

MAYVILLE HIGH SCHOOL

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Headteacher
Mrs R Parkyn
MA (Oxon) MA PGCE MCIL

Subject Teacher – Senior School DT (timbers & textiles)

Start date: January 2024

DT teacher required to teach throughout the 11-16 age range.

Listed below are principal, but not exhaustive responsibilities of this post. This job description should be read in conjunction with the School's Handbook.

- To ensure that curriculum requirements are met for pupils at KS3 and KS4 and that these pupils are fully prepared for school exams and GCSE in line with school policy.
- To participate in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments and in participating in arrangements for supervision during such examinations.
- To plan/follow departmental scheme of work in the teaching of DT to the above groups, consistent with the aptitudes and abilities of individual pupils. To initiate production/review of schemes of work as necessary. To submit and review an annual development plan, as part of the Creative Arts department.
- To plan lessons and teach according to the needs of the individual pupils, taking into account the requirement for differentiation.
- To set and mark work to be carried out by the pupils in school and elsewhere according to the school's policy.
- To assess record and report on the development, progress and attainment of pupils according to school's policy, using assessment to promote individual learning.
- To report concerns over pupil progress to HoD, Deputy Headteacher or Headteacher as appropriate.
- To report pupil progress to parents via meetings and written reports.
- To participate in staff meetings to make an effective contribution to the development and application of school policies and procedures relating to the administration or organisation of the school, including curriculum matters and pastoral care of pupils.
- Act as Form Teacher to a group of pupils
- To maintain class and school discipline amongst pupils and safeguard their health and safety when they are the responsibility of the school in accordance with agreed policies, procedures and standards, including school visits – completing risk assessments as appropriate.
- To maintain an up-to-date knowledge of available techniques, resources and developments in the subject area, review as necessary personal teaching methods and programmes to ensure that one's own teaching is as effective and stimulating as possible.

- To assist the smooth-running of the school by covering for other teaching staff who may from time-to-time be absent from school, supervising and, so far as practicable, teaching the absent teacher's groups.
- To support the activities of the House to which they are assigned.
- To attend such functions as may from time to time be reasonably requested by the Headteacher.
- To participate in the school's Staff Appraisal programme.
- To participate in arrangements for further training and professional development as a teacher.
- To undertake break and lunch duties as reasonably required.
- To become familiar with and to carry out all general school policies as specified in the Staff Handbook and Health and Safety Regulations.
- To undertake study/prep cover if required.
- To organise the accurate and attractive presentation and display of pupils' work.
- To support lunchtime activities/clubs
- To organise trips to exhibitions
- To undertake additional duties under the reasonable direction of the Headteacher.

Start date: 1st January 2024

Subject to a 12 month probationary period

Salary: dependant on qualifications and experience