



Talbot Heath
Independent School for Girls aged 3-18
HONOUR BEFORE HONOURS

Head of Design Person Specification

Talbot Heath is a flourishing school with a bold vision. We think big in an inspiring environment. Our academic results are hugely important to us, but they are part of a much broader process and experience. A global outlook, a focus on pedagogy, a genuine commitment to digital learning and our passion for 'looking beyond' underpins the education at our school. Inter-disciplinary learning is integral to our curriculum, from the tender age of 3 right up to 18 years of age.

Our community, led by the Head, Mrs Angharad Holloway, is made up of two schools, Junior from ages 3-11, and Senior, ages 11-18, comprising just under 600 girls. With an excellent ISI Inspection Report in 2015 and a glowing reputation both locally and nationally, we have much about which to be proud.

However, we are bold in our educational vision for the 21st century going forward and are currently in the midst of a pioneering development. We are building an Inter-disciplinary Hub, over three floors, with flexible learning spaces, a 600 seater auditorium and a virtual reality teaching and learning space. This space will include art, textiles, graphic design, robotics, electronics and DT studios which will be utilised by pupils from across the school to realise our vision.

Your Role in This Vision:

As Head of Design, you will lead and oversee the design aspects of our inter-disciplinary curriculum, from Key stage 1 through to Key Stage 5, working closely with other faculty and inter-disciplinary leaders to create stimulating and challenging curriculum activities that span disciplines. There are already numerous curriculum strands embedded across the school and we are already in collaboration with local universities and the wider community in order to realise this curriculum.

Project based activities will be at the heart of our inter-disciplinary curriculum and pupils will be encouraged to follow their own ideas, work collaboratively and independently and fully engage with their designing and making.

Your teaching and learning space will be purpose built and equipped with the latest facilities and resources to help realise this curriculum in full. It really is a unique opportunity for a creative thinker, a visionary practitioner and outstanding project manager.

Your Role as a Teacher:

While our pupils enjoy the benefits of a creative and innovative learning environment, our teachers strive to inspire and engage using a wide range of pedagogical approaches. We want every teacher to offer the very best in teaching and learning to our pupils and this will inevitably, and perhaps increasingly, involve the digital world. We have iPads on a 1:1 ratio from age 7 and our Pre-Prep groups have class sets. We are leaders in the use of digital technology and are soon to be an Apple Distinguished School

It is not essential to be a whizz with the technologies we use, but we will want you to have an agile and ambitious mind-set that is open to adopting new techniques and teaching others to use the technology. Training and support is offered on a weekly basis as part of formal and informal CPD, and is focused on pupil learning. You will need to have a knowledge of software packages linked to design such as Soundworks and CAD, as we will expect all pupils to master these.

Head of Design Job Description

Main Purpose:

- to lead by example in all areas of professional practice, in the relentless pursuit of high standards.
- the leadership, management and development of the Design curriculum team.
- to be responsible for the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area.
- to inspire staff and students to participate in a comprehensive inter-disciplinary programme with a rich and varied provision which enhances student relationships with staff and each other and helps develop students' lifelong learning skills

Duties and Responsibilities:

- to take responsibility for overseeing the Design studios at Talbot Heath, ensuring that the spaces are appropriately equipped and effectively and safely managed
- to design, in conjunction with HoFs and Subject Co-ordinators across all key stages, an engaging and challenging curriculum that enables all students to enjoy the subject and achieve at the highest level, supported by detailed schemes of work which ensure consistency and coherence across the curriculum area.
- to deliver the design elements of the interdisciplinary curriculum, supported where necessary by additional staff
- to work closely with the staff from the Art, Textiles, Drama , Music and Computing departments on collaborative Design projects
- to develop innovative partnership projects with institutions such as AUB, BU and Bournemouth Council that allow large-scale community initiatives ,focussing on creativity and design to be realised
- to ensure students acquire the skills necessary to conduct inquiry and research and show independence in learning (teamwork, problem-solving, critical thinking)
- to take responsibility for evaluating the performance of the Design faculty to identify the priorities for continuous improvement and raising standards and to ensure equality of opportunity for all.
- to develop policies and practices and ensure that resources are efficiently and effectively used to achieve the School's values, aims and objectives.
- to support the ethos and policies of the School and promote high levels of achievement and attainment in the curriculum area.

- to ensure the rigorous quality assurance processes are carried out within the curriculum area to evaluate the success of the new curriculum and its development going forward.
- to engage in and support the appraisal process
- to play a leading role in enhancing the quality of teaching and learning in Design
- to establish a dynamic and engaging learning environment that helps students develop study skills in order to achieve excellent learning and with increasing independence.
- to ensure that all School policies are implemented rigorously and consistently by faculty staff.
- to ensure that parents/carers are well informed about the curriculum, targets, students' progress and attainment in the curriculum area through reporting and meetings.
- to support the development of links with parents of students in the School.
- to maintain a presence around the school to ensure that the highest standards of behaviour and site usage are upheld.
- to manage a faculty budget and resources effectively and efficiently.

Additional specific responsibilities:

- to contribute to extra-curricular and enrichment activities as appropriate

Being Part of a Team

- to participate in appropriate meetings with colleagues and parents as required
- to carry out a share of supervisory duties and examination invigilation in accordance with school procedures
- to carry out a share of cover duties for absent staff as required
- to take part in entrance procedures and Open Days as appropriate
- to contribute to the extracurricular life of the School
- to assist in the promotion of the subject within and outside school as appropriate
- to assist in departmental administrative tasks

Professional Development

As part of a community of learners:

- to take part in the professional development programme
- to attend induction, training and briefing sessions as required
- to keep up-to-date with developments within school and in relation to your discipline
- to keep abreast of developments in digital learning

General responsibilities

- to build and maintain good working relationships with all School colleagues
- to assist as necessary in other School areas at peak times
- to work at all times towards the aims and goals of the School and any individual objectives and targets you may have agreed
- to proactively identify areas for improvements within the School
- to act in accordance with Data Protection principles at all times
- to adhere at all times to School Operational and Employment policies and procedures
- to take responsibility for own Health and Safety and that of your colleagues

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may be reasonably be required within the general scope and level of the post.

Safeguarding and welfare of children

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, will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the role-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 Child Protection Officer or the Principal.

All employees of the School adhere to the Safer Working Practices guidance and all teaching staff are required to adhere to the Teaching Standards which can be found on the School website.

Terms and Conditions

All appointments for Talbot Heath School are subject to reference, DBS (Disclosure and Barring Service) checks, health check, proof of identity and eligibility to work in the UK.

Salary guide

Talbot Heath has its own salary scale. This post is a management role and as such will attract a salary on the management scale

Invitation for Interview and Recruitment Arrangements

The School has a statutory duty to apply for DBS clearance and shall ask the successful candidate to complete the form which must be cleared before the applicant can commence work. Such checks may take three to four weeks. If called for interview, you will be required to bring with you your Birth Certificate, Passport and professional qualification certificates. References may be taken up before interview.

Data Protection Statement

Talbot Heath School adheres to the Data Protection Act 1998. In order for us to process your application for employment, we capture information about you. This may include your physical and mental health, and any criminal convictions you may have. All information will be kept confidential. We will only use it to process your application for employment. Your criminal record is used to enable us to discharge our legal obligations as a School. We destroy this information once we have obtained it, and simply log the fact that we have seen it. Your physical and mental health details enable us to assess that you will be able to fulfil the demands of the job. Should your application be unsuccessful we will delete all your information from our systems and dispose of it in a secure manner, unless you request that we retain it.