



MOYLES COURT SCHOOL

RINGWOOD

Teacher of Design & Technology and 3D Design.

Moyles Court wishes to appoint a part time Teacher of Design and Technology (0.43 of a timetable) from September 2025. The successful candidate will be a passionate teacher, with the skills and enthusiasm to inspire and encourage pupils to enjoy and excel in Design and Technology. The successful applicant will teach across the school, from Year 5 to Year 11 up to GCSE level. This is an outstanding opportunity for someone to join our thriving and expanding school and make their mark in a stunning and supportive environment.

Moyles Court is a co-educational day and boarding school from 3 to 16 years. It is a thriving, friendly and happy school with a strong belief in traditional family values. Class sizes are small, and the school prides itself on the individual attention it is able to give to all of its pupils. As part of a dynamic and popular team, you will be expected to enthuse, engage and inspire our pupils within our beautiful New Forest setting.





MOYLES COURT SCHOOL
RINGWOOD

Job Title	Teacher of Design and Technology
Reports to	Headmaster
Line management	n/a
Full Time/Part Time	Part Time (0.43)
Starting Salary	Competitive dependant on qualifications and experience
School fee remission	Staff fee remission of 50% is granted in accordance with the provision at the time of commencing employment at Moyles Court School.
Other benefits	<p>Pension</p> <p>In term time Staff are provided with free lunch in the School Dining Room and tea and coffee at break times</p> <p>Small Class sizes</p> <p>Idyllic New Forest location</p> <p>A School that places Well-Being at its heart</p>

Specific Duties and Responsibilities for the Teacher of Design and Technology

Management & Administration Responsibilities

- To manage the work of the department, to update and evaluate specifications and schemes of work. To encourage inter-departmental co-operation and to contribute to the development of cross-curricular links, to promote the contribution of the department to the achievement of the school's agreed aims and objectives.
- To lead and co-ordinate the work within the department in conjunction with key staff, including the SENCO.
- Within the framework of the school's overall policy, to instigate and monitor the departmental policies and actions for assessment, differentiation in teaching and learning, use of ICT, recording and reporting on the progress of pupils within the department.
- To attend staff development courses where appropriate and contribute to training in school.
- To work with the School Manager to budget accurately, order and supervise all equipment and stock for the department with accurate record keeping.
- To allocate pupils to appropriate teaching groups within the department if required and to prepare lists of these for the headmaster.
- To keep abreast of developments and regulations in the teaching of Design and Technology and to keep the headmaster informed of these.
- To confer with the headmaster over timetabling matters concerning the department.
- To prepare information for GCSE entries including, after consultation with the Headmaster/Head of Visual Arts, parents and pupils, individual decisions about the level of paper to be entered.
- To submit grade assessments, estimated grades, etc. as required.

Teaching and Learning Responsibilities

- Teach students according to their educational needs.
- Act in pursuance of the school's stated aims
- Be familiar with and apply the contents of key procedures and Teaching and Learning Policies.
- Set and mark appropriate work for pupils, both in class and for homework, to assess progress and inform future learning.
- Plan and prepare courses and lessons and contribute to the whole school's planning activities and strategic objectives.
- Maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework (prep).
- Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the department and contribute to the department's development plan and its implementation.
- Assess, record and report on the attendance, progress development and attainment of pupils and keep such records as are required.

- Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Maintain appropriate paper-based and electronic records and provide relevant accurate and up-to date information.
- Attend Parents' Evenings, well prepared to discuss the work and progress of pupils with parents, write appropriate reports and references and ensure that any follow-up work is carried out.
- To take an active role in lunchtime and after school activities (one club or activity per week), including weekend activities and trips as appropriate

Pastoral Care Responsibilities

- To act as or support a form teacher in the Senior School
- Consult with other tutors and wider staff over individual pupils and co-operate in any agreed courses of action.
- Communicate with the parents of pupils and with external agencies concerned with the welfare of individual pupils, after consultation with appropriate staff.
- Alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- Supervision duties assisting in the boarding houses one evening a week, term time, from 5pm - 9pm (pro rata for part-time staff)
- To undertake 1 Saturday morning activity per term from 10.00am to 1.00pm (pro rata for part time staff)

Responsibilities as a Member of the Moyles Court Community

- Contribute to the school community, to support its distinctive mission and ethos and to encourage its staff and pupils to follow this example.
- Take part in marketing and liaison activities such as open days and evenings, and events with partner schools.
- To take an active part, with all members of staff, in ensuring good relations are made with all members of the local and wider community and that the school is always promoted positively.
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- To participate in supervisory duties as published on the staff notice board.
- Be familiar with the school's Safeguarding policy and comply with its requirements to safeguard and protect the welfare of children.
- Comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- Engage actively in the performance management review process.
- Take part in the school's staff development programme by participating in arrangements for further training and professional development, including subject knowledge and teaching methods.
- Undertake any other key tasks which the headmaster may reasonably assign.

Teacher of Design and Technology

Person Specification

It is expected that the Teacher of Design and Technology will possess the following attributes and skills:

Relevant Skills and/or Aptitudes

- A purposeful, passionate and enthusiastic teacher
- A good pass in a relevant degree
- A post-graduate teaching qualification
- Proof of successful teaching to GCSE level in Design and Technology with an emphasis on 3D Design
- An empathy with the ethos of Moyles Court School.
- An ability to relate to children/young adults aged between 3 and 16.
- Ability to recognise and respond to pupils' needs.
- Ability to gain confidence and support of parents.
- Excellent interpersonal skills
- Professional appearance and presentation
- Adaptability and flexibility
- Excellent time management and organisational abilities
- Professional, friendly, person-centred approach
- Experience of working as an effective team member (perhaps but not necessarily as a leader), inspiring colleagues and pupils to high expectations and standards
- An enthusiastic and approachable nature
- A good sense of humour and an optimistic, resilient style when faced with pressure
- The ability to develop good working relationships with all members of the school community
- A well organised and resourceful approach to their work and have the ability to meet deadlines
- Be proactive in all areas of responsibility and show a positive 'can do' attitude
- Think and plan strategically, showing a positive attitude to personal development and training

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

How to apply

Application forms should be completed and addressed to the Headmaster, Mr. Craig Wardle, and should be sent to Mrs. Lorraine Stoddart, Moyles Court School, Ringwood, Hampshire, BH24 3NF or via email to hr@moylescourt.co.uk. If you require further information, please call Mrs. Stoddart on 01425 472856.

The closing date for applications is **Monday 23 June 2025 (4pm deadline)**.

Interviews are currently planned **for later that week**.

Moyle's Court School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy, we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.

Equal Opportunities

The school is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.