



# The Beacon

Independent Prep School for boys aged 3-13  
Amersham, Buckinghamshire

## Head of Design and Technology Full-time/Part-time

September 2024



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The School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.

The Beacon is an equal opportunities employer.

Registered in England No. 01067862. Registered Charity No. 309911.



**From Nick Baker**

## **Headmaster**



Dear Applicant,

Thank you for your interest in the position of **Head of Design and Technology** at The Beacon.

We are seeking to appoint an inspirational Design and Technology teacher to join our team from **September 2024**. The role would ideally be on a **full-time** basis to enable maximum coverage across the whole week or there may be possibility to work on a part-time working pattern (eg **equivalent to 0.8 FTE** basis).

Our DT spaces include an impressive design and technology workshop with an interlinking design room. The space has the latest CAM technology, including two laser cutters, a CNC router and twelve 3D printers. The boys enjoy an exciting range of lessons and extra-curricular focusing on traditional handwork skills and the use of computers to design and manufacture.

The Beacon is a large prep school for boys aged between 3 and 13, with superb facilities and resources that support a forward-looking educational environment. The school occupies an 18-acre site in Chesham Bois/Amersham and is accessible by Chiltern Railways and Met Line.

The successful candidate will ideally hold QTS accreditation or an equivalent Design and Technology Qualification.

To give you a flavour of life at The Beacon please take a look around our website [www.beaconschool.co.uk](http://www.beaconschool.co.uk). You will find our Safeguarding and Child Protection Policy on the Vacancies page and other useful policies on the website too.

The Beacon is a remarkable school, and we seek remarkable people. I look forward to hearing from you.

Nick Baker

### **Headmaster**

#### IMPORTANT NOTE:

- *The school is committed to safeguarding and promoting the welfare of children. Safeguarding checks will be undertaken in accordance with School policy*
- *The safeguarding responsibilities of the post can be found in the job description and person specification in this recruitment pack*
- *The post is exempt from the Rehabilitation of Offenders Act 1974.*



## Professional Standards

The Following is our 'Circle of Success'. It is this which makes The Beacon a special place to be educated and work at. All our staff live and breathe by the professional principles below. If these resonate with you, you would definitely enjoy working at our School.





# The Role and Job Description

**Role:** **Head of Design and Technology**

**Hours:** **Normal School hours during term time (attendance from 08:00 with allocation of after school duties etc.)**

**Full-time/ Part time (min 0.8 FTE)**

## Main Areas of Responsibility

### Academic

- To teach Design and Technology primarily from KS2 to KS3 with skill, enthusiasm and dedication
- To encourage and stimulate the boys to achieve excellence in all their endeavours and to expect the highest standards
- To prepare lessons in line with the agreed curriculum and schemes of work in the subject ensuring a safe and tidy working environment
- To create an effective, well ordered, attractive and stimulating environment for the teaching and learning of the subject
- Ensure that there is a safe working and learning environment in which risks are properly assessed and reviewed and that procedures are in place to protect both staff and pupils from unnecessary risk
- Advising and supporting pupils on the proper use of equipment and materials, including electrical equipment and machinery
- Maintaining and repairing equipment according to a recorded and accountable schedule
- Demonstrating and assisting pupils during practical workshop activities
- Ensuring all practical lesson requirements are met in accordance with the School's schemes of learning
- Supporting the development and delivery of Computer Aided Design & Manufacture, including the provision of assistance to pupils with CAM work
- Taking responsibility for the safe storage of equipment and materials, and the disposal of hazardous materials in accordance with the relevant regulations
- Stocktaking and record-keeping of Design & Technology departmental resources, and purchasing additional resources as agreed with teaching staff from available budgets
- Ensuring that all COSHH / Health and Safety regulations are complied with
- Assisting in the organisation and preparation of displays for Open Days and other events
- Assisting in technical aspects of the work of other departments (e.g. Drama set construction)
- Undertaking any Health and Safety training as required
- To mark and assess boys' work and progress in line with the school and departmental policies and to record assessments in a clear and informative manner



- To report progress to parents at parents' meetings and in written reports
- To ensure that the boys' work is presented and maintained in an organised, appropriate and accessible format
- To work closely in a team with other teachers and assistants, the Heads of Department, the Heads of Section, and all members of the School Leadership Team
- To liaise with the staff in the Learning Support Centre to ensure that the needs of all boys with SEN are met
- To ensure that IEPs are managed and maintained effectively
- To maintain records and notes on academic issues in the electronic profiling system.
- Any other duties that may reasonably be assigned by the Head of Department or the Headmaster

### **Pastoral**

- To look after the well-being and pastoral needs of the boys in their sessions
- To monitor closely the behaviour of the boys in their groups and deal with any inappropriate behaviour, in consultation with the Head of Section if necessary
- To encourage and reward the boys for good behaviour, using a variety of different and appropriate methods
- To communicate effectively and regularly with parents and other staff
- To liaise with the Head of Section, where necessary, and to liaise with the School Counsellor, where necessary
- To maintain records and notes on pastoral issues in the school MIS

### **Additional Duties/Responsibilities**

- To ensure, at all times, absolute commitment to the safeguarding and promotion of the welfare of the boys at our school
- To undertake break time and lunchtime duties on a rota basis
- To supervise boys during assemblies
- To assist with the organisation and running of clubs, trips etc
- To support the Late Stay programme as required
- To attend school Open Days and other events
- In all areas of school life, staff are expected to lead by example and demonstrate and uphold the values that we wish the boys to learn

### **Safeguarding**

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact; following the School's safeguarding policy at all times and using the internal systems/contacting the DSL for monitoring safeguarding, wellbeing and pastoral issues

### **Note:**

- The role will involve daily contact with children and a high level of responsibility for children. The role constitutes regulated activity with children.
- In the role, you may also be required to undertake such other duties as the Head reasonably requires from time to time.



## Person specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Suitable teacher qualification, e.g. QTS</li> <li>OR</li> <li>• an equivalent Design and Technology Qualification.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Professional experience in a similar or relevant role</li> <li>• Strong understanding of pupil needs for ages 3 to 13</li> </ul>	<p>Relevant experience of working with pupils at both primary and lower secondary level</p> <p>(Note: it is not essential to have worked in the independent sector)</p>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Passionate about DT and excellent knowledge of the subject</li> <li>• Good interpersonal skills and collaborative working style that promotes good working relationships between the team, teachers/TAs, pupils and parents.</li> <li>• Ability to plan several steps ahead to ensure long term goals, objectives and strategies are met</li> </ul>	<p>Knowledge of DT skills taught at KS4</p>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Able to quickly settle into new environments</li> <li>• Drive, commitment and enthusiasm</li> <li>• Willingness to work flexibly, as and when required</li> <li>• Highly organised</li> <li>• Strong pastoral skills</li> <li>• Friendly and approachable</li> <li>• Ability to remain calm and professional in all situations</li> <li>• Excellent role model</li> <li>• Desire to contribute to school life beyond immediate classroom</li> <li>• Highly professional with positive outlook</li> <li>• Team player</li> </ul>	



## The Process

The school is committed to safeguarding and promoting the welfare of children.

All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The Beacon is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

**There is a requirement to complete the school's Application Form which can be downloaded from the website. Please send a copy of your completed Application Form and covering letter to [recruitment@beaconschool.co.uk](mailto:recruitment@beaconschool.co.uk)**

The closing date for receipt of applications is **9:00 am on Monday 22 January 2024** and interviews will be held the following week.

**We would encourage you to submit your application early as we reserve the right to close vacancies earlier than the deadline – if, for example, we receive a number of applications of interest early on.**

(Please note that whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a lesson, presentation and/or other task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification).

