

APPOINTMENT OF PART-TIME (APPROX 0.6) TEACHER OF DESIGN AND TECHNOLOGY

We are seeking a well-qualified and enthusiastic teacher to join this successful department and maintain high standards of teaching and learning. Experience of teaching GCSE and A Level Design and Technology is desirable, as is experience in the use of ICT and CAD/ CAM, although ambitious NQTs will be considered for this post. Training will be made available for the right candidate who needs assistance in developing further skill. A high level of understanding of the importance of health and safety in a practical situation is also necessary.

THE DESIGN AND TECHNOLOGY DEPARTMENT

The department is currently staffed by the Head of Department and two full time teachers. In addition there is a full time Technician. Design and Technology is a popular subject. All girls from Year 3 to Year 9 have Design Technology lessons and Product Design is then offered at GCSE and A Level. (The part-time lesson allocation, between 0.5 and 0.7, is not yet confirmed on the timetable pending another appointment being made)

Accommodation and Equipment

The Design and Technology Centre comprises two well-equipped workshops, a hot metals brazing area, two networked ICT CAD suites, a staff office and a technicians' workshop. The workshops are fitted with pillar drills, a band saw, a circular saw, a centre lathe, a wood lathe, jigsaws, routers, belt sanders, vacuum forming machines, a gerbil cutter, soldering and electronics equipment, a Roland CAM1 card cutter, an A2 laser cutter and several 3D printers. CAD/CAM features heavily in the curriculum from Year 7 upwards. All rooms have either smart boards or interactive white boards.

Line Management

The post is managed by the Head of Design and Technology.

DETAILS OF POST

- The responsibilities specific to the post of Design and Technology Teacher are;
- To teach Design and Technology generally across the age ranges from year 3 to 13.
- To teach and be responsible for an exam group (GCSE Design Technology and/or A level Product Design).
- To share responsibility within the Department for the design of the set, props and posters for the school play and assist the Drama and D&T Technician where necessary with the construction.
NB: Examination students are on occasion given the opportunity to use the facilities after school under the supervision of members of the department.
- The post holder will also be expected to run a regular lunchtime club for Years 7-9.
- To share responsibility within the department for displays.
- To promote and teach Design and Technology throughout the school.
- To keep abreast of developments in Design and Technology and incorporate any relevant new knowledge and understanding into the teaching of the subject in school.
- To contribute to the Design and Technology activities run by the Department.
- To take on duties and responsibilities as shall from time to time be allocated by the Head of Design and Technology.

Person Specification

Essential

- Good qualifications – degree or equivalent in Design and Technology.
- Competency in the use of ICT for administration, report writing and for carrying out the teaching of this subject.
- A proven track record of success in teaching GCSE and A Level Design and Technology.
- Desire to contribute to the wider life of the Department
- Awareness of the appropriate safeguarding and health and safety requirements.
- Commitment to further professional development
- Understanding of the expectations of a high achieving academic environment.
- Good organisational skills, interpersonal and communication skills.
- Passion for Design and Technology as well as the teaching of Design and Technology

Desirable

- Experience of teaching a range of ages from Year 7 through to Sixth Form.
- Knowledge of using and teaching CAD/CAM.
- Experience of planning and running field trips.
- Experience as a form teacher.

General Duties

- To take on duties and responsibilities as shall from time to time be allocated by the Head of Department.
- To attend regular departmental meetings.
- To participate in the school's Appraisal Scheme and to take advice from the Head of Department and other Senior Colleagues on Professional Development.
- To co-operate in the preparation and marking of examinations, including assisting with the administration and marking of entry examinations, report writing and other assessment and record keeping procedures.
- To cover for absent colleagues and to set work for them in an emergency and to deputise for the Head of Department in their absence if necessary.
- To undertake supervisory duties and to attend INSET sessions and meetings on days outside full term as necessary.
- To undertake the duties of Form Tutor, including administrative duties such as registration, as well as disciplinary and pastoral care of a form group.
- To attend Parents' Evenings and staff meetings including those which take place before and after the school day and before the beginning of term, together with attendance at morning Assembly and major school functions.
- To make a contribution to the extra-curricular life of the School.

THE SCHOOL

The City of London School for Girls is an independent, non-denominational girls' school which is administered by the Corporation of the City of London. It is a member of the [Headmasters' & Headmistresses' Conference](#) (HMC) and caters for pupils whose ages range from 7 to 18 years. The total number of pupils is about 755, approximately 93 of whom are members of the Preparatory Department. There are, on average 150 girls in the Sixth Form. Entry is by competitive examination at 11+ and by testing and interview at 7+ and Sixth Form level. The school has a strong academic tradition and all girls go on to Higher Education from the Sixth Form.

Achieving academic excellence is an important part of life at CLSG, but so too is the provision of a wealth of extra-curricular opportunities, broadening students' lives with new experiences and challenges and ultimately, ensuring that our pupils flourish. A highly supportive system of pastoral care is in place in which understanding, encouraging and inspiring individual pupils is a fundamental part. Our School is cosmopolitan in outlook and the staff and students make the most of all that London has to offer. We are committed to an active outreach programme, to an international outlook and to educating young women to be the leaders of tomorrow.

Applicants for teaching posts at City should therefore be enthusiastic about getting to know students and providing guidance appropriate to their individual needs. Applicants should also be keen to invest time and energy in extra-curricular activities, and to exploit to the full the opportunities arising from being at the heart of the City of London and to contributing to the strong community spirit which is a prominent feature of the school.

CLSG's tradition and location create a unique atmosphere which is vibrant, confident and supportive. The student body reflects the diversity of London, and pupils commute into school from all over the Greater London area. Personal development is the goal for every girl.

Facilities and support for staff are excellent. iPads are available to teaching staff, and extensive computer facilities are available for integration into teaching practice. CLSG has deployed the use of mobile technologies across the school.

CLSG works in partnership with a number of schools within and outside the City of London. The school is part of the East London Consortium as well as of the family of schools supported by the City of London Corporation.

Professional Development at CLSG

CLSG is thoroughly committed to supporting the professional development of staff and to making it an integral part of the School Strategic Development Plan. Staff learning is as important as pupil learning at CLSG. CLSG has developed a unique model of professional development. Staff have a total of 5 full INSET days a year, in addition, lessons on Mondays end early to provide further professional development time within the School day. All staff are involved in cross departmental learning communities where they engage in professional reflection, experimentation and sharing of good practice. In recent years, the school has used these "Collaborative Enquiry Groups" to embed pedagogical approaches.

The school is fully committed to embedding research as part of professional learning and in September 2015 appointed a Researcher in Residence. The Researcher in Residence supports members of staff who are working on small scale action research projects within the school. She has been the CLSG lead in a joint research project with CLS and Birkbeck University on improving working memory. The school also sponsors up to 5 members of staff a year to pursue MA courses in Education.

Within the East London Consortium and the family of City schools, there are frequent opportunities for collaborative professional development which the school has always taken a leading role in.

CONDITIONS OF SERVICE

Members of staff at the City of London School for Girls enjoy certain privileges and a salary which is well above the level of a comparable post in the Maintained Sector. The salary for this post is in the range £34,120 to £55,950 at current rates depending on experience. There are two further threshold points on the salary scale to which staff at the top of the incremental scale become entitled subject to satisfactory assessment after two and four years respectively.

Appointments are subject to satisfactory references, the receipt of an enhanced Disclosure and Barring Service certificate and medical clearance. This post is exempt from the Rehabilitation of Offenders Act.

A Staff Fee Remission Scheme is available to members of the teaching staff for children attending one of the three City independent schools. The rate is currently 50% of full fee for up to seven years and further details can be supplied to applicants invited to interview upon request.

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 Child Protection Policy 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 s/he

must report any concerns to the school's Designated Safeguarding Lead (Deputy Head, Pastoral) or to the Headmistress.

THE PROCESS

To apply for the post please complete the application form, together with a brief covering letter which explains why you feel particularly suited to the role and how it may fit in with your future aspirations.

On application please will you provide evidence to validate the contents of your CV which should offer a full employment history and full details of all educational achievements. You may be required to declare yourself to be in good health and you are required to declare criminal convictions. Confirmation of the appointment depends upon a satisfactory outcome to the usual statutory and medical checks. You should be aware that we may approach any previous employer as a child protection measure.

Applications close on : Friday 22nd March at 9.00am

Interviews will be held on : Thursday 28th March