

ELIZABETH COLLEGE

GUERNSEY ♦ FOUNDED 1563

PARTICULARS OF VACANCY

Teacher of Design &
Technology
(Maternity Cover)

April 2023



www.elizabethcollege.gg
01481 726544

Leading
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TEACHER OF DESIGN & TECHNOLOGY

April 2023

We are seeking to recruit a well-qualified teacher of Design Technology to cover a maternity leave from April 2023 to March 2024. This role will include 3D, Graphics and Resistant Materials. The ability to teach up to GCSE is essential. A level teaching will be available.

This will be a full-time role required from Monday to Friday, during term time plus INSET.

Please note that the College prides itself in offering an extensive extra-curricular programme in which all members of staff are expected to participate enthusiastically.

Information and full details of the post are included in the following documents, which are attached to and form part of these Particulars:

- ✓ Job Description
- ✓ Person Specification
- ✓ Selection Criteria

ELIZABETH COLLEGE

Elizabeth College, founded in 1563 by Queen Elizabeth I, is a broadly selective day school. One of the earliest members of the Headmasters' and Headmistresses' Conference (HMC), the College provides a challenging, broad and stimulating academic and extracurricular programme for children between the ages of 2½ and 18.

Elizabeth College Junior School is coeducational. The infant department at Acorn House provides a pre-school and pre-prep education for children aged 2½ through to 7 (Key Stage 1). The Junior department, at Beechwood, provides an education for children aged 7 through to 10 (Key Stage 2) and prepares boys and girls for entry to secondary education at the age of 11. ECJS Acorn House and ECJS Beechwood are co-located on a site approximately half a mile away from the Upper School.

The Upper School became coeducational in September 2021 with girls joining the College in Year 7 and Year 12. This change was made recognising the needs of modern society and builds on both our well-established coeducational offering in the Junior School and the positive impact of our twenty-year Sixth Form partnership with The Ladies' College. Years 8-11 remain boys only as we take a phased approach to the introduction of the coeducational model.

The Upper School offers a wide variety of subjects with most students taking between nine and eleven GCSEs. At Sixth Form (ages 16-18), we work in an academic partnership with The Ladies' College in order to offer a broad curriculum and to flexibly accommodate the A level choices of our students.

Beyond the classroom, there are extensive opportunities for students to become involved in Sport, Music, Drama, STEM activities, trips and tours, the Combined Cadet Force (CCF), the Duke of Edinburgh's Award Scheme and many other activities.

Elizabeth College is proud of its academic record but we feel strongly that a successful school experience is about much more than examination certificates. We celebrate all of the talents of our students and look to support and guide them as children and young people through to adulthood.



ISI INSPECTION NOVEMBER 2021

Elizabeth College has received an outstandingly positive report from its recent inspection. Assessing the quality of College's educational provision, the Independent Schools Inspectorate (ISI) gave Elizabeth College the highest rating of "Excellent" on both the quality of the pupils' learning and achievement and the quality of the pupils' personal development.

As a member of the Headmasters and Headmistress's Conference, Elizabeth College is inspected by the Independent Schools Inspectorate (ISI). ISI inspections are validated by Ofsted, but differ in elements of the framework used, and also the grading system.

The inspection was completed by a team of 8 inspectors in November 2021 and covered the whole of Elizabeth College, including the Pre-School, Junior School and Upper School.

ISI inspections allow Elizabeth College to be compared to the best independent schools in the UK. Inspection reports include both qualitative and regulatory assessments and include appraisal of the quality of the pupils' learning and achievement, personal development, spiritual, moral, social and cultural development, welfare, health and safety and the quality of leadership and management.

The inspection report is generous in its praise of the **overall quality of the education** provided by the College and for the pupils themselves, as exemplified by the following excerpts:

- The quality of the pupils' learning and achievement is excellent.
- Pupils of all ages and abilities develop comprehensive subject knowledge, skills and understanding across all areas of learning, appropriately challenged by teaching that addresses linguistic, mathematical, scientific, technological, human and social, physical and aesthetic and creative aspects of learning.
- Pupils move on to the next stage in their lives with confidence and self-assurance, wanting to live adventurously whilst approaching the concept of risk sensibly in all that they do.

The report also reflects on the College's **curricular provision, quality of teaching and excellent outcomes** which the whole College achieves from its broad intake of pupils:

- Pupils enjoy their learning, think independently and have energy and passion in their drive for success.
- Pupils respond well to a thoughtfully constructed curriculum and to teaching that demands active engagement by pupils.
- The pupils' excellent commitment to success is strongly inspired because teachers set high expectations and consistently model highly positive attitudes to learning and achievement.
- Pupils' achievements in external competitions, in gaining other intellectual distinctions, and their successes in sport and the arts are outstanding.
- Older pupils commented that, though the school encourages excellence it does not mean perfection and that they are helped to take a balanced approach to life.

Pastoral care and the quality of relationships throughout the school are particularly highly praised:

- The quality of the pupils' personal development is excellent.
- Pupils' strong sense of responsibility, resilience, perseverance and self-esteem is the result of a well-organised proactive pastoral system.
- Pupils can be themselves and respect one another for their individuality.
- Pupils are kind to each other and considerate to their teachers.

The College's **leadership opportunities** and role within the community are also highlighted:

- The opinions of pupils are routed through active school councils which influence the direction of the school.
- Many seek opportunities both in the school and the wider community to take on responsibilities and opportunities.



With the overriding objective of helping schools to build on their strengths and identify areas for further improvement, the report includes these recommendations:

- Ensure all pupils make equally strong progress across all areas of the school, through consistent application of marking, oral feedback and suitable challenge in all lessons.
- Strengthen junior school pupils' ability to apply information and communication (ICT) skills proficiently across the curriculum.
- Strengthen upper school pupils' ability to reflect on the philosophical and spiritual ideas to which they are exposed.

Principal of Elizabeth College, Jenny Palmer says,

"I am really pleased with the outcome of our ISI inspection and the very positive way it reflects on our students and all of the hard work that our staff do to support them. When the inspectors visited us in November their focus was on student outcomes and all we do as a school community to facilitate those outcomes, from Pre-School through to the Sixth Form. It is great to see our academic, extra-curricular and pastoral provisions recognised as excellent and it is really helpful to be provided with recommendations on what we can do to improve still further, something we have already made a start on."

Please visit our website at www.elizabethcollege.gg for further information about Elizabeth College. If you have any questions about the post, please do not hesitate to contact us.

Applications for this position must be submitted on the Elizabeth College application form available on our website (www.elizabethcollege.gg) or on request from:

Mrs Lauren Lihou, HR Manager E: HR@elizabethcollege.gg
The Bursary, Elizabeth College, The Grange, St Peter Port, Guernsey, GY1 2PY

Please do not submit supplementary information by CV or letter. All relevant information must be included in the application form.

Elizabeth College is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

We welcome applications regardless of age, gender, ethnicity or religion.

The closing date for applications for this post is **noon on Monday 28th November 2022.**





Job Description

Teacher of Design & Technology (Maternity Cover)

Responsible to: Head of D & T

- Key responsibilities:**
- To deliver high quality lessons and support the achievement, safety and wellbeing of students in your care.
 - To support the Vision and Values of the College.
 - To be committed to and enthusiastic about teaching as a profession and encouraging children to be curious, life-long learners.
 - To value and promote the moral and spiritual well-being of the pupils, specifically through active participation in the pastoral life of the school.
 - To value and promote equality of opportunity and fairness and adopt non-discriminatory practices in respect of age, disability, gender, race or religion.
 - To be aware of, and comply with, College policies and procedures relating to safeguarding, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
 - To participate in training, Continuous Professional Development and other learning activities as required, including participation in the College's Appraisal arrangements.
 - To be a form tutor and take responsibility for the pastoral care and support of a group of students in accordance with the school vision, values and policies.
 - To be flexible, creative and curious about your subject, areas of interest and to model life-long learning to the pupils
 - To contribute to the College's extra-curricular programme.

Salary scale: MPS/UPS (dependent on experience)

Responsibilities and Actions

Teaching and Class Management

- To teach electronics, graphics and resistant materials (GCSE & A Level)
- To have high expectations of all students based on relevant data
- To teach using a variety of delivery methods which will stimulate learning, meeting the demands of the syllabus & the needs of the students
- To assess, record & report on the attainment, attendance & progress of students keeping such records as are required
- To provide or contribute to oral and written assessments, reports & references relating to individual or groups of students
- To prepare & update subject materials
- To maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour & standards of work
- To assess students' work in line with school policies & procedures referring to student performance targets
- To employ school policies
- To adopt whole school initiatives (e.g. AfL and differentiation)

Teacher of Design & Technology (Maternity Cover)

- To use Techsoft 2D Design v.2 CAD and Google Sketchup as a regular part of teaching
- To be able to use wood and metal turning machinery, the Denford Microrouter CAM system and the Roland Vinyl CAM.
- To be able to use MIG welding for mild steel, stainless steel and aluminium

Curriculum Provision & Development

- To assist the subject leader in the development of appropriate syllabuses, resources, schemes of work & teaching strategies
- To contribute to the development & implementation of the subject's strategic plan
- To help plan & prepare courses and lessons
- To attend & contribute to subject meetings

Monitoring & Evaluation

- To use data, both externally & internally produced, to assess student performance and to develop appropriate courses of action
- To review on a regular basis methods of teaching
- To produce reports and mid term grades for all students taught, if applicable

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Line Manager or Senior Leadership Team.

Job descriptions may be reviewed and subsequently amended or modified to reflect the changing needs of the school.



Person Specification: Teacher of Design & Technology (Maternity Cover)			
	Essential	Desirable	How assessed
Education and/or Qualifications:			
Educated to degree level in Design & Technology	✓		Application form
Qualified Teacher Status in Design & Technology	✓		Application form
Experience & Knowledge:			
An excellent classroom teacher with the ability to motivate and enthuse pupils	✓		Application form
Of teaching Design & Technology at Key Stage 3	✓		Application form
Of teaching Design & Technology at GCSE level	✓		Application form; interview
Of teaching Design & Technology at A Level		✓	Application form; Interview
Up to date with current changes and developments in teaching and learning pedagogy.	✓		
Of designing and delivering effective, engaging and relevant schemes of work and resources	✓		
Ability to assess prior attainment, track progress and set clear and aspirational student targets.	✓		
Personal and Professional Skills and Attributes:			
Highly motivated and enthusiastic with high standards and a positive 'can-do' attitude	✓		Interview; References
A commitment to high expectations, achievement and attainment	✓		Interview; References
Ability to communicate effectively with students, parents and staff	✓		Interview
The ability to take the initiative, to be flexible and to think creatively	✓		Application form; Interview
Very good organisational skills	✓		Application form; Interview
The ability to use IT to support teaching and learning	✓		Application form; References Interview
Strong self-awareness, emotional intelligence and resilience	✓		Interview; References
Committed to continuing professional and personal development	✓		References