



# Information for Prospective Candidates



Gildredge  
House

An Ofsted  
**GOOD**  
School



**MAY 14 2024**

**Position: Teacher of 3D Product Design.**

**Contract: Full time, permanent**

**Start date: 01 Sept 2024; July start available for ECTs**

**Deadline: Please see website for details**

# An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of Teacher of 3D Product Design. We hope this pack is informative and useful but if you require any additional information or have questions, please contact [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) or visits to the school or phone calls with the Head of Secondary are welcomed.

**CLOSING DATE:** Please refer to the deadline on the website  
**START DATE:** 01 September 2024  
**INTERVIEWS:** In the week following the closing date for applications  
**HOURS OF WORK:** Full time, Permanent. 0.9 Contract can be considered, if preferred.  
**SALARY RANGE:** Gildredge House Main Pay Range M1-UPR3 (£30,000 - £46,525 in 2023-24)

- Can you inspire young people through your own passion for 3D Product Design?
- Do you possess high emotional intelligence that builds lasting professional relationships?
- Are you a team player ready to tackle the educational challenges of the future?

If the answers to these questions is 'yes', then Gildredge House wants to hear from you.

This is an excellent opportunity to join our school. We are looking to appoint an exceptional candidate to the position of Teacher of 3D Product Design for our all through free school. Teachers in the early stage of their career would benefit from the wealth of experience and talent amongst the teachers in the Creative Arts & Technologies Department. ECTs are welcome to apply and would be supported through their two-year induction programme by a supportive and experienced mentor.

- *We are especially keen to hear from candidates who can offer Photography as a second subject.*

Our 'Good' Ofsted judgement (November 2018) is a strong foundation on which to build and develop the school. The challenge is to sustain and further improve through every aspect of Gildredge House as the school continues to develop.

As Teacher of 3D Product Design, you will join an outstanding team of inspirational teachers, where you will ensure that our students enjoy and achieve highly in their Product Design learning. You will be a Product Design specialist in the secondary phase. We ideally need a strong GCSE teacher as most of your teaching will be in Years 7 - 11. This is an exciting time to join our Creative Arts & Technologies Department, with opportunities for professional development ranging from KS2 transition with Year 6 to inspiring our students to choose Creative Arts and Technologies studies at Sixth Form and at University. The ability to teach Photography to GCSE would be an advantage, but not essential.

Within the Creative Arts and Technologies department, you will find a team who are dedicated to providing engaging, stimulating lessons to students of all abilities, and classrooms where rapport and relationships are given the highest priority. We plan with creativity and teach with enthusiasm, ensuring that every student reaches their full potential. We aim to help students develop resilience and confidence in the face of a challenging curriculum, not only to prepare them for demanding examinations but also to foster a lifelong love of Design Technology, the Creative Arts and the world around them.

*Our school motto: 'Aspire'*

**Gildredge House offers:**

- continuity of education for boys and girls aged 4-16
- an expectation of high academic standards
- strong discipline
- excellent pastoral care
- a range of extra-curricular activities
- parent and community involvement

**As an employee of the school, you would benefit from:**

- A two-week break in the Autumn Term, allowing for holidays to be taken out of peak season
- A supportive induction programme for new staff to the school.
- Investment into your career development through appropriate, regular CPD
- Support and mentoring by a strong Senior Leadership Team and other experienced leaders.
- Access to a full employee assistance programme, in support of wellbeing
- Complimentary tea and coffee in our staffroom
- Ample on-site parking

If you would like to find out more, please get in touch. We welcome visits from prospective candidates, by appointment. Please contact us via: [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) to enquire.

If you are interested in the position please download the Application Pack on our website.

Please complete the Application for Employment and return to [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) by 9.00 a.m. on the date indicated on the website.

If you wish to discuss the post further or visit the school, please contact [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) Tel: 01323 400650.

Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS with Children's Barred List check and a Declaration that neither they nor anyone who lives in the same household is a disqualified person under the Childcare (Disqualification) Regulations 2006.

Please note that under the GDPR, by replying to this advert, you are consenting to Gildredge House processing and retaining your personal information for the purposes of this application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Gildredge House to process your application any further. For further details please see the specific Privacy Policy for job applicants which can be found at <https://www.gildredgehouse.org.uk/our-school/data-protection/>

## **Teacher of 3D Product Design: Job Description**

### **1. Post**

- Teacher of 3D Product Design in the secondary age range

### **Purpose of the Job**

To teach students within the school at secondary age range and to carry out such other associated duties as are reasonably assigned by the Executive Head Teacher or Head of Secondary.

### **Functional Relationships**

The post-holder is responsible to the Executive Head Teacher and Head of Secondary in all matters, and to the Head of Department in respect of day-to-day curricular matters. The post-holder also interacts on a professional level with colleagues and will seek to establish and maintain productive relationships with them and to promote mutual understanding of the school aims with the purpose of improving the quality of teaching and learning in the school.

### **Particular Responsibilities**

The particular responsibilities attaching to the post of teacher of 3D Product Design in the secondary age range are as follows:

- a. to teach, according to their educational needs, students assigned in the allocated classes
- b. to control and oversee the use and storage of books and other teaching materials provided for class usage
- c. to maintain discipline in accordance with the rules and disciplinary systems of the school
- d. to contribute to Department meetings, discussions and management systems necessary to coordinate the work of the Department and integrate this into the work of the school as a whole in seeking to achieve school aims and targets
- e. to promote safeguarding, student well-being and equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy in keeping with the Equality Act 2010

A classroom teacher's professional duties are deemed to include the following:

**Curriculum:**

- To plan and prepare courses.
- To continuously review teaching methods, schemes of work and resources as necessary.
- To advise and co-operate with the line-manager, other teachers and the Senior Leadership Team on the preparation and development of courses of study, teaching materials and resources, teaching programmes, methods of teaching, assessment and pastoral arrangements.
- To participate in meetings of the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- To take part as required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

**Teaching** (having regard to the curriculum of the school):

- To deliver well planned lessons;
- To develop teaching resources, particularly with regard to the differentiation for students of different abilities and the increased use of ICT;
- To teach the students assigned to the teacher (according to their educational needs) and set and mark work to be carried out by the students in school or elsewhere;
- To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.
- To implement whole school academic policies.

**Activities related to teaching**

- To promote the general progress and well-being of individual students and of any class or group of students assigned to the teacher;
- To provide guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
- To make records of, and reports on, the personal and social needs of students;
- To communicate and consulting with the parents of students;
- To communicate and co-operate with persons or bodies outside the school;
- To attend and present reports at Governors' meetings if required;
- To participate in meetings arranged for any of the purposes described above.

**Review: further training and professional development**

- To review methods of teaching and programmes of work; and
- To participate in any arrangement within an agreed national framework for the performance management of performance and that of other teachers.
- To participate in arrangements for further training and professional development as a teacher.

## **Educational methods**

- To advise and co-operate with the Executive Head Teacher, Head of Secondary and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment, and pastoral arrangements.

## **Discipline, health and safety**

- To maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

## **Staff meetings**

- To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

## **Covering for absent colleagues**

- To rarely supervise / teach any students whose teacher is not available.

## **Public examinations**

- To participate in arrangements for (i) preparing students for public examinations and (ii) assess students for the purposes of such examinations;
- To record and report such assessments; and
- To participate in arrangements for students' presentation for, and supervision during, such examinations.

## **Whole School**

- Most staff are responsible, as Form Tutors, for the academic progress and pastoral welfare of a small group of students.
- Most staff attend assemblies, register the attendance of students and supervise students, whether these duties are to be performed before, during or after school sessions.
- All teaching staff are expected to contribute to the extra-curricular life of the school by offering an activity or participating in the supervision of student preparation.
- All staff are expected to participate in whole-school and out-of-school activities as reasonably required.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high-quality teaching and learning and the safeguarding, well-being and care of students.

Elements of this job description and changes to it may be negotiated at the request of either the Executive Head Teacher or the incumbent of the post, and it should be noted that the post-holder is expected to carry out such duties as may reasonably be required by the Executive Head Teacher or Head of Secondary from time to time.

## Teacher of 3D Product Design: Person Specification

### Qualifications

#### Essential

- Honours degree in an appropriate subject area from a recognised university
- QTS

#### Desirable

- Masters, higher degree

### Experience

#### Essential

- Experience of teaching, including evidence of high student achievement up to GCSE level

#### Desirable

- Successful experience in a position of responsibility
- Experience of the primary Design Technology curriculum
- Experience of teaching Photography to GCSE

### Knowledge and understanding

#### Essential

- Theory and practice of providing effectively for the individual needs of all children (e.g.classroom organisation and learning strategies) including teaching and learning styles
- Assessment, recording and reporting of pupils' progress including AfL
- Awareness of Equal Opportunities, Health & Safety, SEN and Safeguarding issues

#### Desirable

- Knowledge and understanding in a subsidiary subject

### Skills

#### Essential

- To promote the school's aims positively and use effective strategies to teach, assess, and monitor / evaluate their professional practice
- To develop appropriate and effective teacher-pupil relationships
- To establish and develop working relationships with teachers, parents, governors and the community
- To communicate effectively (both orally and in writing) to a variety of stakeholders
- To create and maintain a stimulating learning environment

#### Desirable

- Proven leadership and responsibility
- High level ICT in education skills

- Ability and experience in teaching a subsidiary subject

### **Personal Attributes**

#### **Essential**

- Flexibility and adaptability in terms of new ideas and approaches
- Enthusiasm for their subject area(s) and for teaching in the secondary phase
- Willingness to organise and contribute to extra-curricular activities
- Strong commitment to the values and ethos of Gildredge House

#### **Desirable**

- Ambition and potential for further professional development

*“Our vision is for all students to be co-operative, confident, ambitious and successful members of our community”*

If you think like us and share the same beliefs and thoughts, we would love to have you on board. You will be joining a team that is extraordinarily hardworking and most importantly makes sure each child reaches their full potential.

The deadline for applications is indicated on the school website. If you are interested in the position, please complete an Application Form, available from the school website: <https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

Please return the completed Application for Employment to [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) by **9.00am on the closing date**.

**We look forward to hearing from you.**