



KELLETT SCHOOL

THE BRITISH INTERNATIONAL SCHOOL IN HONG KONG

Design & Technology Teacher

Type of Contract	Two-year initial contract renewable thereafter on an annual basis by mutual consent
Reporting to	Head of Design & Technology
Pay Scale	Kellett salary scale
Commencing	August 2021

JOB DESCRIPTION

Teaching

1. To plan and prepare well-structured lessons to engage, inspire and extend each student in the class;
2. To ensure that your teaching space is a positive and exciting place by using positive behaviour management and producing well-organised displays of student work;
3. To be responsible and accountable for the progress of each student in your class;
4. To ensure that students reflect on their work and progress and set themselves targets to improve;
5. To be knowledgeable and interested in the areas you teach and to keep up to date with educational initiatives;
6. To regularly assess, record and monitor the progress of each student according to the school's policy to provide accurate information to parents in a variety of forms, as and when necessary.

Principal responsibilities

Under the direction of the Head of Design & Technology:-

1. To keep abreast of new trends and educational developments related to the subject;
2. To make effective and appropriate use of IT;
3. To participate in study visits, lectures, workshops and trips as appropriate;
4. To promote the work of the Department through displays of work within the Department and in other appropriate venues throughout the School.
Whenever possible to enable pupils to participate in appropriate local and national competitions and events;
5. To maintain appropriate links with other departments;

Additional specific responsibilities

1. To meet with parents as appropriate to discuss the subject or a pupil's progress in that subject;
2. To be Form Tutor or Support Form Tutor of an assigned Form and to carry out related duties in accordance with the General Job Description for the position as required;
3. To contribute to pupils' Careers advice with reference to Design and Technology;
4. To participate in clubs and activities linked to the Department to promote further interest in the subject;
5. To support the teaching of 'innovation' that is currently being delivered in year 7 and 8, as required.

General

1. To follow all agreed school policies in the staff handbook;
2. To contribute positively to the ethos of the school;
3. To carry out a share of supervisory duties in accordance with published rosters;
4. To contribute to the co-curricular programme as referenced in the staff handbook;
5. To participate in appropriate meetings with colleagues and parents relative to the above duties and to project the subject at Open evenings and Parents' consultation events as required.

Professionalism

1. To be dedicated to professional development and take part in, and contribute to CPL;
2. To be committed to self-reflection and improvement through the annual appraisal system;
3. To go the extra mile to help students in your class with extra support or extension work;
4. To work with the other teachers in Learning Central where a student may have additional educational needs to ensure that all students reach their potential;

5. To promote high standards of behaviour through being positive and supportive with students;
6. To foster strong relationships with parents so we all work to help our students;
7. To liaise with colleagues and be a supportive and cooperative team player;
8. To cover lessons for colleagues if required.

NOTES:

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and it may be subject to modification or amendment at any time after consultation with the post holder

The postholder may be required to undertake other duties appropriate to the level of the role, as directed by the Head of Senior School.

PERSON SPECIFICATION

QUALIFICATIONS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
A good honours degree in Design and Technology or related subjects	√		<ul style="list-style-type: none"> • Appropriate original certificates
A recognised teaching qualification	√		<ul style="list-style-type: none"> • Appropriate original certificates
Further professional study		√	<ul style="list-style-type: none"> • Appropriate original certificates
Membership of professional body relevant to subject		√	<ul style="list-style-type: none"> • Appropriate original certificates
EXPERIENCE			
<p>Experience of teaching Design and Technology successfully up to and including A Level in a School or College and a very good track record of public examination success in the subject.</p> <p>Experience in teaching the new AQA specifications at both A level and GCSE</p>	√	√	<ul style="list-style-type: none"> • Application Form • Interviews • References
Four or more years of experience in teaching.	√		<ul style="list-style-type: none"> • Application Form
Experience of working as a Form Tutor or similar pastoral role in a School	√		<ul style="list-style-type: none"> • Application Form • Interviews • References
Experience of managing a Department		√	<ul style="list-style-type: none"> • Application Form • Interviews • References

BASIC SKILLS, CHARACTERISTICS & COMPETENCIES			
Excellent subject knowledge and passion for subject	√		<ul style="list-style-type: none"> ● Opportunities at interviews to recount experience
Knowledge of current educational practice	√		<ul style="list-style-type: none"> ● Questions asked during interviews
Excellent communication skills	√		<ul style="list-style-type: none"> ● Interviews and teaching lesson
Advanced research skills		√	<ul style="list-style-type: none"> ● Opportunities at interviews to recount experience and interview task
Awareness of Health and Safety procedures related to Design and Technology	√		<ul style="list-style-type: none"> ● Teaching lesson ● Opportunities at interviews to recount experience
A willingness to undertake appropriate training to develop teaching skills and subject knowledge	√		<ul style="list-style-type: none"> ● Opportunities at interviews to recount experience
Knowledge, understanding and competence in ICT	√		<ul style="list-style-type: none"> ● Teaching lesson ● Opportunities at interviews to recount experience and interview task
Behaviour management skills	√		<ul style="list-style-type: none"> ● Teaching lesson ● Opportunities at interviews to recount experience
Learning support skills		√	<ul style="list-style-type: none"> ● Teaching lesson ● Opportunities at interviews to recount experience
Awareness and understanding of safeguarding and welfare of children	√		<ul style="list-style-type: none"> ● Questions at interview to test attitudes towards and knowledge of children's

			safeguarding and welfare ● Reference
A willingness to be involved in the wider life of the School	√		● Opportunities at interviews to recount experience or to give ideas for these
PERSONAL QUALITIES			
Sense of humour	√		● Opportunities at interview ● Reference
Enthusiasm and energy	√		● Opportunities at interview ● Reference
Self-motivation	√		● Opportunities at interview ● Reference
Commitment	√		● Opportunities at interview ● Reference
Patience and diplomacy	√		● Opportunities at interview ● Reference
Flexibility, resilience and excellent organisational skills	√		● Opportunities at interview ● Reference
Ability to seek and take advice	√		● Opportunities at interview ● Reference

May 2021