



Head of Design and Technology Application Pack



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About us

Gosfield School was established at Cut Hedge Park in 1929 when the daughter of the textile manufacturer, George Courtauld purchased the land and buildings from the executors of her late father's estate.

Constance Cicely Courtauld started a Senior Boy's Boarding School the same year, with students relocating from Leigh Hall School in Southend. In 1944, Cicely gifted the School and estate to Headmaster John Turner who continued the work started by Cicely. In 1967, the School became a charitable trust and in 1986, the School became co-educational.

A Prep School was opened in 1989 and we welcomed our first Sixth Form students in 1994. In 2006, Gosfield School Ltd purchased the freehold of the estate and buildings from the Turner family. In 2015, we opened Meadow Court, a purpose built Prep School, which is home to a Nursery, Reception Class up to Year 5, within the grounds of our 110 acre estate. We continue to develop and upgrade our infrastructure, we opened our Forest School and Cricket Pavilion in May 2017. Our Cricket Academy welcomed its first Scholars in Summer 2018, we opened our new Design Technology workshop in January 2019 and undertook the design led redecoration of the Manor House. The construction of our new Performing Arts Centre was opened by Denise van Outen in May 2023.

We are committed to the development of our young people in an environment where all students feel valued and are able to achieve excellence in all aspects of life. We have non-academic entry criteria and consistently achieve outstanding outcomes when compared to Schools with academic entry criteria. Cicely's founding principles for the School were to create a family environment in which young people would flourish and we remain faithful to those principles today.

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Our Principal

Mr Rod Jackson

Mr Jackson became Principal of Gosfield School in September 2021. He has a wealth of experience, having spent more than 30 years working in Independent Schools in Africa, Australia and the United Kingdom. He is a passionate promoter of an entirely holistic approach to learning, in which a rigorous approach to academic education, an outstanding programme of extra-curricular opportunities, alongside excellent pastoral care and personal development combine to create a world class educational experience for each child. Mr Jackson believes that it is essential not only that we educate our students to be global citizens but that we ensure they have the skills and the desire to change the world for the better, as future leaders.

Before joining Gosfield, Mr Jackson served as Head of The International Community School in Marylebone and prior to that he was Head of Secondary at The King Alfred School in Hampstead, earlier leadership roles include Head of Classics at Cranleigh School and Senior Housemaster at Aldenham School. Mr Jackson holds a BA (Hons) degree in Classics from the University of Adelaide and a MEd from the University of Cambridge.



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The Design and Technology Department at Gosfield School

The DT department is a relatively new addition to the Gosfield School Curriculum. We have a purpose built well equipped workshop designed for pupils who each have an individual workspace. The workshop contains traditional wood working machines such as: a bandsaw, bob sander, fret saws and a vacuum former, but also boasts CAD/CAM facilities for 3D printing, laser cutting and vinyl cutting. Supporting spaces include an IT suite with a clean space for graphic design work, 10 sewing machines and large cutting table for pattern drafting and textile design.

The department has developed a reputation for promoting excellence and challenge for pupils and the subject has grown enormously in popularity since its introduction in 2017. There have been recent competition successes for STEM club students and Design and Technology is a popular option subject at GCSE where pupils follow the AQA Design and Technology qualification. We have produced excellent results since the development of this department and the recent exam results were very good with a positive value added for our students. At A-level DT offers small class sizes with pupils following the AQA Design and Technology: 3D Product Design qualification. A choice of GCSE and A Level boards and topics are at the discretion of the Head of Department and can be changed with SLT agreement.

At Gosfield School pupils begin their DT experience in year 3 with a double lesson per week on a half termly carousel. In Key stage 2 pupils get to know the workshop space and begin to use hand tools as well as sewing machines before progressing on to workshop machinery and soldering irons. We are keen for the pupils to work both collaboratively on projects; producing a joint outcome as well as exploring individual projects with personal outcomes. This early intervention develops keen and skilled pupils for study at KS3 and on to GCSE level and beyond. Typical Key stage 3 and 4 projects include: pencil holders, lamps, bug hotels, e-textiles safety jackets, speakers, pencil cases and more. At Gosfield School we feel that pupils should experience and work within all disciplines of DT from an early age and consequently we produce a diverse range of outcomes and work in a wide range of materials. This is an exciting opportunity to join a small but highly successful department as it continues to grow and develop.



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Expectations (Job description) of a classroom teacher

- To plan, prepare and teach lessons across the age range according to the timetable and maintaining records of work covered for each set taught;
- To write schemes of work and devise shared resources for the agreed syllabuses;
- To prepare pupils for tests and examinations, using revision programmes, past examination papers, and other resources as appropriate;
- To set homework on a regular basis, following the School's homework timetable and according to guidelines established by the Principal and Assistant Principal Academic;
- To mark pupils' work regularly and to keep a record of each pupil's achievements in a mark book;
- To monitor pupils' attendance at lessons and to follow up absences in writing with the Assistant Principal Pastoral;
- To write reports and submit grades as per the deadlines set in the School reporting and assessment calendar;
- To be available to support those pupils who need additional help with their academic studies and/or to offer extension work to those in need of further challenge;
- To keep classrooms, laboratories and equipment used in good order and to report any damage or faults to the appropriate person;
- To contribute to the overall work of the School, e.g. participating in fieldtrips or exchange visits, covering classes for absent colleagues as directed by the Vice Principal or Principal;
- In the case of absence, to notify the Vice Principal and to set work for classes needing to be covered whenever possible;
- To attend all staff meetings called by the Principal and Assistant Principal Academic and parents' meetings;
- To keep abreast of developments in his/her subject area and to support the department's contribution to the relevant targets of the School Development Plan by attending appropriate INSET and other courses.
- To be responsible for Health and Safety in their lessons.



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Head of Design and Technology

In addition to the Teacher Job Description, the Head of Department/Subject Co-ordinator has the following responsibilities:

1. To be responsible for the support and academic development of pupils within the department.
2. In consultation with other members of the department to be responsible for producing an annual Department Development Plan which
 - Clearly identifies targets for the department consistent with the Whole School Development Plan
 - Forms the basis for budget requirements relating to capitation, INSET funds and other resources
 - Clearly identifies professional development requirements
3. To be responsible for ensuring that all resources, within the department are used to enhance the effectiveness of teaching and learning. To engage in such Quality Assurance procedures required to monitor and develop the quality of teaching and learning within the department.
4. Curriculum
 - To be responsible for preparing teaching materials, curriculum outlines and schemes of work appropriate for implementing the curriculum
 - To identify knowledge, skills and understanding appropriate to the department with contributes to the overall learning experience of pupils
 - To determine how such knowledge, skills and understanding might develop through the curriculum
 - To ensure that pupils acquire knowledge, skills and understanding progressively and at an appropriate pace
 - To be responsible for ensuring that the department has prepared teaching materials and schemes of work appropriate for implementing the curriculum
 - To ensure the appropriate differentiation of the curriculum to meet the needs of all levels of pupil ability, including Able, Gifted and Talented
 - In consultation with other Department Heads, to contribute to the development of relevant cross-curricular themes and other opportunities for extending the work of the department outside the classroom (e.g. projects, primary liaison)
 - To promote the spiritual and moral development of pupils
 - To ensure appropriate guidance and assistance is sought in order to meet pupils' Special Learning needs
 - To support Form Tutors by drawing to their attention those pupils who are consistently underachieving and are not responding to the department's learning strategies
 - To be responsible for the production/upkeep of a departmental handbook
 - To be responsible for promoting the department through displays, publicity materials for the media, parents etc.
 - To represent the department at parent information and consultation evenings.
 - To be responsible for the Health and Safety in the Department.
5. Assessment
 - To be responsible for developing appropriate assessment recording and reporting policies within the department which meet whole school requirements
 - To be responsible for implementing whole school policies relating to the effectiveness of learning across the department
 - To be responsible for ensuring that the highest standards of teaching and learning take place in the department

- To be responsible for the appropriateness and implementation of teaching and revision strategies which adequately prepare pupils for internal tests and public examinations
 - To be able to review assessment outcomes and data and use these to support action planning and interventions for the future.
6. Management
- To be responsible to the Assistant Principal, Academic
 - To lead Department meetings
 - To be responsible for convening regular meetings of the department if appropriate, to allow for full discussion of pertinent issues, standing agenda items and an appreciation of the various tasks that need to be completed
 - To involve staff in taking responsibility for aspects of the department's development plan and provide appropriate advice and assistance
 - To ensure that staff are aware of their professional responsibilities and uphold the policies of the school
 - To be aware of the needs and skills of staff within the department and seek ways to enhance their professional development
7. Behaviour
- To encourage pupils to follow the school's Code of Conduct in order that they develop self esteem, self discipline and respond accordingly
 - To be responsible, with members of the department, for monitoring the conduct of pupils and take action in consultation with the appropriate Form Tutor
8. Attendance
- To be responsible with members of the department for recording and monitoring the attendance and punctuality of pupils within class groups.
9. Equal Opportunities
- To be active and alert in ensuring that all pupils, irrespective of gender, sexual orientation and cultural background, enjoy equal access to a broad and balanced curriculum which enables them to achieve good standards and to be involved in designing materials which facilitate this.
10. Community
- To develop strategies which enhance the positive relationship between the school and parents and local community.
 - To liaise with the other Department Heads in developing policies which facilitate:
 - * Primary/secondary liaison and enhance the transition of Year 6 pupils
 - * Secondary/further and higher education liaison and the transition of senior students
 - To foster and support extra-curricular activities in the interests of the school community, e.g. school concerts, plays, sports fixtures, etc.
11. Personal Targets
- These will be agreed upon every year and reviewed on a regular basis.

Note: The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. This job description may be reviewed at the reasonable discretion of the Principal in the light of those changing requirements and in consultation with the postholder. In any event the Principal reserves the right to review and amend the job description.

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How to apply

Download an Application Form from our website [www.gosfieldschool.org.uk] and send together with a covering letter to Mrs Sara Bowles, EA to the Principal:

recruitment@gosfieldschool.org.uk

Deadline for applications: noon Thursday 19th March 2026

Interviews: Monday 23rd or Tuesday 24th March 2026

Start Date: 1 September 2026

***Please Note to avoid disappointment applicants are encouraged to apply prior to the deadline as we reserve the right to consider applications as they are received and to appoint prior to the deadline.**

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