



ST EDMUND'S COLLEGE
& PREP SCHOOL

A CAREER AT ST EDMUND'S COLLEGE

Teacher of Design and Technology



Closing Date for Applications: Midday, Wednesday 23rd April 2025

Interviews to take place: Monday 28th April 2025

Suitable candidates may be interviewed before the closing date and we reserve the right to withdraw the position if an early appointment is made.

St Edmund's College, Old Hall Green, Ware, Hertfordshire, SG11 1DS

Telephone: 01920824335 Email: hr@stedmundscollege.org

www.stedmundscollege.org

Education for the whole person: Intellectual, physical, emotional and spiritual



ST EDMUND'S COLLEGE & PREP SCHOOL

Dear Colleague,

Thank you for expressing an interest in a position at St Edmund's College.

I hope that this brochure will give you a sense of what we are looking for, as well as a flavour of this wonderful school.

Half an hour from London, yet nestled in 450 acres of breathtakingly beautiful Hertfordshire countryside, St Edmund's is a lovely place to live and work. Founded in 1568, as a seminary, then a boys' school, it is the oldest continuously operating and oldest post-Reformation Catholic school in the country, yet we are a modern, forward-thinking, imaginative and lively school. We are proud of our academic standing, but grades are not our sole focus. At St Edmund's the spiritual, academic, pastoral and co-curricular are of equal value. These four elements combine to create an education that is second to none.

The true measure of our success is found in the qualities of the young people we send out in the world: excellent but never arrogant; ambitious but never selfish; robust but never uncaring and faith-filled but never intolerant.

We are a close-knit community which looks after its staff. People enjoy working here, and your dedication and loyalty will be matched by a competitive salary and generous benefits, commensurate with your experience and the seniority of the post.

If you would like to discuss the post informally at any stage, please feel free to get in touch. In the meantime, we very much look forward to receiving your application.

With all best wishes,
Yours faithfully,



Matthew Mostyn,
Headmaster



Our Community



The College has an incredible sense of community among its staff which can be felt immediately. The fascination of our setting is lasting and the Good Schools Guide describes the College as: "A successful, flourishing, dependable school with real spiritual heart."

Our 400 acre site with its large leafy grounds, impressive playing fields and attractive school buildings offers modern facilities in a country setting, providing a safe and stimulating environment for young minds. With excellent transport links and only 30 minutes by train to central London stations, the College is 20 minutes' drive from junction 25 of the M25, immediately off the A10. Also within easy access is London Stansted airport, which is a 20-minute drive.

At St Edmund's we strive to:

- Provide a rounded education for the whole person – intellectual, physical, emotional and spiritual.
- Encourage students to demonstrate care and concern at home and in the wider community.
- Reflect the scholarship of St Edmund with a balanced and challenging curriculum for each individual.
- Show concern for all within the College community, demonstrate our collective commitment to be truly Christ-centred in all we do, and ensure that the students' experience of relationships within the College reflects the Gospel maxim, "Love thy neighbour as thy self".
- Build on our enriching Catholic heritage, making prayer, worship and liturgy a central part of our lives and our community.
- Create meaningful interaction between the College, home and the wider community and prepare our students to make their way in the world while making a difference to the world.

The ISI regulatory compliance inspection in November 2019 recorded that all eight parts of the standards were met.

Rooted in Christ and Catholic tradition and under the guidance of our patron, St Edmund, we aim to realise the God-given potential, in body, mind and spirit, of all members of our community through service and leadership.



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Our History



Founded in 1568, St Edmund's College is the oldest Catholic school in England, offering an all round co-education for students from 3 to 18. Our community values both academic excellence and the achievement of one's personal best, right through from our Prep school, to Sixth Form and beyond.

We are proud of our academic achievements at GCSE and A Level. Originally located in Douai, France as a seminary to train priests, the College also became a Catholic school for boys. During the French Revolution, it transferred to England and found its present home on the beautiful site of Old Hall Green in 1793.

In 1874 the junior boys were separated from the rest of the College into St Hugh's Preparatory School, which became St Edmund's Prep in 2010, and in 1974 girls from the adjacent Poles Convent were admitted to Rhetoric as the first stage towards co-education, which was accomplished by the closure of Poles in 1986.



Five Year Strategic Plan



The Governors' and Headmaster's aim is to raise our standards even further, with continued investment in staff, buildings and resources, and they have developed a Five Year Strategic Plan, which is inspired by the College's Five Mission Aims:

- Christ Centred Education
- Scholarship of St Edmund
- Education of the Whole Person
- Home and the Wider Community
- Catholic Heritage



What advantages do our staff enjoy?



There are many advantages enjoyed by most independent schools and their staff: a disciplined environment, the opportunity for teachers to express their passion for their subjects, good resources, smaller class sizes and greater professional freedom for all members of our staff community. Relationships between students and staff, both teaching and non-teaching, are extremely strong.

We hold professional development to be of the utmost importance, and have a generous training budget for that purpose, as well as an established appraisal system.

The College offers the following benefits:

- Excellent catering facilities including school lunches during term time when the kitchens are open, cakes and biscuits during break times in the staff common room and hot drinks machines.
- Use of the College sports facilities when not in use by students, including the gym.
- For children of staff:
 - Discretionary discount on College Fees, subject to completion of the admissions process.
 - After school club and breakfast club charged at cost.
 - Parties for children of staff including at Easter and Christmas.
- Free parking.
- Cycle to Work Scheme.
- Access to free counselling and health advice helplines.
- The College has its own pay scale, above national averages



A Career at St Edmund's College	
Teacher of Design and Technology	
Job Description	
Reporting to:	Head of Art, Design and Technology
Probationary Period:	One Academic Year
Summary of the role:	<p>The Design and Technology Department</p> <p>Design and Technology is taught throughout the School, delivered to all students in Key Stage 3 and then as an option at GCSE. DT is taught on the ground floor of the College in spacious purpose-built workshops.</p> <p>GCSE Course – AQA Design and Technology (8552) A Level Course – AQA Design and Technology: Product Design (7552)</p> <p>Students are encouraged to develop their skills in design and making; an emphasis is placed on individual creativity.</p> <p>The department has many links with local industry and successful projects have been underpinned by working with outside professionals.</p>
Line management responsibility for:	
Main duties and responsibilities:	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • To teach classes as allocated following whole school and departmental policies. • To ensure that you meet the entitlement of all students to have access to a rigorous learning experience, which is scaffolded to their needs. • To ensure that assessment is an integral part of your everyday teaching and that you keep full records of work done, including evidence and pupils' self-assessments. • To contribute to the departmental development of the curriculum and organisation of resources and to the review of whole school policies. • To maintain standards of student behaviour and discipline within the classroom and elsewhere in school. • To help to maintain the highest possible standards of order, efficiency, stimulation and attractiveness in the learning environment particularly in your classroom(s). • To set targets for students.

	<ul style="list-style-type: none"> • To be aware and responsible for Health and Safety issues within the workshops is key, ensuring compliance with the annual maintenance contracts and the need for clear risk assessments. • To Promote the safeguarding and welfare of children and young persons for whom you are responsible and with whom you come into contact. • To embrace the High Performance Learning (HPL) philosophy and framework and apply it to all aspects of College life.
Other	<ul style="list-style-type: none"> • Undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Bursar and any other member of the core SLT. • Performing the 'Role of Teacher' job description, as set out in the College's Academic Handbook.
	<p>St Edmund's College and Prep Old Hall Green, Ware, Hertfordshire, SG11 1DS Telephone: 01920 824335 Email: hr@stedmundscollege.org</p>

The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks.

We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



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Person Specification

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed.	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	
Qualifications	<ul style="list-style-type: none"> • Good (Honours) Degree in Product Design, Industrial Design, Engineering or similar type course. • Post Graduate Qualification in Education or QTS. 	<ul style="list-style-type: none"> • Suitable Health & Safety training / certificates. 	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none"> • Experience of teaching Design and Technology to GCSE and A Level. 		Contents of the application form Interview Professional references
Skills & Knowledge	<ul style="list-style-type: none"> • Innovative and able to work flexibly and with initiative. • Excellent classroom practitioner with a record of sustained outstanding classroom practice. • Experience of working with a range of resistant materials. • Experience of using CAD/CAM within projects. • Values each student as an individual. • Willing to play a full part in the life of the College. • Experience of working with young people in a school setting. 	<ul style="list-style-type: none"> • Experience of implementing strategies for improving the quality of teaching and learning, including promoting excellence and challenging poor performance. • Experience of having organised extra-curricular events/activities/competitions. • Experience of helping to develop appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the subject area. 	Contents of the application form Interview Professional references Lesson observation

	<ul style="list-style-type: none"> • Excellent knowledge of a wide range of teaching materials and to implement these in the classroom. • A commitment to ongoing research into teaching and learning strategies. • Able to treat all with respect. • Possesses effective communication skills, both written and spoken, in order to deal with pupils, parents and staff. • Possesses good organisational skills. • Able to work within a team. • Sets high standards for self and others. • Able to listen/observe/acknowledge. • Pays meticulous attention to detail. • Able to motivate others. • Willing to hold people to account. • Shows an understanding of the impact of decisions. • Awareness of the appropriateness and practicality of options. 		
<ul style="list-style-type: none"> • Personal competencies qualities, attitude and behaviours 	<ul style="list-style-type: none"> • Motivated to work with children and young people. • Able to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours. • Positive attitude to use of authority and maintaining discipline. • Fully committed to the department and will contribute to the departmental plan. 		<p>Contents of the application form Interview Professional references Lesson observation</p>

	<ul style="list-style-type: none"> • Responsible, honest & reliable. • Personable, willing & helpful. • Independently strong and confident, as well as being a team player. • Able to work calmly under pressure with a professional disposition. • Willing to communicate and resolve difficulties at the earliest opportunity. • “Can do” attitude. • Pragmatic. • Adaptable. • Good time management and able to prioritise. 		
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