practical sessions our team of highly-skilled instructors work alongside the teaching staff to provide expert guidance, ensuring pupils have every opportunity to fulfill their creative potential.

Boys study Design Technology within the timetable throughout the school.  Boys follow an introductory course in first year and then take a GCSE in Design Technology (OCR) or 3D Design (AQA).  In sixth form pupils may opt to study for a Pre-U in Design or A-level (OCR) in DT: Design Engineering.  The curriculum caters to a broad range of design interests from architecture and product design through to engineering design and robotics.

Regular trips enrich the curriculum at all levels. Recently, pupils have visited the MINI Car Production Plant, Design Engine Architects, Barnsley Workshop and Formaplex Ltd (manufacturers of high-end automotive components). The department has a strong link with Southampton University and boys are regularly taken to undergraduate lectures and the large-scale wind tunnel. Guest speakers have included Barber & Osgerby, award winning designers of the London 2012 Olympic torch, Engineer and TV Presenter, Rob Bell, Bloodhound SSC aerodynamicist, Ron Ayers, and Chief Aerodynamicist for Sauber F1, Willem Toet.

The Head of DT will be a key contributor to discussions regarding the development and layout of a new DT workshop and classroom, which forms part of the later phase of the adjacent Southern Campus Development (a major building project that will provide the school with exciting new sports facilities).

**Role and Principal Responsibilities**

The Head of Design Technology organises and supervises the work of all those who teach and learn in the Department. He or she:

* ensures that all teaching and learning activities are fresh, interesting and challenging
* is responsible to the Headmaster for the Department’s public examination results
* ensures that the Department engages in a wide range of extra-curricular activities (trips, lectures, exhibitions, competitions, outreach, etc.)
* keeps up to date with developments in the teaching and examining of the subject by means of regular contact with peer schools
* keeps up to date with higher education opportunities and trends in the subject, and directs the preparation of pupils for Oxbridge and other top universities
* maintains, shares and develops the Department’s digital resources in Firefly
* is responsible for the efficient manning of the Department, and works closely with senior management in the appointment of new members of the Department
* plays a prominent part in the induction and professional development of members of the Department
* ensures that each member of the Department undergoes Professional Review on an annual basis
* is responsible for the departmental handbook
* holds regular departmental meetings and distributes minutes in a timely fashion

The Head of Design Technology will be highly enthusiastic about the subject and nurture the rich extracurricular dimension that it offers our pupils.

**Professional Development**

The successful candidate will:

* show evidence of, and a continuing interest in, professional and personal development
* participate in the school’s Professional Review system
* provide support and guidance to colleagues in the department for the maintenance of good order and discipline
* share best practice with the rest of the department.

### **Qualifications**

**Essential**

* An excellent degree in a relevant subject
* The ability to teach to Pre-U and university entrance level

### **Person Specification**

* ability to inspire and motivate others through verbal and written communications
* good time management skills; superb organisation
* patience and enjoyment of attention to detail
* ability to use initiative
* enthusiasm and confidence
* a genuine desire to contribute to the wider life of the school, with the ability, skills and experience to contribute to the school’s extra-curricular activities

**Terms of Service**

**Salary**

Winchester has its own generous salary scale.

**Accommodation**

Appropriate accommodation will be provided

**Private Health Care and Pension**

The successful applicant will be required to be a member of the College Corporate Health Scheme in accordance with the current rules of the Scheme. Membership of the Scheme does not extend to family members. This is a taxable benefit in kind.

Under new regulations, all academic members of staff will be included in the Government Teachers’ Pension Scheme, unless a valid opt out form is completed. Particulars of the scheme will be provided by the Teachers’ Pension Scheme. The College will not contribute to any scheme other than the approved teachers’ scheme.

**Probation and Notice Periods**

The first twenty- four months of employment will be a probationary period. During the probationary period, the notice required by either party to terminate employment will be four weeks. If employment is confirmed, the notice period will increase to one full term.

**Enhanced Disclosure - Child Protection and Safeguarding**

Winchester College is committed to safeguarding the welfare of children at the school.  Therefore, this appointment will be subject to a successful Enhanced Disclosure and Barring check. This will provide details of convictions, reprimands, warnings, cautions and bind overs as per the DBS filtering guidance. A policy on the recruitment of ex-offenders, and information about DBS filtering, is available upon request from the HR Department if required. The college may approach previous employers to seek relevant experience or qualifications, in addition to obtaining references provided by the candidate.

The jobholder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the school’s Child Protection and Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, the Don becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school’s Designated Safeguarding Lead or in his/her absence the Assistant Designated Safeguarding Lead.

**References and Other Pre-employment Checks**

The appointment will be dependent on the receipt of a successful medical check and satisfactory references. The College will usually seek references from short listed candidates before interview and may approach previous employers for information to verify particular experience or qualifications. At least one referee must be the current or most recent employer. Where applicants are not currently working with children but have done so in the past, one referee must be the person by whom they were most recently employed when working with children.

**Data Protection Statement**

Winchester College collects and processes relevant personal data as part of its everyday operations and is obliged to process it in accordance with the Data Protection Act 2018.   
The school is the Data Controller of this data under the Act and is registered with the Information Commissioner's Office; its registration number is Z5751669.

Any queries about this policy or how personal data is processed by the school should be referred to the Data Protection Liaison Officer.