



WOODBIDGE
SCHOOL

Work With Us

Teacher of Design

Application Pack



Teacher of Design

Full or Part-time hours available

Fixed Term until 4 July 2025

Salary: £31,343 to £46,114 per annum

Immediate start

We are seeking an enthusiastic, talented and motivated Teacher of Design to join us on a full or part-time, fixed term until 4 July 2025. We are looking for an individual who will be able to contribute to the academic life of the department to ensure that our pupils reach their full potential, ideally with experience of teaching pupils at KS3 and or KS4.

We are open to applicants for both full or part time hours and would ask you state on your application if you are applying for full or part time and if part time the hours you are available.

The successful applicant will ideally have a background in 3D design/resistant materials and graphic communication however we are willing to consider applications from candidates who have other relevant skillsets and experiences within the field of Art, Design and DT teaching. We have a strong and dedicated staff body, excellent facilities and you would be joining a warm and friendly working environment. You will be expected to contribute fully to the pastoral and co-curricular life at the School, which will include after school design clinics and three to four Saturday support sessions for exam students.

This post is suitable for both experienced candidates and those new to the profession.

For more information about our school, this opportunity, and to download an application pack please visit: <https://www.woodbridgeschool.org.uk/about/vacancies/>

Closing date: 2 February 2025

Interviews: W/C 10 February 2025

We reserve the right to close applications to this role, if sufficient applications are received by an earlier date.

Woodbridge School is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people; successful candidates will be subject to pre-employment checks including an enhanced DBS.



Job Description

Our Design Department teaches 'Art & Design: Graphic Communication and Three Dimensional Design, and the exam board we use is AQA.

This role requires applicants to have a good level of knowledge and skill in woodworking, metalworking and also working with a wide range of practical processes and techniques. It also requires a good level of ability in graphic design teaching, including the use of Adobe CC software. To flourish in this role, applicants must be self-motivated, pro-active and inquisitive.

Job Purpose

Teachers are expected to provide excellent standards of teaching, learning and pastoral support, whilst also contributing to the extra-curricular life of the school.

Key Responsibilities (Academic):

- Encourage pupils to appreciate the value of their subject and provide them with appropriate knowledge, understanding and skills. This will encompass:
- Preparing and teaching challenging and stimulating lessons, with due regard to pupils' individual needs across the ability range.
- Maximising pupils' learning and teaching experiences in your subject area, setting high expectations.
- Regularly marking and setting homework, with clear feedback for pupils as to how to improve.
- Engaging in informal lesson observation and participating in the exchange of good practice.
- Planning other out-of-class activities to consolidate and extend the knowledge of pupils.
- Preparing pupils for examinations.
- Researching new topic areas, maintaining up to date subject knowledge and devising/writing new curriculum materials.
- Working within the departmental framework as a member of the team, contributing to meetings and departmental activities.
- Having clear rules and routines for behaviour in classrooms, and taking responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy; and,
- Selecting and using a range of different learning resources, including IT to provide variety in teaching methods and to stimulate learning.

Key Responsibilities (Pastoral):

- Carrying out tutoring duties as assigned by the School.
- Creating and maintaining strong, supportive relationships with staff, parents/carers, pupils and the community.
- Contributing to the formal and informal pastoral, spiritual, moral, and social and health-related education of pupils through the pastoral system and beyond.
- Keeping up to date with safeguarding knowledge and legislation in relation to working with and protecting pupils; and,
- Contributing to the wider, extra-curricular life of pupils and of the School.

Wider Responsibilities:

- Being responsible for personal professional development and other colleagues through the appraisal system and CPD.
- Being cognisant of, and having empathy with, the aims and objectives of the School.
- Participating in 'standard' occasions, e.g. Speech Day, Open Day and parents' evenings, meetings, INSET, etc.; and,
- Undertaking any other reasonable and relevant duties in accordance with the changing needs of the School.

General Responsibilities

Health and Safety

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to, School's Health and Safety Policy.

Child Protection/Vulnerable Adults Statement

Woodbridge School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out your duties you become aware of any actual or potential risks to the safety or welfare of children in the school you must report any concerns to the appropriate Designated Safeguarding Lead or to the Head.

Brand Values

Ensure your work, communication and approach conforms to the brand values and house style of the School and the wider Seckford Foundation. Keep up to date, and comply with the brand Rules, Policies and Procedures at all times.

Person Specification

Education and Qualifications	E	D
• Graduate with Qualified Teacher Status;		√
• Evidence of CPD;		√
• DATA Health & Safety Competency training certificate (in date);		√
Knowledge and Experience		
• Experience in graphics, 3D design/resistant materials or both (or other relevant skillsets and experiences within the field);	√	
• Experience of teaching up to A-Level (our exam board is AQA Art & Design for both GCSE and A Level);		√
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• Knowledge of use of Adobe CC, Photoshop and Illustrator or CAD software;	√	
• 3D practical experience/skillset.	√	
• Excellent subject knowledge	√	
• Knowledge of effective pastoral care and safeguarding and child protection issues.	√	
• Teaching experience in an independent school with a proven track record of success		√
Skills		
• Able to demonstrate outstanding classroom practice, capable of inspiring pupils with an imaginative approach to teaching and learning;	√	
• Teaching and supporting pupils of all abilities and giving confidence to the weaker students;	√	
• Ability to differentiate teaching to meet all needs and stretch the most able students;	√	
• Strong communication and interpersonal skills, with pupils, parents, and peers alike;	√	
• Ability to inspire, motivate and support others;	√	
• Good administrative and organisational abilities;	√	
Safeguarding		
• Evidence of a commitment to promoting the health, welfare and safeguarding of children.	√	
Personal Qualities		
• Inspirational; has a genuine passion for the subject and an ability to enthuse pupils;	√	
• Ability to create and maintain strong, supportive relationships with staff, parents, carers, pupils and the community;	√	

Benefit Statement

Pension	Membership of the Teachers' Pension Scheme, to which you and the School shall both make the appropriate contributions based on your pensionable salary.
Sick Pay	After 1 year of service, full pay for 5 weeks, and if 4 calendar month's service had been completed before absence began, half pay for 10 weeks. This increases incrementally on each year of service up to 4 years of service where the maximum entitlement is reached.
School Fees	School fee remission may be available depending on individual circumstances.
Holiday	Generous holidays taken in non-term time periods.
Training	Regular training and CPD opportunities available both internally and externally.
Other Benefits	<ul style="list-style-type: none">• Free parking• Complimentary lunch is available when the Dining Room is in operation• Access to our Employee Assistance Programme.

Information for applicants

In order to apply please complete the application form.

Application forms can be downloaded from the School's website:

<https://www.woodbridgeschool.org.uk/about/staff-vacancies/>

Please apply, preferably by email, stating "Teacher of Design" in the title line to recruitment@seckford-foundation.org.uk

If you are unable to apply by email then please post your application, marking "Private and Confidential" to The People Team at:

Woodbridge School

Marryott House

Burkitt Road Woodbridge

Suffolk

IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please contact the People Team on 01394 615175.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.