

THE · QUEEN'S · SCHOOL



CANDIDATE INFORMATION PACK

# Head of Design and Technology

Part Time – approx. 0.8 FTE | For September 2026 start |  
Closes 9am Wednesday 29 April 2026 |  
Interview Date Monday 4 May 2026

# Unlock *Her* Future



## Join one of the North West's top-performing independent schools

Thank you for your interest in the position of *Head of Design and Technology* at The Queen's School. This is a wonderful and exciting opportunity to work in a thriving school as we embark on an exciting chapter of growth and investment.

As Head of the Design and Technology department, the successful candidate will play a pivotal role in shaping the academic journey of our pupils. Through effective leadership, they will shape the department's strategic direction, overseeing teaching and assessment, supporting staff development, and ensuring high standards of curriculum delivery, resources, and health and safety. They will bring passion, expertise, and creativity to the classroom delivering engaging lessons and nurturing each pupil's potential within our School's ethos. Their professionalism and dedication will foster positive relationships among staff, enriching the teaching and learning environment.

The first-choice school for happy, confident, future-ready girls, our approach brings together strong academic standards, a city-powered co-curricular and enrichment programme, and highly personalised pupil support. This means consistently exceptional outcomes; breadth of opportunities from sports, the arts and STEM to future skills and leadership; and a level of individual attention enabled by our boutique scale, flexible curriculum pathways, close relationships and decisions shaped around every girl's needs, interests and passions. From our newly launched Preschool through to Year 13, our all-girls environment increases participation, removes barriers and gives pupils the confidence to step forward and have a go.

More information about our approach is available at [www.thequeensschool.co.uk](http://www.thequeensschool.co.uk).

I look forward to receiving your application.

**Joanne Keville**  
Head

*“A wonderfully empowering environment in which girls flourish academically but also personally, with bountiful opportunities on offer to pursue extracurricular passions and interests of every variety.” – Good Schools Guide*



#### **JOB DESCRIPTION – Head of Design and Technology**

##### **Responsible to:**

The Deputy Head on day-to-day issues and ultimately the Head in all matters.

##### **Objectives of the post:**

- To provide leadership in and be responsible for the management of the DT Department
- To determine the philosophy of the department in-line with the aims of the school
- To be responsible for the teaching, assessment and development of DT throughout the school
- To interact on a professional level with colleagues and to seek to establish and maintain productive relationships with the aim of improving the quality of teaching and learning in the school
- To contribute expertise, enthusiasm and talents in order to develop each pupil's full potential within the ethos of the school.
- To ensure that pupils are prepared effectively for public examinations where applicable
- To participate with the other colleagues in the development of appropriate syllabuses, resources, materials, assessments, and schemes of work
- To make an appropriate contribution to the school's programme of extra-curricular activities
- To carry out other associated duties as are reasonably assigned by the Headmistress or other appropriate senior members of staff.

##### **Key responsibilities:**

It is the statutory duty of all members of the teaching staff to safeguard and promote the welfare of all children at the school and to adhere to the school's safeguarding policy and procedures.

The subject teacher is under the guidance and leadership of the Head of Department/SLT link in teaching the subject and in undertaking additional responsibilities, which can be reasonably assigned in respect of the subject.

### **Leadership and administration of the department**

- draw up and update annually a departmental action plan which reflects the aims of the school improvement plan
- work with other members of the department to produce appropriate syllabuses, materials and schemes of work and an up-to-date departmental handbook
- review regularly the department's success in meeting its aims and objectives
- ensure the provision of appropriate resources and materials
- ensure the effective use of the department's resources and the proper maintenance of materials and equipment, including the classroom
- advise the Deputy Head and Head on the aims and policies of the department and the resources required to implement them
- allocate teaching responsibilities, bearing in mind the abilities, experience and developmental needs of members of the department
- develop a departmental assessment policy, in-line with the whole school assessment policy, and to co-ordinate standards of marking and assessment within the department
- ensure that the departmental teaching areas are attractive in appearance and conducive to stimulating an interest in the subject
- Ensure that Health and Safety regulations are observed within the department, keeping the Deputy Head and Head informed of any changes which may affect the department.

### **Leadership of staff**

- contribute to the Professional Development Review programme and to support members of the department in their professional development
- recognise any areas of challenge that may arise with members of the department and to be supportive and constructive in finding a solution
- organise departmental meetings to discuss the work of the department and the implementation of departmental and school policies
- ensure that all the department follow departmental schemes of work
- ensure that expectations of standards are clearly understood by all members of the department so that pupils are stimulated and challenged
- play a role in the appointment of new members of the department
- contribute to the induction of new members of staff as required

### **Planning, teaching and class management**

Achieve progression of learning for allocated students through:

- ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught, and in line with schemes of work
- setting tasks which challenge students and ensure high levels of interest



“As parents, we know that at Queen’s, pupil wellbeing sits at the heart of everything they do and is fundamental to our daughter’s development and success.”



#### **Planning, teaching and class management (continued)**

- providing clear objectives and structures for lessons, maintaining pace, motivation and challenge
- making effective use of assessment and ensuring coverage of schemes of work
- monitoring and intervening to ensure students behave in a manner which maximises teaching and learning, always upholding the highest standards of health and safety
- using a variety of teaching methods, keeping up to date with effective pedagogy
- sharing good practice with others in the department
- establishing a safe working environment which supports learning and in which students feel secure and confident
- contributing to planning and development within the department

#### **Monitoring, assessment, recording and reporting**

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- mark and monitor students’ work and set targets for progress
- assess and record students’ progress systematically and keep records to:
  - check work is understood and completed,
  - monitor strengths and weaknesses,
  - inform planning and recognise the level at which the student is achieving
- prepare and present informative reports to parents
- contribute to the setting and marking of all forms of departmental assessment

#### **Other professional requirements**

- have a working knowledge of teachers’ professional duties and legal liabilities
- always operate within the stated policies and practices of the school, especially those relating to the safeguarding of, and promoting the welfare of, children
- establish effective working relationships and set a good example through personal presentation and professional conduct
- contribute to the life of the school through effective participation in meetings and management systems necessary to coordinate the management and leadership of the school
- take responsibility for their own professional development and duties in relation to school policies and practices
- organise educational visits, activities and extra-curricular clubs societies as appropriate
- promote the general progress and well-being of individual pupils and of the any class or group assigned to the post holder
- provide guidance and advice on educational and social matters where appropriate
- liaise with other Heads of Departments
- submit reports and recommendations to the Deputy Head and staff as requested
- carry out supervisory duties in accordance with published rosters
- contribute towards the marketing of the school by participating in Open Mornings/Evenings and parent events

**Other professional requirements (continued)**

- carry out other associated duties as are reasonably assigned by the Head or other appropriate senior member of staff
- participate, when appropriate, in meetings and functions with colleagues and parents

The post holder may also be required to perform any other duties as may be reasonably required as far is relevant to the post holder's grade and level of responsibility, for which the post holder has the necessary experience and/or training. Responsibilities may be subject to review from time to time and amended to reflect changing circumstances.

## Person Specification – Head of Design and Technology

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	<b>Essential</b> These are qualities without which the applicant could not be appointed	<b>Desirable</b> These are extra qualities which can be used to choose between applicants who meet all the essential criteria
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Good honours degree in a design and technology related subject</li> </ul>	<ul style="list-style-type: none"> <li>• PGCE or equivalent teaching qualification</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of teaching design and technology at KS3</li> <li>• Experience of teaching design and technology at KS4 and KS5</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching the AQA GCSE and/or A-level course(s)</li> </ul>
<b>Skills and personal competencies:</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Excellent communication skills</li> <li>• Effective use of assessment for monitoring student progress and providing feedback for improvement</li> <li>• A passion for design and technology</li> <li>• Ability to fully utilise technology available to improve learning</li> <li>• Ability to motivate pupils to realise their potential</li> <li>• Strong organisational, time-management and planning skills</li> <li>• Commitment to maintaining the caring and supportive ethos of the school</li> <li>• Commitment to the highest standards of education, safeguarding and pastoral care for all pupils</li> <li>• An understanding of the required health and safety standards for delivering design and technology lessons</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to leading or assisting with extra-curricular activities and curriculum enrichment including accompanying school trips</li> <li>• Ability to provide developmental support to girls applying to leading universities in design and technology</li> </ul>
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Strong knowledge base in design and production</li> <li>• Ability to teach design and technology theory up to and including A-level</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SEN requirements</li> </ul>

## BENEFITS

The successful candidate will be offered an attractive and competitive package reflecting the significance of this role. The package has several other benefits including:

- A strong sense of community
- Supportive colleagues
- A competitive salary
- The School offers all eligible teaching staff a pension scheme with Legal and General with an employer pension contribution of 15% of pensionable salary
- Death in Service benefit
- Discounted school fees
- Subsidised meals and refreshments available
- Access to our Employee Assistance Programme
- Access to 24/7 online GP and other health and well-being experts
- On site parking if required
- Regular social events
- Small teaching classes (KS3 and KS4 are typically around 20 and KS5 around 10)

## NOTES

We hope that this brochure provides you with plenty of detail about the role and the School in general. If, however, you have any other specific questions you would like answered before deciding whether to make an application, please email the Human Resource Department at [recruitment@thequeensschool.co.uk](mailto:recruitment@thequeensschool.co.uk).

## APPLICATION PROCESS

Please read all the information provided before completing your application. All applications should be made electronically.

### Key Dates:

- Closing date: **9am on Wednesday 29 April 2026**
- Interview date: **Monday 4 May 2026**
- Start date: **September 2026**

When completing your application, you should submit:

- The School's official application form – available on the School website
- Please note that applications will only be considered on the School's application form.
- A letter of application, (no more than one side of A4) which should include your reasons for applying for the position. This becomes particularly crucial if your situation involves significant factors such as a notable change in pay, a shift in career, or relocation. Please address to the Human Resources Department and submit by **9am on Wednesday 29 April 2026** by emailing: [recruitment@thequeensschool.co.uk](mailto:recruitment@thequeensschool.co.uk)
- Please do not send testimonials, certificates, or examples of work etc.
- **It is The Queen's School policy that feedback will not be given following application.**

## **Guidance for the completion of the 'Personal Statement' section**

This is an important section of the application as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples of impact rather than simply stating that you possess certain skills and abilities or simply outlining all your experiences whether relevant or not. It is also important that you use this section of the application form to outline how you would contribute to The Queen's School co-curricular programme.

## **References**

Shortlisted applicants are advised that references will be taken up prior to interview. All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of the references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. If you are or have been employed within a school, then one reference must be from the Head of your current school, or the last school at which you worked. Neither referee should be a relative or someone known to you solely as a friend.

## **Online Checks**

In line with statutory requirements and KCSIE guidance, the School will undertake relevant checks on publicly available online and social media presences. Any concerns or issues arising from the checks will be discussed as part of the Safer Recruitment processes as appropriate.

## **Shortlisting and Interviews**

If you are shortlisted, your visit will involve a brief session with our Human Resources Department, to undertake several checks we are required to carry out by the Department for Education (DfE). These include the requirement for a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS); and checks to verify your identity, address, right to work in the UK (you will be asked to produce your passport and/or visa before commencing work), qualifications and overseas checks (if relevant). A list of valid identity documents will be sent to you in advance of your interview. Successful candidates will also be asked to confirm that they are medically fit to carry out the duties associated with this post.

During your visit with our Human Resources Department, if you have not done so already, you will be required to sign your application form to declare that the information you have given is accurate and true.

Please notify the School if you have any disability for which special arrangements need to be made for either the interview or if the position is offered.

All interviewees must bring original documents confirming qualifications and professional training, and three identification documents:

- at least two of the following: passport, driving licence photocard, birth or marriage certificate (evidencing change of name)
- and one document evidencing address: driving licence, council tax bill, or recent financial statement or utility bill dated within the last three months.

If you are unsuccessful, please be assured that photocopies of documents taken will be destroyed. Should you have any other questions relating to the post, please contact the School at **recruitment@thequeensschool.co.uk**.



### **Conditional Offer of Appointment**

At Queen's we are committed to safeguarding and promoting the welfare of children and young people. Any offer to a successful candidate will be conditional upon the following:

- Verification of identity;
- Verification of qualifications and professional status;
- Satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS);
- A check against the Barred List;
- A Prohibition from Teaching check;
- A Prohibition from Management check;
- Where the successful candidate has worked or been resident overseas for three months or more in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance;
- Verification of the right to work in the UK;
- Receipt of at least two satisfactory references;
- A check for gaps in your employment history;
- Verification of medical fitness - completion of a pre-employment medical declaration;
- Satisfactory completion of the probationary period.

It is the School's policy to employ the best qualified team and to provide equal opportunity for the advancement of our team, including promotion and training, and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age.



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