



# Head of Design Technology

## September 2022

# Welcome from the Headmistress

Wycombe Abbey is an exceptional place; it operates as a modern full boarding school for around 660 girls and we are committed to the development of each one. This year we celebrate 125 years of educating young women and our vision remains to provide our pupils with a world class education. We are excited about encouraging curiosity, bold ideas, innovation, leadership and delight in learning - inside and outside the classroom.

Superb academic outcomes are the hallmark of a Wycombe Abbey education and girls regularly secure places at the most prestigious universities globally. However, we understand the importance of looking beyond the narrow confines of excellent examination results to define success. Our rich co-curricular programme includes an array of activities and opportunities, ensuring that every girl develops her passions and explores new possibilities. These experiences, in turn, help to build the skills, discipline and character that will support her future life.

Last year's UVI girls were awarded 63.3% at A\* and 93.9% A\*-A grades at A Level. Most importantly, the vast majority of the UVI secured places at their first choice universities including the London School of Economics and Political Science, Durham University, University of St Andrews and the University of Bristol, to study a broad range of courses. Sixteen girls took up places at Oxford and Cambridge, and a number of girls secured their chosen places at US universities including Columbia, Stanford, Georgetown, University of Chicago and University of California, Berkeley. At GCSE, 95.2% were awarded A\* grades and 99.6% A\*-A grades. The vast majority of last year's UV have continued into our Sixth Form.

Ultimately, schools are about people and at the heart of Wycombe Abbey's success is our total commitment to pastoral care through boarding. The core values of mutual respect, encouragement and trust underpin everything we do; in this happy and close-knit community everyone is known as an individual, friendships flourish and girls enjoy each other's company, all within the wonderful surroundings of 170 acres of magnificent parkland.

We offer superb modern facilities, including a sports centre with a heated indoor 25-metre pool, a performing arts centre with its own theatre and recital hall, a wide range of teaching facilities and our Courtyard Cafe. We are constantly improving and evolving our estate and through the development of our site masterplan, we will see the creation of a truly world class campus. You can read more about Wycombe Abbey's Strategic Direction [here](#).

Wycombe Abbey's outstanding reputation for excellence is built on the dedication and skills of our staff. Every member of staff at Wycombe Abbey contributes towards the School's thriving community and works to continually strengthen our ambition for excellence. We seek to recruit well-qualified and enthusiastic staff who demonstrate knowledge of, and passion for their area of expertise and contribute to the wider life of the School. In return, the School provides staff with a wide variety of opportunities to develop professionally within a supportive team and wonderful working environment.

Thank you for your interest in joining Wycombe Abbey; if you would like to discover more about the School, please refer to our website [here](#). We hope that you will find the information in this pack useful and we look forward to hearing from you if you feel that this post may suit your skills and experience.



Mrs Jo Duncan  
Headmistress





# Teaching at Wycombe Abbey

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The pupils at Wycombe Abbey are highly motivated with a strong work ethic. They are inquisitive, creative and eager to learn. Both pupils and teachers benefit from the small classes (typically no larger than 20 in Key Stages 3-4 and no larger than 12 in the Sixth Form), as well as well-resourced classrooms, libraries, laboratories and other facilities.

There is a wide range of ages and experience amongst the 115 teaching staff. Each year a number of newly qualified, and in some cases unqualified recent graduates, join the staff body. Wycombe offers statutory induction for Early Career Teachers and also offers teacher training/teaching apprenticeships to those without a PGCE. There is proactive support for all new members of staff, who are guided through their first year at School by a variety of colleagues, with the line manager and an individually-appointed mentor taking the lead.

The School prides itself on the many opportunities for continuing professional development. We organise regular whole staff in-service training and have a generous budget for training outside School. In addition, academic departments commit to sharing good practice. There are opportunities to take part in peer observation, peer coaching, learning reviews and working parties.

A Wycombe teacher typically teaches 30 35-minute periods per week. In addition, they are attached to a boarding house and are responsible for a tutor group of around 10 pupils from the house. Teachers give freely of their time outside timetabled lessons, with many committing to co-curricular activities and helping individual pupils with their academic progress. Teachers are also expected to commit to other (supervisory) duties, such as accompanying house outings.

As a boarding school, Wycombe has lessons on Saturday mornings. There is time off during the week in lieu of Saturday teaching. Teachers are expected to be in school by 8.15am on weekdays and 8.45am on a Saturday. The teaching day finishes at 5.15pm on Monday, Tuesday, Thursday and Friday, 4.15pm on Wednesday and 11.50am on Saturday. Co-curricular and enrichment activities typically extend beyond these hours.



# The Design Technology (DT) Department

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This is an exciting time for the DT Department, with investment, confidence and commitment to STEM being priorities at Wycombe Abbey. The Department aims to ensure that all girls have a thorough understanding of the Design Process, industrial manufacturing and graphical capability. As they progress through the School, the girls develop their skills at solving a wide range of problems using a variety of differing skills and techniques. They also gain a deep understanding and can discuss critically the ethics, and environmental factors of technological solutions including for example, AI, robotics and modern industrial processes. The department is innovative, and utilises a range of new technologies to support learning.

There are two specialist teachers and a technician in the DT Department, covering a wide range of expertise and experience, and four teachers from other subjects also currently teach within the Department. Most of our teaching takes place in our DT workshop, which has a traditional range of well-maintained machinery and tools, plus two laser cutters and a class set of computers. Uptake at iGCSE and A level is small, but increasing, and the department needs a dynamic, enthusiastic and forward-thinking leader to build on the current upswing in popularity. The Department has recently outgrown the workshop and has expanded into a newly-developed Product Design workshop, with 3-D printers, a new additional laser cutter and a suite of iMacs facilitating high-quality portfolios for iGCSE and A Level this academic year. To further develop this area and meet increasing demand there are plans in place to create new, state of the art DT facilities in 2023/24.

There are DT trips for exam classes each year and we enter competitions such as the Rotary Club Technical Tournament and the Black+Blum Competition. Co-curricular activities include open workshop sessions after lessons, in which pupils can work on projects of their choice with expert guidance on hand. We have an active Greenpower team and we race a scratch built car and a kit car, built in recent years by pupils. The kit car has been particularly successful, winning in its category at the International Finals at Goodwood in October 2021.

**In Years 7-8** all pupils are taught DT in a double period of 75 minutes per week on a 3-way carousel with Cookery and Creative and Critical Thinking (CCT). The pupils are in mixed-ability groups of no more than 14 pupils. They experience a range of workshop and manufacturing processes alongside the Design Process and Graphical techniques.

**In Year 9**, DT is in a creative option block, currently chosen by approximately 80% of the cohort. It is taught in a double period of 75 minutes per week and the pupils are in mixed-ability groups of no more than 14 pupils. They build and extend their experience of workshop and manufacturing processes and develop their skills in using the Design Process and Graphical techniques. The pupils learn valuable skills, which serve as a foundation for IGCSE, should they wish to pursue it.

**In Years 10 and 11** pupils can opt for the Cambridge International iGCSE DT: Product Design. There are two periods of 75 minutes per week for this option.

**In the Sixth Form** pupils can choose A level Edexcel DT: Product Design syllabus. There are four periods of 75 minutes per week for this option.



# Responsibilities for the Head of Design Technology (DT)

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## Strategic Planning

- Work with the Director of Science and STEM to ensure that the DT Department supports the aims of the School's strategic plan
- Contribute to our vision to be a leader in girls' boarding education and a world class school
- Formulate and develop an annual departmental plan in support of the School's strategic plan
- Implement strategies to ensure the efficient running of the DT Department

## Leadership

- Oversee the smooth and effective day to day running of the DT Department
- Lead and manage all DT teachers and the DT Technician
- Support the work of the Cookery Department
- Be outward-thinking, innovative and lead from the front in co-curricular projects such as Greenpower
- Carry out and contribute to appraisals for any relevant staff
- Ensure appropriate support, guidance and advice is provided for trainee teachers and NQTs within the department
- Actively contribute to Heads of Departments meetings
- Take responsibility for the maintenance of tools, machines and equipment in the Department, ensuring regular checks, servicing and repairs are carried out
- Lead on all health and safety matters that apply to the subject area. Including taking responsibility for ensuring the health and safety of staff and pupils in the department
- Prepare the department for ISI inspection
- Ensure that all purchases made for the department are in line with the agreed budget allocation
- Take responsibility for departmental equipment and resources (including implementation of Health and Safety Policies)

## Teaching and Learning

- Monitor and evaluate standards and progress in teaching and learning within the department to promote excellence in these areas
- Develop the DT curriculum and departmental resources
- Develop links with other subjects across the curriculum. Support STEM initiatives in particular
- Stimulate and foster enthusiasm for the subject, promoting DT as a rigorous and relevant academic discipline, whilst encouraging all pupils to achieve their very best
- Ensure that lesson planning and delivery challenge the most able pupils, support pupils with special educational needs, encourage independent thinking, and make appropriate use of ICT
- Implement new technology and equipment for learning DT in a dynamic, forward-thinking manner
- Ensure that an exciting programme of enrichment and co-curricular activities, including competitions, lectures and trips, is organised and run by the department. Full involvement in developing these innovations is expected from the Head of DT
- Build links with industry, professional institutions and higher education institutions to develop opportunities for pupils to experience DT in action outside the confines of the School
- Monitor and support the overall progress of pupils in the department
- Ensure that individual pupils' progress is properly tracked within the department and that pupils are informed regularly of their progress
- Communicate with parents as necessary, in consultation with the Deputy Head (Academic)
- Plan and deliver lessons which include stretch and challenge, taking into account a broad range of learning styles.
- Consider ways to engage pupils in the study of DT at GCSE and A level
- Actively support pupils making applications to study DT or related subjects at university



# Person Specification

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Wycombe Abbey provides a modern and innovative education within a traditional boarding setting, and we therefore seek to employ teachers who will bring outstanding talent, intellect, enthusiasm and innovation to our classrooms. The successful applicants will be a dynamic and inspiring leader and teacher of Design Technology, with the vision to move this rapidly expanding and developing department forward.

The successful applicant is likely to possess:

- A good degree in Design Technology or a related subject
- Excellent subject knowledge and the ability to teach Design Technology to A level and university entrance
- Appropriate Design and Technology Health and Safety Training certification
- A teaching qualification (e.g., PGCE) is desirable although we are happy to consider good graduates who are committed to teaching and boarding life
- A proven ability to lead, motivate, monitor and develop a team
- The ability to stimulate and foster enthusiasm for Design Technology at a high level, whilst encouraging all pupils to achieve their very best
- An understanding of the importance of monitoring, assessing and reporting on pupil progress, encouraging pupils to take responsibility for their learning
- A willingness to contribute to the wider objectives of the department through sharing resources, contributing to schemes of work and organising and attending department events including competitions and projects such as Greenpower
- An interest in developing links with other subjects across the curriculum, especially the STEM subjects
- The highest level of communication skills for dealing with pupils, parents and staff
- A proven ability to build a positive and collaborative rapport with pupils and staff alike
- A willingness to be involved in the wider life of the School through commitment to the co-curricular programme and/or boarding
- An appreciation of the aims and ethos of Wycombe Abbey.





## Belonging to the Wycombe Abbey Community

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Wycombe Abbey is a welcoming and vibrant community for all staff.

Our school is set in 170 acres of parkland. It is a beautiful countryside setting, within a five-minute walk of the town of High Wycombe. There is easy access to London, the Chiltern Hills and attractive towns such as Marlow, Beaconsfield and Henley-on-Thames nearby. There are many National Trust properties within five miles such as Hughenden Manor, Disraeli's home for many years, West Wycombe Park and Cliveden.

There are outstanding Grammar Schools in High Wycombe itself and also in surrounding towns. London is within easy reach, with the fast train from High Wycombe to London Marylebone taking just 24 minutes. Oxford and Bicester Village are within 30 miles, with a new direct train link. Wembley Stadium and Heathrow are just 20 miles away and there are good transport links to the other London airports.

There is a range of committees that staff can join including Wellbeing, Diversity and Inclusion, Sustainability and others. The Wycombe Abbey Community Association works in partnership with the Wellbeing Committee to organise staff wellbeing and social events on a regular basis, which are well-attended.

Wycombe Abbey celebrates its significant 125<sup>th</sup> anniversary this year and an exciting programme of celebratory events is taking place to mark this milestone.



# Terms of Appointment

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A formal contract of employment will be drawn up on appointment.

The following notes provide guidance, without prejudice, on the main provisions of the agreement.

## Contract

This is a full-time, permanent contract. The first six months will be a probationary period.

## Appointment Date

September 2022.

## Salary

Wycombe Abbey has its own pay scale which compares favourably with other independent schools and is well above that of the maintained sector.

## Pension Scheme

The School currently offers membership of the Teachers' Pension Scheme.

## Death in Service Cover

Members of the Teachers' Pension Scheme have life cover at x 3 annual salary.

## Training and Development

There is an extensive induction programme for new colleagues and ongoing professional development and training of all staff.

## Provision of Meals

Meals and refreshments are provided free of charge during the working day.

## Sports Centre

The facilities in the Davies Sports Centre (swimming pool, squash courts, fitness suite, etc.) are available for staff use.

## Accommodation

On site accommodation may be available to rent.

## Fee Remission

Fee remission is available for daughters attending the School, subject to the usual entry requirements and space being available.

## Parking

Free parking is provided.

## Equal Opportunities

It is the policy of Wycombe Abbey to ensure equality of opportunity for all members of staff, both teaching and non-teaching.

## Safeguarding

All staff share responsibility for promoting and safeguarding the welfare of the pupils and must adhere to, and comply with, the School's Safeguarding and Child Protection Policy at all times.

## Pre-Employment Checks

The appointment is subject to an Enhanced Disclosure and Barring check.

## Applications

The closing date for applications is Monday 31 January 2022

Interviews will be held on Monday 7 February 2022

Please submit a completed application form, which you will find on our website, as soon as possible, together with a covering letter addressed to the Headmistress, Mrs Jo Duncan, outlining the experience and personal qualities which you believe qualify you for this position.

The application form and letter should be emailed to Miss K Scorer, Interim HR Manager:  
[scorerk@wycombeabbey.com](mailto:scorerk@wycombeabbey.com)





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