



OUNDLE

School

Job Title: Design, Engineering and Technology Teacher (maternity cover)

This job description outlines the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended as a wholly comprehensive schedule.

About the School

Oundle School is one of the country's leading co-educational boarding and day schools, with 860 boarding and 250 day pupils. A further 250 day pupils attend Laxton Junior School.

Oundle School enjoys a strong reputation for academic excellence as the core of an all-round education and supported by outstanding pastoral care. Developments over recent years have sought among other things to support the love of learning in all pupils by developing the non-examined curriculum.

Departments follow GCSE, IGCSE, A level or Pre-U courses. In the past five years, 60% of all Upper Sixth results have been graded at A*/A or equivalent; at GCSE, 86% of all grades have been graded A*/A. The School has a strong tradition of pupils' securing places at Cambridge or Oxford, with over 20 leavers on average going on to study at one of the universities each year.

All members of the academic staff contribute to the School's extensive co-curricular provision and are expected to fully participate in the boarding school life that encompasses some evening and weekend duties.

All teachers are expected to demonstrate consistently high standards of professional and personal conduct, maintaining high standards of ethics and behaviours both in and outside Oundle School, having proper and professional regard for the ethos, policies and practices of the School. All teachers are required to act within the statutory frameworks which set out their professional duties and responsibilities.

The Department

The Design, Engineering and Technology department is housed in the Patrick Engineering Centre (PEC) a state of the art facility opened in September 2016. The PEC comprises of three design studios all equipped with a class set of high end 27" touch screen PCs, five open plan workshop bays, a large projects area, an advanced manufacturing suite, staff office, materials preparation room with store, reception area and a foyer for display purposes. The PEC is a separate building located in the school's Sci-Tec campus.

The PEC has been set up to deliver a modern day experience of design engineering to Oundelians with careful selection of both traditional and contemporary design and manufacturing techniques that are appropriate in a variety of industrial settings.

Our advanced manufacturing suite houses a 3DS ProJet 5500X multi-material polyjet rapid prototyping system, A 3DS ProX 200 direct metal printing system capable of producing components in steel, aluminium, titanium, precious metals and ceramics. This workspace also houses a Techsoft 1290 CNC router with 4th Axis, a Markforged Carbon Fibre / Kevlar 3D Printer, 3DS Cube Pro Duo FDM 3D Printer, a 5 axis CNC router, 2 x LaserPro Spirit GLS 100w laser cutters, a Boxford CNC lathe and a Roland CAMM-1 vinyl cutter. Pupils also have the opportunity to utilise a full three-dimensional 3D scanning system by Creaform in this area.

The workshop bays contain machinery for multimedia fabrication across wood, metal, plastics and composite material areas, these include: numerous hardwood benches and steel top metalwork benches, 5 x pillar drills, 2 x wood lathes, 3 x abrasive disc sanders, 3 x bobbin sanders, 3 x bandfacers, 4 x fretsaws, a mortising machine, 2 x milling machines, section roller, slip rolls, box pan folder, hydraulic sheet metal guillotine, thermoforming equipment; vacuum formers, strip heaters, dome blowers, vacuum bagging equipment, 4 x bandsaws, polishing mops for both metals and plastics, a powder coating booth and a large curing oven. There are also a vast number of hand held power tools and hand tools available for staff and pupils to use. The department also has a side variety of tooling and equipment for the manufacturing of composite components from GRP and Carbon Fibre.

The large projects area situated on a lower level to the main workshop contains a XYZ 710VMC CNC milling machine with 5 axis capability, a XYZ CT52LTY CNC lathe with live tooling, a 1.25 x 1.25m Swiftcut CNC plasma cutter incorporating Hypertherm technology, a 2.4m spray booth, Airblast media blasting unit, metal chapsaw, 2 x Colchester 2500 metal centre lathes, 2 x Miller MIG welders, 1 x Thermal Arc TIG welding, MMA welder, spot welding machine, hand operated plasma cutter, aluminium casting crucible, a 15 tonne hydraulic press and a four post 4000KG vehicle lift.

The PEC also contains a number of 84" interactive presentation screens, an A3 colour printer/scanner and copier, A0+ HP Printer, tablets and a Canon DSLR camera. Our software packages of choice are: SolidWorks, Techsoft 2D Design, Adobe Photoshop, SolidCAM and Siemens Sinumerik control software.

The department consists of a Head of Department, three full-time teachers, three full-time technical instructors, one part-time technical instructor and a part-time departmental administrator.

Oundle School has strong historical links with engineering and the mechanical sciences. We pride ourselves in being able to draw the very best from the pupils by challenging them to solve problems in all areas of design and manufacturing.

The department focuses on stimulating design creativity, advanced manufacturing and generating enthusiasm for the many disciplines associated with the world of Design and Engineering. In the First, Second and Third Form (Years 7 to 9) pupils are set tasks that will help to develop confidence and independence. The overall aim is to set high expectations for the standard of their work and to increase their skill base in designing and making. To achieve these fundamental targets the department presents the pupils with a range of projects delivered via simple closed briefs or more open ended design tasks, which will enthuse and stimulate whilst also covering the properties of the materials and production processes. These projects are not too prescriptive; they must stimulate creativity and test the pupil but also offer the individual scope to develop the confidence that comes from achieving finished pieces. 3rd Form pupils compete in the F1 in Schools initiative where in 2017 one of our teams won best engineered

car, fastest car and finished in 1st place overall at the regional finals allowing them to compete at the National finals held at Silverstone.

Design, Engineering and Technology is compulsory in the First and Second forms of the School then becomes optional from the Third Form up to A level. Around 75% of the year group choose to study Design, Engineering and Technology in the Third Form, with around 60 pupils each year examined at GCSE level. The department follows the OCR Design and Technology specification (J310) at GCSE and currently the OCR Product Design (H406) and Design Engineering (H404) specifications at A level.

Job Purpose

The teacher is required to carry out the general professional duties of a school teacher under the reasonable direction of the Head and to perform such particular duties that from time to time which may reasonably be assigned him/her by the Head. The post holder will teach 52 periods per fortnight of Subject throughout the School.

The post holder will be a dynamic and committed classroom teacher who is not only a highly competent teacher but who is also able to contribute his/her own particular strengths and skills to the future development of the Department, and participate in and contribute to the life of the school as a whole.

Duties and Responsibilities

The following duties are included in the professional duties which the teacher is required to perform:

Teaching

- Ensure that lessons are planned in appropriate detail and are prepared and delivered in accordance with the departmental scheme of work and regulatory standards.
- Teach, according to pupils' educational needs, including the setting and marking of work to be carried out by the pupils in school and elsewhere (homework).
- Assess, record and report on the development, progress and attainment of pupils in order to ensure pupils fulfil their potential.
- In each case having regard for Oundle School's curriculum and policies reinforcing the need for high expectations which inspire, motivate and challenge pupils.
- Assist with displays of and publishing pupil work.
- Utilise ICT as an effective tool to aid teaching and other classroom resources as appropriate,
- Assist with departmental voluntaries, societies, trips and initiatives.

Pastoral Care

As with all members of the academic staff the post holder will act as a tutor to a Boarding or Day House, under the direction of a Housemaster or Housemistress (Hsm) and they will:

- Promote the general progress and well-being of individual pupils and any class or group, ensuring consistent feedback is given, which guides pupils.
- Tutor a group of pupils, providing them with guidance and advice on educational and social matters, monitoring their welfare and making relevant records and reports in accordance with the school policies.
- Communicate and consult effectively with parents of pupils and tutees, as and when necessary, regarding pupils' achievement and wellbeing.
- Undertake weekly night duty in a Boarding House, or the equivalent in a Day house.

- Attend Tutorial lunch on a Monday and Friday and maintain regular contact with tutees on an ongoing basis.
- Attend Parents' Receptions and support House events wherever possible

Assessment & Reports

- Regularly mark pupil work, giving appropriate feedback and keeping records of marks.
- Provide written reports and internal comments relating to individual pupils.
- Communicate with Head of Department, Hsm and tutor about the progress of individual pupils, as necessary.
- Attend Parent Receptions.

Continuing Professional Development

- Attendance at Staff Meetings, Briefings, INSET and courses, as required, sharing information with colleagues as appropriate to encourage development of all.

School Support

- Assist covering or taking other classes as and when required (e.g. staff illness) and being available for exam invigilation.
- Carry out a share of supervision duties in accordance with published rotas.
- Attend staff briefings and all whole school staff meetings.
- Checking school e mail account on a regular basis and replying to colleagues as appropriate
- Managing the behaviour of pupils effectively at all times.

Curricular/Ex-curricular Activities

- The post holder will be expected to contribute to the extra-curricular life of the School as appropriate

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.

PERSON SPECIFICATION

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

ESSENTIAL ATTRIBUTES	DESIRABLE ATTRIBUTES
QUALIFICATIONS	
<ul style="list-style-type: none"> Qualified to graduate level with a good Degree in a relevant subject 	<ul style="list-style-type: none"> Post-graduate Qualification
SPECIALIST SKILLS & EXPERIENCE	
<ul style="list-style-type: none"> Able to demonstrate a genuine interest in teaching, with strong subject knowledge Have a desire and the ability to work effectively with children and young people Well-developed communication and presentation Competent in the use of ICT and CAD/CAM 	<ul style="list-style-type: none"> Proven track record as an outstanding teacher Experience of tutoring and contributing to extra-curricular activities Ability to make use of appropriate data to analyse the performance of pupils and set targets Experience of working with young people in some capacity
PERSONAL QUALITIES	
<ul style="list-style-type: none"> Enthusiastic about subject and continuing professional development Ability to motivate and inspire others to achieve Builds positive professional relationships at all levels Excellent judgement and decision making skills Appreciates and reinforces the need for diversity and respects British values (as defined under Prevent Duty) Organised, punctual and efficient in organising their workload and managing their time effectively A willingness to play a full part in the extra-curricular life of the School A sense of humour and perspective 	

Note:

Every job description in the organisation will be subject to a review either:

- on an annual basis at the time of the annual appraisal meeting, or
- as a result of a change in strategic direction, or
- as a result of a team/ operational requirements, or
- as a result of agreed performance appraisal needs and objectives, or
- within 12 months of appointment

It is the shared responsibility of the post holder and the Head to ensure that job description is kept up to date.

THE SCHOOL IS AN EQUAL OPPORTUNITIES EMPLOYER

EMPLOYMENT INFORMATION

This post is subject to a ten month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to appropriate safeguarding checks including an Enhanced check by the Disclosure and Barring Service.

All staff are required to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications declared on their application form.

Salary: According to the appropriate point on the School's salary scale.

Contract dates: To start September 2018, with an induction in the last week of August. This is a fixed term contract to 29th June 2019.

Hours of Duty: During School Terms, the teacher shall work all school hours, while the school is in session, and at any other time (including during school holidays, at weekends and before and after the School's normal start and finish times) as may be necessary (in the opinion of the Head) for the proper performance of the teacher's duties. Generally, the role of a teacher involves 66% teaching, 17% tutoring and 17% extra-curricular activities.

Working weeks: Term Time is approximately 33 weeks per year.

Holidays: All holidays must be taken during Oundle School holiday periods, not during Term time or when requested to attend a School trip during a holiday period. There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day).

Application closing date: Friday 9th March 2018 (9am)

Interview date: Thursday 15th March

Completed application forms should be returned to:
Vania Murphy, Recruitment Co-ordinator, The Bursary, Church Street, Oundle PE8 4EE
email: recruitment@oundleschool.org.uk tel: 01832 277193

Queries relating to the specifics of the role should be directed to:
Tracy Heath, PA to the Deputy Head Academic
Email: theath@oundleschool.org.uk tel: 01832 277112