



## **CHARLES DARWIN SCHOOL APPOINTMENTS**

### **Part-time Teacher of Design Technology September 2025**

#### **THE SCHOOL**

Charles Darwin School is a highly successful co-educational comprehensive school for students aged 11-18 which has been serving the local community since 1973.

Charles Darwin is a "good" school (Ofsted 2023) with an ethos that encourages academic rigour, high expectations and a well disciplined approach to learning. The school is very popular and has 1320 students including the Sixth Form.

Set in the heart of the green belt and on the edge of Biggin Hill, yet within easy travelling distance to London, the school is surrounded by open spaces. The school has extensive sports and community facilities which include floodlit tennis courts, a sports hall, a multi-purpose hall, a fitness suite and a floodlit 3G pitch. The school also runs the Darwin Leisure Centre which is located on the school site.

At the heart of the school are its distinctive ethos and a shared vision which are supported by the staff, students, parents and governors. This ethos and vision have helped to create a very strong caring and cohesive community based on the enduring values of high achievement, friendship, respect and compassion for others. This philosophy is supported and evidenced by the excellent relationships which exist between the staff and students.

Charles Darwin staff are friendly, hardworking and conscientious. The school enjoys a low staff turnover and is able to attract and retain well qualified and committed staff. We actively promote continuing professional development for all staff, in line with the needs of the individual and those of the school. We offer a full and comprehensive induction and ongoing support programme for all new staff.

The school is a founder member of the highly regarded Bromley Schools Centred Initial Teacher Training Collegiate which enables our staff to share their expertise and good practice with others.

Staff wellbeing is a key focus for the school with an Assistant Headteacher having specific responsibility in this area. Staff enjoy a number of benefits

including free on-site parking, free tea/coffee at break, child-care vouchers, a cycle to work scheme, free flu vaccinations and the opportunity to join outstanding residential trips such as trips to Iceland, and the annual ski-trip.

*"Staff are proud to work at the school"*

*"Leaders have considered the workload of staff and have taken effective steps to improve staff well-being"*  
(Ofsted 2023)

## **THE TRUST**

The successful candidate will join us at an important and exciting time following our merger with Inicio Educational Trust on 1<sup>st</sup> April 2024. Inicio Educational Trust is made up of five schools: Charles Darwin School, Bullers Wood School for Girls, Bullers Wood School for Boys, Chislehurst School for Girls and Biggin Hill Primary School. The merger has created a formidable educational institute of learning that will benefit all concerned without compromising the established identities of each school. This will give additional opportunities for enhanced professional and career development for colleagues working within the new Trust.

## **EXPECTATIONS**

At Charles Darwin School, we expect our teachers to:

- Have a passion for education and be open to innovative approaches in everyday aspects of school life
- Be passionate about their subject area and lifelong learning
- Be committed to securing the best outcomes for all students in the school
- Offer enrichment and extra-curricular experiences related to their subject area and beyond
- Contribute to the overall development of the school
- Be flexible in their approach, adapting to new challenges.

In return, we will offer you:

- The opportunity to be part of a forward-thinking team
- The opportunity to work with pastoral and subject leaders to create an exciting and engaging curriculum
- Enhanced professional and career development

## **THE POST**

In June 2023 Ofsted described Charles Darwin School as *"...an inclusive school. The school's values of "aspire, endeavour and achieve" are at the core of the school's work. Leaders are ambitious for all pupils to succeed and reach their potential."*

*"Teachers are committed to ensuring that all pupils achieve well, including those with special educational needs and/or disabilities (SEND)"*

This part-time (preferably 2 days a week but can be negotiable) post is available from September 2025 and offers an exciting opportunity to join a successful and ambitious Faculty. The successful candidate will be required to teach across the ability range at KS3 and KS4.

At Charles Darwin we are looking for a confident and enthusiastic teacher of Design Technology who is keen to adopt and implement the innovative strategies now in place in the curriculum. You should be willing to work independently and alongside the current Faculty members to ensure the achievement of all students and will be well supported by an experienced Head of Department.

All applications will be considered, including those new to the profession. We actively encourage applicants from all backgrounds.

## **THE DESIGN TECHNOLOGY DEPARTMENT**

The Design Technology faculty teaches DT, including Food, to all of KS3 and DT at GCSE and A-Level. All students gain experience in all these areas at Key Stage 3. Students in Key Stage 4 have the opportunity to opt for a GCSE Design Technology.

The faculty has seen some pleasing improvements to facilities in recent years. At KS3 89% of pupils said they enjoy their Design and Technology lessons and we recruit well at KS4 & KS5.

The faculty is supported by technicians who prepare, advise and maintain the department. We have a Laser cutter, computer facilities and a good variety of equipment and materials. 3 workshops and a Food room.

The faculty has a strong, friendly team of well qualified teachers who work together to foster a safe and calm DT environment where mutual respect and friendly attitudes promote good behaviour and a passion for Design Technology engages students and helps raise their attainment.

The school offers a comprehensive induction package, superb promotion prospects and career development. All staff are issued with a laptop and all workshops have ceiling mounted projectors or interactive screens.

## **THE PERSON**

The person appointed to this post will:

- Be a fully qualified teacher of Design Technology
- Be able to teach Food Technology at KS3
- Be able to deliver and manage KS4 GCSE Design Technology
- Be passionate about the subject and able to convey this to students
- Be an outstanding classroom teacher and have good practical skills
- Be enthusiastic and energetic and build positive relationships with staff and students
- Possess clear and effective communication skills and want to work with a team of experienced teachers and technicians
- Demonstrate a good understanding of issues in Design Technology
- Support the work of the Faculty in creating a successful department ethos that is centred on student achievement and well being
- Promote a dynamic and motivating approach to teaching and learning
- Understand how to ensure all students reach their potential regardless of their background or ability.
- Have the ability to communicate well, to work as a member of a team, and to have effective working relationships with students, staff and parents.
- Have the ability to contribute to the wider work of the school, including our work as form tutors.
- Demonstrate continuing personal professional development
- Have a commitment to equal opportunities and to safeguarding and promoting the welfare of children and young people

## **Classroom Teacher Responsibilities:**

### **Core purposes of post**

- To provide positive support and guidance with regard to the personal, academic, social and moral development of all students
- To provide a high quality educational experience for all students
- To help the school achieve its purpose, aims and values

### **General Duties and Responsibilities**

- To carry out the duties of a School Teacher as set out in the School Teachers Pay and Conditions Document.
- To continue to meet the Professional Standards for Teachers in England
- To follow school, faculty and departmental procedures
- To support the school ethos and adhere to school policies

- To be committed to safeguarding and promoting the welfare of children and young people

### **Knowledge & understanding**

- Be aware of and actively promote the school's aims, values, priorities, targets and action plans
- Have a secure knowledge and understanding of specialist subject(s)
- Have a detailed knowledge of the relevant aspects of the students' National Curriculum and other statutory requirements
- Understand progression in specialist subject(s)
- Cope securely with subject-related questions which students raise and know about students' common misconceptions and mistakes in their specialist subject(s)

### **Planning & setting expectations**

- Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the students being taught as identified in the school's Teaching & Learning policy
- Set appropriate and demanding expectations for students' learning and motivation
- Set and monitor clear targets for students' learning, building on prior attainment

### **Teaching & managing student learning**

- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, pace and challenge are maintained, and best use is made of teaching time
- Use teaching methods which keep students engaged, including stimulating students' intellectual curiosity, effective questioning and response, clear presentation and good use of resources
- Participate in preparing and presenting students for public examinations
- Identify students who have special educational needs, and implement and keep records
- Identify students who are gifted and talented and provide appropriate stimuli

### **Assessment & evaluation**

- Assess how well learning objectives have been achieved and use this assessment and school provided data on a regular basis for future teaching and target-setting
- Keep regular records of student progress
- Set homework in accordance with the school's homework policy
- Mark and monitor students' class and homework providing constructive oral and written feedback, setting targets for students' progress
- Understand the demands expected of students in relation to the National Curriculum, KS4 and post-16 course.

- Record and report on student progress, following school and departmental policy

### **Behaviour Management**

- Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships, following the school systems
- Consistently apply the school's Behaviour Management policy, encouraging positive behaviour, using the school's Behaviour Curriculum and taking appropriate action in cases of indiscipline

### **Relationships with parents & the wider community**

- Prepare and present informative reports to parents.
- Attend parents' evenings and Open Evenings as required
- Recognise that learning takes place outside the school context and provide opportunities to develop students' understanding by relating their learning to real and work-related examples
- Be prepared to liaise with agencies responsible for students' welfare

### **Management of performance & development**

- Take responsibility for own professional development and to keep up-to-date with research and developments in pedagogy and in the subjects taught, within the context of the School Development Plan
- Understand professional responsibilities in relation to school policies and practices
- Set a good example to the students in presentation and personal and professional conduct
- Evaluate own teaching critically and use this to improve effectiveness
- Participate in school system of performance management
- Participate in arrangements for further training and professional development, including INSET
- Attend and participate in faculty/departmental and other meetings as required

### **Relationships with colleagues**

- Establish and maintain effective working relationships with colleagues including support staff
- Advise and co-operate with all colleagues on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching, assessment and pastoral arrangements

### **Health & Safety**

- Be familiar with and comply with the school's Health and Safety policies
- Be responsible for the health & safety of students when they are authorised to be on school premises and when engaged in authorised activities elsewhere

- Take class register on SIMS and inform Student Services of any concerns

## How to Apply

1. Read carefully all the information about this post included in this candidate pack.
2. If you have any questions, please do not hesitate to telephone or email Julie Hodgkinson, Personnel & Administration Manager, on 01959 574043 ext 241 or [jho@cdarwin.com](mailto:jho@cdarwin.com). Please also contact her if you wish to visit the school before applying.
3. Complete the application form from our website as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. *It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained.*
4. In your Section 8 Letter of Application, please respond to the following:  
**“With reference to the person specification, and providing clear evidence of the impact on your actions, please outline how your personal qualities and experience are relevant to the post and will enable you to make an effective contribution to the Design Technology Department at Charles Darwin School.”**

Send your completed application form via email to Julie Hodgkinson – [jho@cdarwin.com](mailto:jho@cdarwin.com)

**Application Deadline: 12 noon on Friday 25<sup>th</sup> April 2025**

## Appointment Process

1. Suitable applications will be shortlisted and invited for interview the week commencing Monday 5<sup>th</sup> May 2025.
2. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.
3. If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.
4. Candidates invited to interview will:

- Usually have an opportunity to meet key staff
- Normally be expected to conduct a lesson to students that will be observed by one or more senior members of staff. Details of the task will be given in advance.
- Have an interview and/or presentation with members of the Senior Leadership Team.

## **Pre-employment Checks**

Charles Darwin School is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered "spent".

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity, if at a school, one of which must be your current Headteacher. References will be taken up prior to interview. Please provide an email address for your referees and ensure that they are expecting a request. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

## **Policy on Equal Opportunities**

Charles Darwin School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The school is opposed to any form of discrimination against any individual or group and welcomes the fact that our school includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

All of our teaching staff are employed under national conditions. The School Teachers' Pay and Conditions Document is binding on the school and regulates the employment of School Teachers. The document can be accessed at: <http://www.teachernet.gov.uk>.



