



Feltonfleet

PREPARATORY SCHOOL

Design & Technology Subject Leader

Required for **January 2022**

The advertisement in the TES is as follows:

An outstanding and creative teacher is required to inspire a love of Design & Technology in the pupils of Years 3 to 8 and to lead a vibrant department in this dynamic and flourishing day and boarding prep school. A willingness & suitability to coach games is preferred.

Application forms and details can be requested by email from hr@feltonfleet.co.uk

Deadline for applications: **4pm, Friday 13th August 2021**

Ideally, the successful candidate is:

- An experienced KS3/4 qualified teacher eager, willing and able to teach Design & Technology to classes in Years 3 to 8.
- Capable of playing a part in a strong team and of showing initiative, to work independently, and drive the continued development of the Design & Technology Department, liaising closely with the Subject Leaders for Art, Computing and Science .
- Willing to contribute strongly to other extra-curricular activities, and ideally able to coach games.
- Committed to the busy day and weekly/flexi boarding ethos.
- Good fun, inspirational, brilliant with children, and completely at ease with parents.

Feltonfleet School

Feltonfleet is a thriving, co-educational day and boarding prep school located near the A3 in Cobham, Surrey. There are 482 pupils on roll, with three form groups in each year. The School is set in 25 acres of woodland and grounds, and presents a marvellous working environment. It has charitable status with a hugely supportive board of Governors. We follow a Monday to Friday routine, with sports matches on Saturday mornings.

Feltonfleet was judged as *Excellent* by ISI in 2018 and we move forward with excellence as our habit. All members of staff are expected to demonstrate a positive work ethic alongside a spirit of collaboration and mutual support for one another.

The approach to teaching and learning at Feltonfleet is exciting, progressive, and challenging. Change is eagerly embraced by colleagues and pupils, who share a passion for learning and finding new and better ways of doing things. Standards and expectations are

high in all we do. Creativity, thinking skills and instilling a thirst for independent learning are at the heart of our approach.

The School provides an excellent framework for professional development with extensive INSET and training. Feltonfleet is a leading light in its use of digital technology in the classroom, with iPads used extensively throughout the school. A culture of life-long learning is well established.

Staff are well supported through our *Individual Development Programme*; the School has a strong internal programme of INSET and is constantly seeking to raise standards.

Demand for places in the school is considerable.

The Design Technology Department at Feltonfleet

The Design & Technology (D&T) Department is a model of best practice in the prep school world, and the Subject Leader is supported by a part-time D&T Technician.

The Subject Leader advises on D&T matters across the whole school, teaching all classes from Year 3 to Year 8, administering an annual budget, establishing the department annual development plan in close consultation with the Subject Leaders in art, computing and science. The successful candidate would be expected to play a full part in developing the links between these four subject areas across the whole school. This will extend beyond the school itself, setting the highest standards and innovating ways of developing and extending the effectiveness and success of D&T teaching at every level. This should include the external marketing of the School through our provision of outstanding D&T (e.g. linking with feeder and senior schools, running courses for teachers in the area, and aligning closely with associations such as PSB, IAPS and SATIPS).

The next phase of school development is to extend and enlarge the D&T workshop, and this is set to start very soon. Pupils are currently taught about resistant materials, graphic products, product design, electronic products, systems and control, computer-aided design and manufacturing, and textiles technology; food technology is also covered at Feltonfleet through the Thursday afternoon *Enrichment* sessions. Pupils have the opportunity to design and make real and useful products, following an *iterative* design process. They are encouraged to be creative and innovative, and to think about important issues such as sustainability and enterprise, indeed several pupils each year lead the *Feltonfleet Warehouse*, the school's business enterprise group, designing products to be sold, raising money for local and national charities.

Feltonfleet has developed as a hub for professional development. The D&T Leader would be expected to develop this key area, and to establish Feltonfleet as a centre of excellence for D&T teaching and professional development.

This is a superb opportunity for an ambitious and talented colleague eager to make a difference, and would appeal to an enthusiastic and able teacher with senior leadership ambitions in the prep school sector.

Job specification – Design & Technology Subject Leader

The successful candidate for this post will be KS3/4 Design & Technology specialist with QTS or post graduate training relevant to the post, either experienced in teaching or trained to teach Design & Technology to Year 3 to 8 classes. This incorporates preparation for scholarship.

a. **Accountable**

- To the Deputy Head (Academic)

b. **Responsible**

- For leading Design & Technology across the school.
- As form tutor (subject to requirements).

c. **Key areas of responsibility**

- To plan and provide a stimulating, invigorating and motivating learning environment, ensuring that the learning resources are well organised and accessible to staff and pupils, embracing pupils' work through display and in the general atmosphere created in the classroom.
- To be an outstanding role model for colleagues.
- To support the classroom teaching of Design & Technology with a vibrant and focused programme of visits and expeditions, where appropriate.
- To develop the Design & Technology department with due regard to the school's policies and schemes of work, working closely with and coordinating the efforts of the cross-curricular subjects (art, computing and science) at every level.
- To be committed to establishing and actioning an annual strategic development plan for Design & Technology which mirrors the targets of the annual school development plan.
- To manage the Design & Technology budget including resources for all pupils.
- To use information technology to assist lesson preparation, teaching and reporting, and administration.
- To maintain detailed records of pupils, liaising closely with the Deputy Head (Academic), the SENCo and other colleagues involved in the tracking and monitoring of pupils.
- To work with the Head of Learning Enrichment (SENco) and the Deputy Head (Academic) in identifying able and talented pupils and provide pupils with opportunities in and out of the classroom for extension and enrichment, and scholarship preparation.
- To be aware of the new developments and advances in the teaching and direction of Design & Technology, and take an active interest in professional development.
- To lead and facilitate staff training and development, both for Feltonfleet Staff and for teachers in other schools, liaising with agencies such as PSB, IAPS and SATIPS.
- To be accessible and amenable to regular parental contact, and develop open, easy and professional relationships with parents.
- To write reports and advise at parent/teacher consultations as required, and communicate effectively to parents about the progress of their child within Design & Technology.
- To attend all meetings as directed, development sessions, and INSET and play an active role in the Subject Leaders' meetings.
- To remain up-to-date in current curriculum development and professional practice by regular attendance at courses in consultation with the Senior Deputy Head and Deputy Head (Academic).
- To ensure the best possible practice.
- To fully participate in monitoring and appraisal, accepting that it will act as a vehicle for self-development.
- To meet regularly with the Deputy Head (Academic)), and advise the Headmistress when appropriate.
- To undertake supervisory duties.
- To run an assigned weekly club and to help with senior games on weekdays and Saturday mornings, as necessary.

- To attend staff meetings, School INSET, and attend professional courses to enhance teaching effectiveness and qualifications.
- To support and contribute strongly to the corporate life of the school (e.g. contributing material to newsletters, the school magazine, the web site, attending events etc).

d. **Person specification**

A sense of humour, adaptability, a commitment to teamwork, and a strong desire to make a difference are vital to our philosophy. A can do, will do attitude must be the driving intent of the successful teacher, allied to a sensitive and sympathetic approach to the overall role.

In addition to candidate's ability to perform the duties of the post, the interview will explore the issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- The ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to the use of authority and maintaining discipline

It is desirable that the candidate will have an involvement in our busy games programme.

The Feltonfleet day is long and busy, and we certainly look for, and reward, a strong commitment to the whole life of the school.

We would be delighted to welcome applications from colleagues currently working in the independent or maintained sector; understanding our high expectations, a commitment to working very hard, and clear evidence that you are going to get fully involved in the life of this excellent school, is paramount. You need not have worked in a prep school before, but you do need to understand the ethos and spirit of prep schools and independent education.

Other areas of School life

All teachers appointed to Feltonfleet are expected to contribute fully to the extra-curricular and pastoral life of the School. Pastoral care is a strong feature of Feltonfleet life.

The School expects its teachers to contribute wholeheartedly to other aspects of school life by drawing upon their own interests and enthusiasms. The richness of the School depends upon teachers who, for example, coach games, direct plays, support and organise clubs and society meetings, or take children on trips and residential expeditions. Sport plays a big role in our school and you would be expected to contribute to the games programme.

Salary and Support

The School is strongly committed to ongoing training and development. We offer a formal induction programme, and follow the Government's mentoring scheme for NQTs. This role is **not** suitable for an NQT.

Our seven-point salary structure is based on the maintained sector pay scales plus a Feltonfleet allowance. A teacher at the top of the scale, point 7, is currently paid £44,050. There is an additional management allowance for the Subject Leader role.

The successful appointee will also be entitled to the following:

- TPA Pension contributions
- Generous holiday entitlement
- Remission of school fees for children

- Use of a staff iPad
- Free school meals in our excellent canteen

This post offers an exciting opportunity to work in a well-established, developing and ambitious school. At a time when interest in the School, and demand for places is considerable, the future is very exciting.

Safeguarding and Child Protection

The successful candidate will be expected to commit to the following;

The post-holder's responsibility for promoting and safe-guarding the welfare of children and young persons' for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy and Child Protection Statement 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.

The successful candidate will be required to provide an enhanced DBS check. In seeking references on short-listed candidates, the School may approach previous employers for information to verify particular experience or qualifications.

Applications

Full details of the post and application forms are only available from hr@feltonfleet.co.uk or call 01932 862264 and ask for the HR Dept.

A brief letter of application, and a completed and signed application form should be addressed to the Headmistress, Mrs Shelley Lance, as soon as possible. Please send all correspondence to the HR email address.

The Deputy Head (Academic) would be delighted to talk on the phone to any candidate who would like to know more about the post. Please email the HR department in the first instance and we will arrange it.

Closing date: **4pm, Friday 13th August 2021**

Interviews will take place during the week beginning **23rd August 2021**.