



CRANMORE

INDEPENDENT DAY SCHOOL

Appointment of

Head of DT

From September 2022

Information for Applicants



Cranmore part of the Effingham Schools Trust
Epsom Road, West Horsley, Surrey, KT24 6AT
01483 280340

• Registered Company No. 4509623 • Registered Charity No. 1095103

CRANMORE **ST TERESA'S**

About Cranmore



Cranmore is a leading independent school in Surrey having taught prep school pupils for 50 years. In September 2019, Cranmore joined the Effingham Schools Trust resulting in the widening of the provision to offer education for pupils age 2 to 18.

The Trust's diamond model will offer the benefits of the co-ed classroom to very young pupils, the benefits of the single sex classroom in later prep and secondary years, before finally returning to co-education at 6th Form. This method reflects and acknowledges that girls and boys approach their learning in different ways as they develop.

Cranmore has a wonderful 25-acre site and is blessed with fantastic facilities. Combined with its sister school, St. Teresa's, the Trust has 1,000+ pupils and £20m+ assets. There are exciting plans for new capital development as the Trust grows to 1,200 pupils over the next few years.

Cranmore is proud of its reputation as a leading independent school with all round excellence across a broad curriculum enriched with co-curricular activities. We are excited to be expanding our education and invite outstanding individuals to join us on our journey.

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Head of DT – Roles & Responsibilities

Cranmore is at an exciting stage in its development with a growing Senior School. There is three form entry from Year 7. Currently, there are 110 pupils in the Senior School (Years 7 and 8) rising to 170 with the addition of Year 9 in September 2022 who will be our first GCSE cohort in summer 2025. This is an excellent opportunity for a DT specialist to advance DT teaching and cultivate pupil awareness, understanding and expertise in the areas of design and innovative thinking.

The department has a dedicated DT room equipped with a laser cutter, plotter, 3D printer, vacuum former, hotwire strip former, soldering stations. Pupils work with a range of hard materials including wood, acrylic and other plastics. Pupils using 2D and 3D drawing packages including 2D Design, TinkerCAD and Autodesk. DT works closely with the Computing department in regards to the teaching of robotics, electronics through Microbits, Raspberry Pi and Arduinos.

ROLES & RESPONSIBILITIES

General

- Support the Catholic ethos of the School.
- Be aware of and comply with both School and Trust policies and procedures.
- Contribute to the overall aims of the School Development Plan.
- To develop and implement own professional development and skills.
- To behave in a manner that is professional, friendly and fair with pupils, colleagues and parents.
- Work cooperatively as part of the wider staff team.
- Be a form tutor.
- Participate in a rota of duties between 8am and 6pm.
- Contribute to the extracurricular programme.
- Support school events such as concerts, productions and parents' association events.

Subject & Departmental

- Establishing and reviewing schemes of work.
- Selecting the examination board and liaising with the examination board about specifications, examinations and results.
- Implementing effective methods of assessment of pupils' work and providing opportunity for pupil work to be showcased to the wider school community.
- Keeping up-to-date with subject developments outside Cranmore and sharing them with the Deputy Head (Academic).
- Liaising with the Deputy Head (Academic) about future developments in the DT curriculum.
- Ensuring there are appropriate co-curricular activities associated with the department to complement and extend the department's teaching.
- Attending Heads of Department meetings.
- Producing an annual report for the Head including a detailed analysis of public examination results.
- Managing the departmental budget effectively and keeping accurate inventories of fixed assets in the department.
- Keeping a comprehensive online presence of up-to-date departmental resources.
- Responding constructively to requests from other functions within the School for advice and assistance, such as the admissions and finance departments.
- Ensuring that displays in and around the department's teaching area are stimulating, helpful to pupils and indicative of the high standards the school expects.

Head of DT – Person specification

Qualifications

- A good honours degree in a relevant subject;
- Evidence of extensive, relevant continuing professional development.

Experience

- An impressive record of outstanding and recent senior school (Years 7 – 11) DT teaching;
- Evidence of having taken on additional responsibilities within a department.

Knowledge

- Excellent subject knowledge;
- Up to date knowledge of the national curriculum;
- A clear understanding of the essential qualities necessary for effective teaching and learning;

Skills

Be able to:

- Demonstrate excellent communication skills and the ability to set and communicate a clear vision
- Demonstrate good interpersonal skills
- Analyse and interpret departmental data to evaluate the performance of pupil groups, pupil progress and plan a robust course of action for improvement.
- Deal sensitively with situations that may include tackling difficult situations and conflict resolution.
- Write and communicate orally to an excellent standard.

Personality

- Ability to inspire and motivate colleagues, act as a role model and have high expectations of self and others.
- Ability to investigate, resolve problems and make informed decisions.
- Have excellent organisational skills and the ability to prioritise when under time pressure.
- Possess imagination, enthusiasm and a good sense of humour.

Remuneration and Benefits

Our staff enjoy working as part of a strong school community. Parents are confident of the academic standards, telling the Independent Schools Inspectorate that their children have been ‘well challenged and tutored’ by ‘talented teachers’.

We reward our talented staff with a range of benefits.

Salary

Salaries are competitive and in line with independent school teaching scales.

Continuous Professional Development

All staff have access to professional development training as part of the school’s performance development and appraisal process. Individuals are encouraged to continue to develop their skills to provide high quality teaching and learning for our pupils.

Fee Remission

Discount available on school fees. Full terms and conditions provided by the Finance department.

Pension Scheme

Generous contributory pension scheme.

Refreshments and lunch

Refreshments and lunch provided during term time.

Parking

Parking for staff members is provided onsite.

Employee Assistance Programme

A free, confidential 24-hour telephone service.

Use of School sports facilities

Staff may use the school’s sports facilities including a fitness suite, 25-metre indoor pool, squash courts and a staff fitness class.



Application & Selection Process

All applicants are required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. **A Letter of Application addressed to the Headmaster should accompany the application form.**

Long listed applicants will be invited to attend a formal interview with a panel at which their relevant skills and experience will be discussed in more detail. They will also be given a tour of Cranmore. Candidates subsequently selected for the short list will spend a day at Cranmore completing a series of relevant tasks. Interview panels will include at least one person trained in Safer Recruitment.

If it is decided to make an appointment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract;
- the receipt of two satisfactory references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory; **Please note that references will be taken up on short listed candidates prior to interview.**
- the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;

Cranmore School is committed to safeguarding and promoting the welfare of children. Our recruitment process follows the guidelines in KCSIE. Applicants undergo enhanced screening including checks with past employers, the DFE and the DBS.

Key dates

Closing Date for Applications: Tuesday 4 January 2022

Interview: Week commencing 17 January 2022

Start date: 1 September 2022