

A young girl and a young boy, both in school uniforms, stand with their arms crossed in a library. The girl is on the left, wearing a dark blue blazer over a white shirt and a dark blue skirt with a yellow and blue plaid pattern. The boy is on the right, wearing a dark blue blazer over a white shirt and a blue and yellow striped tie. They are both smiling at the camera. The background is a blurred library with bookshelves and a bright window.

**APPOINTMENT OF
DEPUTY HEAD OF TECHNOLOGY
(MATERNITY COVER)**

**CANDIDATE
INFORMATION PACK**



**SIR WILLIAM PERKINS'S
SCHOOL**

A photograph of two students, a boy and a girl, walking along a paved path outdoors. The boy on the left is wearing a dark blue blazer, a white shirt, a blue and white patterned tie, and dark trousers. The girl on the right is wearing a dark blue blazer, a white shirt, a dark blue V-neck sweater, and a blue and white plaid skirt. Both are wearing backpacks and looking towards each other. The background features green foliage and a brick building with a blue door.

WELCOME TO SIR WILLIAM PERKINS'S SCHOOL

It is our pleasure to introduce you to our wonderful school; a lively and welcoming community where every student is supported to achieve great things, and where curiosity, ambition and generosity thrive. At Sir William Perkins's School, students are at our heart. We expect the best from them, and in return they can expect the best from us. We provide teaching of the highest quality, where each individual is stretched and challenged and given the tailored support and attention required. We are a warm and friendly school: we know our students, their talents, hopes and aspirations, and we work with them to develop confidence, leadership skills and an ability to collaborate with others. With access to a diverse co-curricular programme, students are accomplished all-rounders with university statements studded with personal achievements and successes. Our students leave us in Year 13 with determination and clearly defined ambition, ready to make their mark on the world.

Sir William Perkins's School is a high-performing independent school for approximately 600 students aged 11 – 18 years. In September 2026, boys will be joining the school in years 7 and 12, with a phased move to co-education by 2030. The Head is a member of both HMC and GSA.

The school was founded in 1725 by a wealthy local Chertsey merchant to educate the town's children. The School moved to its present site in 1819 and became fully independent in 1978. It is located on an attractive 12-acre site situated on the outskirts of Chertsey, a two minute walk from the railway station and very



**INDIVIDUALITY CONTINUES TO BE
CHAMPIONED – THERE ARE NO
IDENTIKIT STUDENTS HERE, JUST
HIGH-ACHIEVERS IN CHARGE OF
THEIR OWN FUTURE.**

Talk Education

OUR VISION

Our vision reflects our shared sense of purpose, aiming to create an environment that supports each person's success whilst recognising the importance of working together to build a strong, purposeful community and a sense of belonging.

OUR MISSION

To champion the individual and build confidence, integrity, and excellence. Our holistic education promotes innovation and creativity both inside and outside the classroom. Our values of curiosity, ambition and generosity enable our students to go beyond academic success, leaving the school as conscientious, world-ready

OUR VALUES

We seek to nurture in every student the values of curiosity, ambition and generosity. Curiosity about our world and our future. Ambition for ourselves and for others. Generous with our thoughts, our gifts and our time. We seek to build confidence, integrity, and excellence in a caring, innovative, and happy community, so that

ABOUT US

Entrance to the School is by competitive examination and the School values its excellent academic reputation. The students are highly motivated and eager to learn. Significant emphasis is also placed on the broad and balanced curriculum, the wide-ranging co-curricular activities and the caring and supportive environment.

The ISI regulatory compliance inspection in September 2024 notes that "Students demonstrate excellent social awareness and they grow up to be poised, confident, and articulate." Our latest Good Schools Guide Report, conducted in March 2025 describes the school as "Big enough to thrive, small enough to care, SWPS is a place where learning and enjoyment go hand-in-hand, meaning that good grades are the happy by-product of a well-rounded education."

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate, support and have an appreciation of the breadth of the educational experience that is provided.

The school is characterised by a warm and welcoming atmosphere and mutually supportive approach. Expectations of staff are high but equally, personal workloads are carefully considered by the Senior Leadership Team. There are plenty of opportunities for further appropriate professional development and a generous inset budget. All staff are equally valued for their part in the overall success of the school and there is a strong sense of fun and humour.

The Governing body is keen to ensure that staff remuneration is competitive and are continually reviewing the package to ensure that SWPS can attract and retain outstanding staff.

Further information about the School and our most recent inspection report can be accessed at www.swps.org.uk





DEPUTY HEAD OF TECHNOLOGY (MATERNITY COVER)

ACCOUNTABLE TO:
HEAD OF TECHNOLOGY

PART-TIME, MATERNITY COVER

This is not an exhaustive job description, and it is expected that the post holder may undertake such other duties as may reasonably be requested. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.

The Deputy Head of Technology (Maternity Cover) will work closely with the Head of Department and the wider Technology team to deliver a high-quality, engaging curriculum in Fashion and Textiles.

The role involves planning, delivering, and assessing GCSE and A Level NEA work in line with internal moderation deadlines.

The post holder will also support the smooth and forward-thinking operation of the department, fostering enthusiasm for the subject and embracing both innovative and traditional techniques.

MAIN RESPONSIBILITIES

To support the Head of Technology in leading and developing the Technology department.

To lead on a particular Key Stage (to be agreed with the Head of Technology).
To support the teaching and learning within the department.

To lead the department in the absence of the Head of Technology.

Form excellent teacher - learner relationships that promote enjoyment of the subject and are in line with the aims, policies and development plans of the School.

Keep up to date with curriculum developments and implementing changes as appropriate.

Review and sharing teaching methods and resources and adapting them to the needs of the students.

To be familiar with the Staff handbook and implement and support all the School's policies.

To ensure that safety is paramount and

that the School and department's Health and Safety Policies and risk assessments are implemented appropriately, ensuring safety of machinery and other hazardous aspects of the Technology faculty.

To provide efficient and effective organisation and teaching of Technology throughout the school.

To inspire other staff by personal example.

To ensure that effective strategies are in place so that teaching and learning meets the needs of all students including those with SEND and those who are identified as more able either by baseline test data or hold an Academic Scholarship.

To monitor and evaluate the quality of teaching and learning within the department.

To liaise with other departments outside the department, especially those whose work overlaps and seek opportunity to collaborate.

To produce, and update annually, the Schemes of Work and development plan in line with the School Development Plan, and other necessary documents alongside the Head of Technology.

To ensure that data is available and used to monitor, track and record student progress and attainment.

To ensure that departmental policies are implemented and updated annually.

To advise the Head of Year or Tutor where there is cause for concern about the progress of an individual student and to assist in the preparation of documentation for parents if required.

To ensure that material/displays are in place, including for Open Days and other School events.

To assist with the admissions process for students wishing to take Technology subjects in the Sixth Form.

To attend parents' evenings, open evenings, occasional Saturday events and other school functions as appropriate, and to ensure that other members of the department do likewise.

To be involved in the wider life of the School, supporting and initiating co-curricular activities in the department and the school.

To undertake any reasonable task as directed by the Senior Leadership Team and / or Head of Technology.

To strive for personal and professional development through active involvement in the school's appraisal system and performance management procedures.

Be a Form Tutor or Attached Tutor under the direction of the Head of Year. If a Form Tutor, taking frontline responsibility for the academic and pastoral welfare and progress of the students in your form. If an Attached Tutor, helping with forms where necessary.

Key Functions

For the particular Key Stage you lead you would:

- Review, develop and enrich the SOW and practices.
- Respond to any parental queries about Technology provision at that Key Stage.
- Support teachers in the development of teaching and learning practices within that particular Key Stage.
- Develop of a clear intervention strategy in the Year groups to identify any underachieving/at risk students and ensure immediate support.
- Develop interdisciplinary learning across other academic departments and school events.
- Organise any transition events that

occur for students due to join your Key Stage (Year 5 taster day for KS3, prep / primary outreach workshops).

- Develop a programme of events to boost option numbers of Technology GCSE subjects for KS3 students.

Develop and co-ordinate co-curricular activities within the department.

Provide academic support to students. Help inspire and retain students for A level study.

Demonstrate innovative practice and share with the department.

Support the HoD in ensuring any departmental policies are reviewed and updated in accordance with whole school policy.

Other Duties

Undertake any reasonable task as directed by a Senior Leadership Team member and / or Head of Technology.

Strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures.

Be committed to the safeguarding of children and young people.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of all students with whom they come into contact, will be to adhere to and ensure compliance with the School's child protection policies at all times. If in the course of carrying out the duties of the post the post-holder 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.





DEPUTY HEAD OF TECHNOLOGY (MATERNITY COVER) PERSON SPECIFICATION

SKILLS, EXPERIENCE AND QUALIFICATIONS

Essential

A well-qualified graduate with a good honours degree.

An excellent classroom teacher with the subject specialism of Fashion and Textiles with experience of teaching from Year 7 to A Level.

Desirable

Experience of teaching Food Technology and Design Technology up to KS3 / 4.

Up to date DATA workshop Hands qualification.

Knowledge, skills, and abilities

Ability to inspire and motivate students and staff.

Ability to relate effectively and to earn the confidence of colleagues, students, and parents.

Teacher of Technology with the ability to teach Design Technology to GCSE (or beyond) following the AQA specification 8552. A Level: 7562 / 7552.

Knowledge and understanding of effective monitoring systems including tracking/target setting.

Ability to use strategies that effectively support the School's policies and procedures, e.g. on safeguarding, health and safety, rewards and discipline, monitoring and tracking, etc.

A good working knowledge of Teaching and Learning issues reflected in classroom practice.

Good organisational and time management skills.

PERSONAL ATTRIBUTES

Commitment to the aims, ethos and objectives of the department and the school.

Professional and with integrity.

Passion for the subject.

Good communicator.

Keen interest in all aspects of School life and happy to get involved.

Enjoyment of new challenges and experiences and forward looking in approach.

Flexible and reflective.

Kind and with a good sense of humour.

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WORK WITH US

SIR WILLIAM PERKINS'S SCHOOL IS A FRIENDLY,
EXCITING AND SUPPORTIVE PLACE TO WORK.
THE SCHOOL OFFERS AN ATTRACTIVE RANGE
OF BENEFITS

BENEFITS

Defined process to apply for teaching
salary thresholds

School-specific salary scale which
recognises the qualifications, skills and
experience of the candidate

Fee remission

APTIS Pension Scheme for teaching staff

Life assurance Income protection

Learning and development opportunities
including financial support for
postgraduate study

173 Teaching Days plus five INSET days
per year

Initial teaching training and NQT
induction programme both include
reduced timetable and weekly mentor
support

Outstanding subject facilities

iPad scheme for teaching staff

Access to Employee Assistance
Programme (EAP)

Free lunch during term time, when
working hours permit

Limited free car parking on site

Enhanced sickness and family friendly
policies

On site Fitness sessions for a small fee

Strong tradition of on-going financial
investment and development

Opportunities to travel the world through
domestic and international trips and tours

Library facilities open to all

Staff Social Committee

Warm and engaging working
environment and an excellent staff room

Access to a staff discount platform



JOIN US

APPLICATION

Applications will be considered on arrival and the School reserves the right to interview and appoint before the closing date

LOCATION

Full details are available at www.swps.org.uk/contact-us

By Road

The school is conveniently situated on the A320 between Staines and Woking, with easy road access and Junction 11 of the M25 is within a few minutes' drive of the school

By Rail

Chertsey Train Station is a five minute walk away from the school





SIR WILLIAM PERKINS'S
SCHOOL

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