



CUMNOR HOUSE SUSSEX



Teacher of Information & Design Technology September 2021

Reporting to: The Deputy Head (Academic) and the Academic Leadership Team

Information Technology: To develop and teach a computing and digital curriculum to the Prep School, including a suitable assessment regime; to help shape and advise on the digital strategy and vision of the School and drive the uptake and use of digital technology throughout the curriculum; to act as e-Safety Officer and Online Learning Officer for the School.

Design Technology: To introduce Design Technology to Years 4-6 and to teach project-based Design Technology to Years 7/8, designing inspiring and achievable projects which can be accomplished in a six- to seven-week period. To achieve these goals you will be working with the aid of an experienced Technician in outstanding DT workroom.

The Post: This post is suitable for either a newly qualified or an experienced teacher who wishes to pursue their career within an outstanding Prep school. A motivated graduate would be considered as a Trainee Teacher and supported through the PGCE course. Subject experts in ICT and/or DT are welcome to apply, with a desire to develop their subject knowledge within both curriculum areas.

Statement of Duties

- With the support of the IT Manager and the DT Technician, manage the IT resources and those of the DT workroom.
- Organise and plan DT and ICT projects, including digital, written and drawn plans, and construction methods.
- Establish a safe and stimulating environment, while demonstrating consistently a positive and calm approach to teaching and learning.
- Set goals that stretch and challenge pupils, whatever their ability or disposition.
- Maintain classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them, promoting a love of learning.
- Guide pupils to reflect on their ideas, methods of work and progress.
- Employ clear rules and routines for conduct in the classroom, and take responsibility for promoting good and courteous behaviour both in lessons and around the School.
- Make use of formative and summative assessment to secure pupils' progress.
- Find regular opportunities with the DT Technician to discuss the progress and needs of individual children, and produce written notes of any important matters raised.
- Prepare pupils for scholarship attempts.
- Act as e-Safety Officer for the School, ensuring the School's policy concerning the use of ICT is adhered to, and updated as required.
- Act as Online Learning Officer for the School, monitoring the School's use of appropriate technology and safeguarding measures, in conjunction with School's DSL.
- Keep abreast of the developments and requirements of the subjects in terms of the school, Scholarship and the National Curriculum.
- Maintain schemes of work for teaching of DT and ICT. The schemes of work should be accessible and practical, and should refer to the syllabus, use of digital resources, SEN adjustments, cross-curricular opportunities and presentation.
- Maintain a Department Handbook and Development Plan, including a brief summary of each term's syllabus for publication on the school website
- Attend Heads of Department meetings, contributing to the agenda and promoting the interests of the department at these meetings.
- Be responsible for monitoring the department's expenditure and annual budget.
- Promote the study of these subjects at Cumnor by means such as visits, events or activities as may be deemed worthwhile.
- With the support of the DT Technician, ensure that the department conforms to the COSHH and CLEAPSS directives, and that all risk assessments are up to date.
- Contribute to the Community Outreach programme for local primary schools in conjunction with the Head of Science and Deputy Head (Academic).
- Attend Parents' Evenings and other School events, including INSET, as required.
- Contribute to the wider activities within the Prep School, including participation in the provision of sports and games.

Desirable Personal Qualities and Experience

- Experience of teaching Key Stage 2/3 Design Technology, up to and including Year 8 DT Scholarship candidates
- A secure knowledge of ICT and DT, together with the desire and ability to impart that knowledge to children in an enthusiastic, sensitive and imaginative way.
- Skill in planning and teaching effective lessons across age and ability ranges

- The ability to share outstanding practice and support other colleagues in the teaching of ICT and the use of digital technology in teaching and learning (e.g. Clevertouch boards and Smartboard software; Microsoft Teams; ATOM Learning etc.)
- Creative and enthusiastic approaches both in and out of the classroom
- The ability to reflect on the effectiveness of lessons, ensuring continuous improvement in teaching practice and learning outcomes.
- Qualified Teacher Status as a preference. NQTs and those interested in a PGCE are also welcome to apply.
- The ability to plan, organise and manage time effectively and efficiently.
- Excellent communication and team-work skills, and a willingness to contribute to the wider Prep School curriculum and community.
- A positive, flexible and good-humoured approach, essential to teaching.
- Empathy with the Cumnor principles, and the ethos and aims of independent education.

Hours of Work

Prep School Teachers are expected work from 8am to 6pm during term time, which includes 3 days before and after the start and end of each term, and to be available for evenings (e.g. Parent Evenings) and some weekends. There are also whole-school events, such as Sports Day, which may occur at the weekend or at other times out of the normal School day.

Holidays, Remuneration and Benefits

- Cumnor offers a generous remuneration package, in line with experience and qualifications, and this will be discussed at interview.
- Remission on fees for Staff children attending the School or Nursery
- Contributory pension scheme
- Free on-site parking
- Complimentary dining and refreshments available all day during term time
- Free use of swimming pool at specified times
- Occupational sick pay scheme

Application Process and Safeguarding

Applicants should complete an application form and submit it, with CV and covering letter, to hr@Cumnor.co.uk by Friday 30th April 2021. Interviews of selected applicants will be held during the week of 10th May, and would involve a visit to the School. Cumnor House Sussex is committed to safeguarding and promoting the welfare of children. An offer of employment will be subject to an enhanced DBS disclosure, satisfactory references, verification of ID, medical fitness and relevant qualifications, and other security checks.