

JOB DESCRIPTION

Cottenham Village College is committed to safe-guarding and promoting the welfare of children. The successful applicant will be expected to undergo DBS clearance.

POST TITLE: Design & Technology Teacher

GRADE: MPS / UPS

RESPONSIBLE TO: Head of Art, Design & Technology Faculty

COTTENHAM VILLAGE COLLEGE:

Cottenham Village College is a successful school just North of Cambridge. It is part of Cottenham Academy Trust, a small MAT of just two schools. Our sister school, The Centre School, shares a site with us.

The school is located in Cottenham, a small village on the edge of the Fens. We have three main partner primary schools but recruit from up to 35 others, and hence many of our pupils attend school by bus. The area is broadly a mix of families who have worked in traditional occupations such as farming, and also families where adults commute to Cambridge or London for their place of work.

At Cottenham Village College (CVC) we deliver a broad, rigorous education that is knowledge-based. We believe that pupils should leave school having experienced and knowing a lot.

We ensure that all of our colleagues access great CPD, and we take seriously our responsibility to develop teachers to be the best that they can. Our CPD programme is subject-specific, regular, and focused on ensuring colleagues take advantage of the autonomy they are granted within the vision of the school.

CVC has just under 800 students on roll. In 2015, the school recorded its best ever results with 72% achieving 5A*-C including English and mathematics.

We work closely with other Cambridgeshire schools to share knowledge, specialisms, and resources. We also have informal links with a number of high profile schools in London and across the country.

A main line train service runs from nearby Waterbeach to London in an hour and Cambridge and the historic city of Ely are within close proximity.

We are proud of our staff, our students and of their achievements and believe that developing a challenging, appropriate knowledge-led curriculum, while motivating and supporting our staff is the key that underpins a world class faculty.

The faculty currently teaches Design and Technology for 4 lessons a fortnight in Years 7-8, 2 lessons a fortnight in Year 9 and 5 lessons in Key Stage 4. There are 10 members of staff in the Art, Design & Technology department.

Prospective candidates are warmly invited to visit the school, speak to the Headteacher or Senior Team.

SAFEGUARDING:

Our school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

PARTICULAR RESPONSIBILITIES:

- To carry out the duties of a teacher in accordance with the provisions of the current Teacher's Pay and Conditions Document and within the range of teachers' duties set out in that Document;
- To work towards the agreed aims of the school;
- To teach the relevant subject as required;
- Ensure that all students achieve the very highest levels of which they are capable;
- Encourage and maintain very high standards of work and behaviour within the faculty;
- Contribute to the faculty's self-evaluation and development plan;
- Contribute to and support the ethos of the college.

School Duties:

- Undertake duties before school, after school and at break, on a rota basis;
- Take reasonable care of faculty resources and to account for any equipment used;
- Set cover work when absent;
- Report anything that could endanger or threaten the health and safety of students or staff to SLT.

Teaching:

- Undertake a programme of teaching in accordance with the appropriate professional standards and the school curriculum;
- Teach pupils according to their educational needs, including the setting and marking of all class work and coursework carried out by pupils in the school and elsewhere;
- Assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required;
- Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of pupils;
- Ensure that ICT, literacy, and numeracy are reflected in the teaching/learning experience of pupils;
- Ensure a high quality learning experience for pupils that meet internal and external quality standards;
- Prepare and update subject materials;
- Maintain discipline in accordance with the school procedures, and to enforce good practice with regard to punctuality, behaviour, standards of work and homework;
- Undertake assessment of pupils as requested by external examination bodies, curriculum areas and school procedures;
- Mark, grade and give written/verbal and diagnostic feedback as required;
- Liaise with SENCO and form tutors over pupils with special educational needs and to modify teaching accordingly, maintaining high expectations.

Form Tutor Duties:

- Offer care and support to pupils in all aspects of their school life and prepare them for adult life;
- Develop an understanding and knowledge of each student as an individual;
- Enable pupils to play an active role in all aspects of the school's tutorial and PSHE/conference day/careers programme;
- Undertake all administrative tasks to ensure the smooth day-to-day running of the school.

Additional Duties:

Play a full part in the life of the school community, both curricular and extra-curricular, to support its mission and ethos and to encourage and ensure staff and pupils follow this example.

NOTES

1. *The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.*
2. *This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.*
3. *This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.*
4. *The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.*
5. *This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.*

PERSON SPECIFICATION ~ DESIGN & TECHNOLOGY TEACHER

	CRITERIA	ESSENTIAL/ DESIRABLE	EVIDENCE
QUALIFICATION AND PROFESSIONAL DEVELOPMENT	Degree or equivalent	Essential	Application
	Qualified Teacher Status	Essential	Application
	A commitment to developing professional skills	Essential	Interview
SKILLS AND EXPERIENCE	Understanding assessment practice and target setting	Essential	Application
	Ability to successfully manage behaviour in the classroom	Essential	Application/ Interview/ Teaching
	Ability to work under pressure and meet deadlines	Essential	Interview
	Ability to ensure pupils learn and strategies to ensure pupils retain knowledge	Essential	Interview
KNOWLEDGE AND UNDERSTANDING	Understanding of developments of teaching and learning in Design & Technology	Essential	Application/ Interview/ Teaching
	Excellent knowledge and interest in the relevant subject area	Essential	Application /Interview/ Teaching
	Can articulate the relevant Design & Technology knowledge that pupils should leave school with in order to join the 'community of educated citizens'.		
	Commitment to inclusive and high achieving comprehensive education	Essential	Application/ Interview
	Knowledge of Design & Technology subject pedagogy	Essential	Interview
INTERPERSONAL SKILLS	Demonstrably good relationships with colleagues, students and the wider community	Essential	Interview
	Commitment to contributing to extra-curricular activities of the school	Desirable	Interview
	Commitment to promoting and safeguarding the welfare of all students	Essential	Interview