



# MALVERN ST JAMES

## Girls' School

**POST OF**

**HEAD OF DESIGN AND TECHNOLOGY**

**Permanent**

**Currently 0.8 of Full Timetable, but potential to go to Full time**

**Malvern St James Teachers' Pay Scale  
plus Management Allowance  
and Time Allocation**





## **MALVERN ST JAMES LTD**

Malvern St James (MSJ) is a leading boarding and day school which presents an imaginative vision of education for girls from the age of 4 through to 18, taught within a positive, purposeful atmosphere. MSJ fosters creativity and bold thinking, challenging, and encouraging every girl to extend her personal horizons and realise her full potential.

MSJ is in the heart of Malvern in Worcestershire, two hours from London and one hour from Birmingham, having excellent transport links. Great Malvern station is situated opposite the School. The MSJ bus service covers five counties to pick up and return pupils each day.

The School is home to a warm and welcoming community – girls, parents, staff, and governors alike, enjoying the friendly and buoyant atmosphere of shared celebration, extolling personal success in every field of endeavour. MSJ offers a range of boarding options (ages 7 – 19) to fit in with the demands of modern family life and girls can choose from full, weekly, or flexi-boarding. Ofsted recognised the exceptional standard of boarding with an 'Outstanding' inspection judgement, which extends to all areas of Malvern St James. Malvern St James also received the highest rating of 'Excellent' in the ISI's Educational Quality Inspection in May 2017. In March 2021, the School was awarded the Carnegie Mental Health Gold Award for its outstanding pastoral care and support for pupil and staff mental wellbeing.

Intellectual and social confidence, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. MSJ promotes academic excellence and innovation in teaching and learning throughout the school which provide each girl with the challenges and support to develop her talents, character, and abilities to the full. We prepare pupils for the most competitive UK and international universities and pathways. This individual emphasis is complemented with teamwork, community values and the importance of service to others.

The School has excellent facilities which include an award-winning Science and Mathematics Centre, a Drama Studio, Music Centre in Avenue, several IT suites, and a multi-media Language Laboratory. The School also has a brand-new



Astroturf, launched in October 2020. At MSJ we use Microsoft and there has been significant investment and development of E learning in recent years with WiFi upgrades across the site. The School is currently creating a state-of-the-art Learning Hub centred in the Library and radiating out to learning zones throughout the School to support its commitment to innovation and learning and initiatives in STEAM (Science, Technology, Engineering, Arts and Mathematics). There is a newly appointed Head of STEAM to lead this initiative.

The Year 13 Sixth Form Boarding House has recently been transformed in 2018 with an extensive, highly contemporary, refurbishment programme to provide a transition house for university and the most recent full refurbishment has been Benhams, the new Year 10 Boarding House.

Girls take full advantage of the enviable setting and superb facilities, which inspire a wonderfully rich and imaginative extra-curricular life. They leave Malvern St James as poised, self-assured young women who can meet and embrace, with integrity, the challenges and risks of our modern world. The Good Schools Guide observed on visiting the School that MSJ is 'full of girls who are going to change the world'!

Whilst a multi-faith community and non-denominational, the School is founded on Christian principles and has a Christian ethos which underpins the School's daily life. There are regular opportunities for Christian worship.

We offer staff who come to work at the School:

- the opportunity to work with highly motivated staff and talented pupils
- commitment to your professional development
- convenient location in Malvern with excellent transport links
- competitive salary scale



## **Design and Technology Department**

Design and Technology is promoted as an exciting and future-proof area of study for twenty-first century learners, with facilities under constant review and development. Design and Technology is regarded as a very important and pivotal subject within the school given its place within our STEAM programme and as an overlap between the sciences and arts. A new Head of STEAM was appointed in September 2021.

The subject is popular with the girls both in the Prep Department and in the Senior School and a number of girls choose to study it for both GCSE and A Level, with girls using it as a platform for engineering or other technology degrees at university. We see this as an exciting time for the expansion of the department, with many opportunities for collaboration with Malvern technology companies as well as for potential outreach projects with other local schools.

The Department boasts well-equipped large specialist subject workshop with specialist equipment such as a Laser Cutter and 3D printer and computer programs such as Solid Works, Techsoft 2D Design, Google Sketch-up and a full Adobe package to support and enable full CAD/CAM abilities.

### **Staff & Ethos**

The department currently consists of one member of teaching staff (the Head of Subject) who is supported by a dedicated and specialised DT Technician. The department is located within and works closely with the Art Department as well as with the Maths and Physics departments, which are located in the adjacent block.

### **Curriculum**

Malvern St James has its own Preparatory Department, where Design and Technology is taught as its own discreet subject in Years 5 and 6, and with Art and Design and Technology from EYFS to Year 4. The Head of Design and Technology teaches the Years 5 to 6.

Design and Technology is part of the core curriculum in Years 7 to 9, and at GCSE AQA specification is followed, with WJEC Eduqas at A Level.

In addition to formal curriculum lessons, the Science and Technology Departments run extra-curricular activities and embrace the aims of National Science and Engineering Week. Competitions, speakers and relevant visits are all encouraged, to further the girls' understanding, attainment and enjoyment. There is a very full lecture programme, which includes MSJ holding an annual science lecture. The School enters students for National Olympiad Competitions in Biology, Chemistry and Physics and prestigious awards have been attained. Malvern St James has links with The Three Counties Showground for various events and another local company, Malvern Instruments. There are initiatives such as opportunities to visit facilities, work experiences and sponsorships, as all parties work together to encourage girls to pursue a career in the sciences, technology and/or engineering. STEAM Club competitions and recent events in liaison with Morgan Cars and Malvern Instruments and the Business and Economics Department are also highlights of this provision.

### **The Role**

We require a qualified and committed Head of Design and Technology. The successful candidate will teach Design and Technology throughout the School to A Level and include Oxbridge preparation where required. He/she will also be an inspirational classroom practitioner with a determination to deliver innovative teaching and learning, and a committed interest in the education of girls. He/she will also be Form Tutor and committed to the highest standards of pastoral care. He/she will be supported in furthering their professional development and be keen to contribute to the extra-curricular and pastoral life of the School. Some management experience in either an academic or pastoral role, together with the capacity to lead a successful team of enthusiastic staff is required.

## Head of Design and Technology Job Specification

### Accountability

The Head of Design and Technology is accountable to the Director of Teaching and Learning, the Headmistress and to parents and works very closely with the Head of STEAM and other Science and Technology colleagues.

**Responsible for:** Members of the Department including the Design and Technology technician.

### Purpose of the Job

The Head of Design and Technology has responsibility for leading their Department throughout the School, in fostering a love of the subject at every level and promoting it within the School. She/he will ensure high standards of teaching, learning and achievement, efficient use of resources and creative development of the curriculum.

The Head of Design and Technology will be expected to

- uphold the Teachers' Standards for their department
- support the visions, aims and objectives of the School
- be committed to the values and culture of the School, centred around its Boarding ethos
- be committed to the longer term development and promotion of the Department
- lead and manage the Design and Technology department purposefully and efficiently
- work effectively with the Head of STEAM and Heads of Art, Science and Mathematics to promote the highest standards of learning and exploration in technology at all levels
- promote outstanding teaching and inspire a love of learning within the department
- implement whole school policies within the department
- liaise with the Director of Teaching and Learning, Head of STEAM and the Senior Leadership Team in assessing the effectiveness of the School policies in relation to the department
- Undertaking evening, weekend and other duties as required

**Accountabilities** (in addition to those required of a qualified teacher)

### Policy/Strategic direction and development

- Contribute to whole school policy-making and strategic planning as required by the Head.
- Prepare, monitor and update annual departmental plans in consultation with colleagues.
- Take the lead in ensuring that school policies and strategies are embedded in department schemes of work and departmental plans.
- Take a role in testing and selection of candidates at 11+, 13+ and 16+.

### Leadership and management of others

- Lead the department, inducting, developing, deploying, motivating and appraising staff where relevant to ensure that they have clear expectations of their roles, and that high standards are achieved and maintained.
- Encourage members of the department to develop their leadership potential and to share and develop new ideas.
- Manage day to day requirements such as examination entry and departmental timetables, ensuring accurate records are kept and delegating as appropriate to ensure the efficiency of the department.
- Regularly review departmental policy and practice to ensure that they are used effectively and consistently, as well as share and develop ideas, including keeping departmental handbooks updated on an annual basis.
- When needed, Chair weekly departmental meetings and ensure that they are used effectively to review performance and to share and develop ideas for effective teaching and learning, including the sharing of good practice and maintaining excellent health and safety standards. Meetings should regularly consider actions designed to meet the needs of girls with SEND, EAL or the More Able, as

well as ensure Health and Safety compliance. Departmental meetings should be accurately recorded in minutes sent to the whole department, and saved on Microsoft Teams for school central records.

- Attend all Heads of Department meetings, Academic Development Committee meetings and INSET as relevant, as well as promote the subject within the school.
- Adhere to the MSJ management policies and participate in arrangements, including those on new staff induction and probation, appraisal and CPD, to ensure effective performance review, support, training and development of colleagues within the department.

### **Teaching and learning**

- Promote excellence in teaching and learning to ensure all pupils develop their potential.
- Exemplify in own practice first class teaching skills and ensure that good practice is shared throughout the department, including good classroom management.
- Ensure that a suitable learning environment is maintained throughout the department and that rewards and sanctions are applied as appropriate.
- Ensure that schemes of work are MSJ specific or if drawn from generic sources, appropriately customised and continuously developed in collaboration with colleagues to promote innovation and best practice.
- Ensure that the departmental handbook is used regularly, and reviewed and modified annually to ensure high standards of teaching and learning.
- Monitor pupils' work and the classroom practice of those in the department, including the marking of pupils' work to ensure that a consistently high standard is maintained and school objectives and policies are adhered to.
- Keep up to date with developments in the teaching of the subject, examinations and education in general to ensure that best practice is adopted within the department.
- Ensure the department is effective in meeting the needs of all pupils, including those with SEND, EAL and the More Able and that practice within the department is consistent with school objectives. Work closely with the Head of Learning Enrichment, Learning Support and EAL.
- Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events.
- Co-ordinating an educational visits programme and overseas departmental trips, working with the Educational Visits Co-ordinator.
- Monitoring and supporting the use of Microsoft Teams and iSAMs, including maintaining the departmental resources on MS Teams and Class Notebook.
- Developing cross-curricular links with other Heads of Subjects and departments as appropriate.
- Liaising with the School's Preparatory Department and the transition to the Senior School.

### **Extra-curricular activities**

- Actively promote enthusiasm for the subject outside the timetable, including talks, lectures and clubs during the lunch hour and/or after school, and by leading and/or organising assemblies taken by subject ambassadors.
- Extend pupil learning through regular organisation of trips and activities to increase their enjoyment of and appreciation of the subject at all key stages.
- Ensure national and local events and competitions associated with the subject are celebrated and promoted.

### **Marketing and external links, including public occasions**

- Actively promote the department within the school community to encourage pupils' interest in the subject area.
- Contribute to the positive promotion and marketing of the school in the local and wider community, including through the department pages on the portal and external website.

- Lead the department's contribution to marketing events and external links.

### **Management of resources**

- Monitor and control the department's allocated budget in line with school policies.
- Identify future resourcing needs and aspirations for the department, keeping the SLT informed.
- Ensure that all resources and practices are fit for purpose and used in accordance with Health and Safety guidelines.

### **Monitoring, evaluation & assessment**

- Ensure that within the department individual pupil progress is regularly assessed, centrally recorded both in the teacher mark book on iSAMs for topic/unit tests, and used to inform teaching.
- Use relevant performance and benchmarked data, and organise for the moderation of key year group topic and examination assessments, to ensure that high standards of learning are achieved and maintained.

### **Training & development of self and others**

- As a lead professional set personal targets and take responsibility for own continuous professional development.
- Be proactive in identifying training needs within the department, ensuring that they are appropriately met, and that all members of the department are active in their own professional development.
- Work with the Senior Leadership Team to support whole school inset provision.

### **All School staff are expected to:**

- work towards and support the School vision and the current School objectives outlined in the School Development Plan;
- contribute to the School's programme of extra-curricular activities;
- support and contribute to the School's responsibility for safeguarding students;
- regularly review own practice, set personal development targets and take responsibility for own continuous professional development;
- work within the School's Health and Safety Policy to ensure a safe working environment for staff, students and visitors;
- work within the Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective;
- maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues;
- engage actively in the performance review process;
- adhere to policies as set out in the Staff Handbook/Teacher Standards and Regulations;
- undertake other reasonable duties related to the job purpose required from time to time;
- adhere to School Safeguarding and Child Protection Policies.

### **PERSON SPECIFICATION**

#### **Essential:**

- Degree/equivalent and relevant qualification in Design and Technology (and preferably a teaching qualification)
- Experience of teaching Design and Technology throughout a school including A Level
- Evidence of a range of teaching and learning strategies
- Ability to lead, inspire, empower and motivate
- Management experience in either an academic or pastoral role
- Capacity to lead a successful team of enthusiastic staff



- Excellent communication skills
- Good organisational and planning skills
- Ability to prioritise the workload of self and others and to work flexibly to tight deadlines
- Effective pastoral skills
- Be a team player and adaptable
- Commitment to safeguarding of children
- A positive attitude to self-development and own learning
- Be proficient in the use of IT in the classroom
- Commitment to organising trips and extra-curricular activities on a regular basis and a willingness to raise the profile of the department across all Key Stages.

#### **Desirable:**

- Experience of teaching with our examination boards: GCSE AQA Product Design and A Level Product Design WJEC
- An understanding of independent education and the boarding ethos

### **GENERAL REQUIREMENTS**

Malvern St James is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the post holder.

### **APPLICATIONS**

The completed application form, which must include all dates of previous employment and give reasons for any gaps in employment together with a covering letter addressed to the Headmistress, should be returned to HR Department, by post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or by email to [recruitment@malvernstjames.co.uk](mailto:recruitment@malvernstjames.co.uk)

**A CV will not be accepted instead of a completed application form.** The personal statement within the application form should set out why you consider yourself a suitable candidate for the post citing relevant experience, previous achievements and your vision for this role. The statement should not repeat the contents of the covering letter.

References of shortlisted candidates will normally be taken up before interview one of which should be from your most recent employer. Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory DBS checking.

### **BENEFITS OF WORKING AT MALVERN ST JAMES GIRLS' SCHOOL**

Malvern St James Girls' School prides itself on its warm, friendly and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

#### **Pay**

We offer a competitive salary, taking into account previous experience and relative skills and abilities. Teaching salaries are paid on Malvern St James Teachers' Pay Scale.



**Pension Scheme**

After completing three months' employment with Malvern St James, Support Staff will automatically be enrolled into our Pension scheme, to which the School also contributes, this is subject to satisfying certain eligibility criteria and subject to the rules of such scheme as amended from time to time.

Teaching Staff are automatically entered into the Teachers' Pension Scheme.

Death in Service Cover.

**Sport**

MSJ Sports & Fitness Centre promotes flexibility as a key attribute to create fitter, healthier employees. Discounted membership for staff includes gym and swim and a wide range of classes. Membership contributions are taken by direct debit. The Sports Club provides many activities for members. These include a wide range of sports and regular competitions.

**Other benefits include:**

Fee remission

Lunch provided



