



CITY OF LONDON
FREEMEN'S SCHOOL

ASHTED, SURREY

Teacher of Design and Technology (Full Time)

Information for prospective staff

Department Information

The Senior Technology department is currently staffed by two full-time teachers and one part-time teacher, together with a full-time Technology technician. Due to increased demand for the subject and the departure of one of the department's full-time teachers we are delighted to offer a full-time role, to teach KS3, GCSE and A-level, to an appropriate candidate.

The Design Technology department has two really well-equipped workshops. We have a dedicated design area with seventeen networked computers, digital projector, large conference style desk for whole class teaching and an Ultimaker 3D printer. There is an excellent main workshop featuring two large CNC routers (A1 Boxford) with two laser cutters (Boxford), heat treatments area including Aluminium sandcasting, MIG welding, brazing hearth and forge, there are four manual engineering lathes and a vertical mill, two woodlathes and a plethora of sanders, drills and saws. The Senior department is well served with a friendly and spacious office for the Technology staff.

Lower Senior pupils in Year 7 and 8 are taught DT and FT on a rotating carousel on a termly basis in the Science and Technology Centre. In Year 9 there is a similar arrangement with a focus on preparing our pupils for their forthcoming GCSE's. They follow a course loosely based on the National Curriculum and Common Entrance syllabuses.

AQA's GCSE syllabus is studied over a two-year period in Years 10 and 11 with five hours of teaching every two weeks. In Year 10, the pupils will study the three material areas of Wood, Metal and Polymers and have a design and making task in each term which relates to this area. The results have been excellent over many years: in 2025, 87% of students achieved a 9/8, with 100% achieving 9-6, in DT. Enthusiasm and interest in Technology are high and the department runs multiple co-curricular clubs throughout the week.

Technology at A level is flourishing and with many pupils looking to build a career in Engineering or Design. These students have eleven hours per fortnight. The AQA syllabus is followed and has produced very good results. In 2025, 80% achieved an A* or A, and 100% A* to B grades. Our value-added scores at A Level are positive and are usually deemed statistically valid over the last three year period.

The Department has been lucky to teach many gifted students with pupils going to Oxford, Loughborough, Imperial College, Bristol, and Dyson Universities over the last few years. Technology is also chosen as a subject for university study by several sixth formers each year, with many others choosing to study engineering.

The Department is staffed by enthusiastic Technology specialists, complemented by an excellent range of equipment in spacious and modern workshops. This leads to a team that is committed to helping all pupils reach their maximum potential in Technology, whilst fostering enjoyment for the subject and a sense of wonder.

Information about the role

Purpose of post

Main Duties and Responsibilities

- Awareness of and compliance with all aspects of the School's safeguarding policy. Staff will undergo initial and ongoing training and be responsible for promoting and safeguarding the welfare of the students for whom they are responsible.
- Preparation and planning of lessons in accordance with departmental schemes of work.
- Demonstrating a range of teaching methods and keeping abreast of developments in their subject area; employing a range of teaching resources including the display of pupils' work.
- Carrying out summative and formative assessment according to departmental and School policies. Recording assessment grades/reports etc. within deadlines set and keeping clear records.
- Setting and marking of class work, homework, examinations and course work according to relevant School and departmental policies.
- Reporting to parents on progress at parents' evenings or on reasonable request from parents.
- Recognition of the specific needs of each pupil and of classes as a whole. Setting an appropriately challenging pace for lessons and adapting teaching methods to the needs of pupils.
- Establishing a structured learning environment conducive to learning and where pupils know that high standards are always required.
- Managing the classroom or workshop effectively with appropriate use of sanctions and rewards in accordance with departmental and School policies.
- Motivating pupils to learn and establishing a rapport with pupils conducive to learning.
- Attending departmental meetings and sharing departmental responsibility; attending staff meetings and School or departmental INSET; seeking opportunities for professional development; participation in the School Professional Review (appraisal) scheme; participation in induction arrangements.
- Contributions to the wider life of the School including the duty and cover roster and a significant commitment to the co-curricular and/or sporting programme. Including supporting regular GCSE and A level workshop sessions after school, plus supporting regular Design Technology lunchtime clubs.
- Teaching staff are expected to support school events, such as assemblies; and attend those events as required by the Headmaster, including: Open Day, Prize-giving Ceremonies, Parents' Evenings, INSET Days and the Entrance Examination days.
- Staff are expected to play a full role in the pastoral life of the school; including taking a Form Group.
- Staff should ensure prompt attendance within school contracted business hours.
- Staff should ensure they wear appropriate business dress or, where appropriate, co-curricular clothing.

Other

- Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- Reporting all accidents to the Bursar via the School's Accident Report Form procedure. Report forms are held in the Medical Centre.
- Informing the Bursar of any concerns regarding Health & Safety and safe working practices.
- Teaching staff will read and act upon, or in accordance with, all the relevant school and departmental policies.
- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- To undertake any other duties that may reasonably be requested appropriate to the grade.
- Carrying out the normal supervision duties as laid down in School policies
- Staff will uphold public trust in the profession and the reputation of the school by maintaining the highest standards of ethics and behaviour, within and outside school. They will show tolerance of and respect for the rights of others and not undermine Fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. They will

ensure that their personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Revision of Job Description

According to the development and requirement of the school, job descriptions may need to be reviewed and updated periodically after consultation with the job holder.

Person Specification

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Experience required

- Staff should demonstrate a passion for, and expertise in, Design Technology teaching and use that to inspire the students whom they teach. They should hold a good honours degree in a relevant subject, ideally a 2.1 or higher.
- To either hold QTS and demonstrate a track record of success, or possess the willingness and ability to become a qualified teacher.
- An awareness of, and a commitment to, the needs of young people in a school setting; someone who shares the School's commitment to promoting the welfare of and safeguarding children.
- An enthusiastic and dynamic teacher, able to motivate and inspire pupils to achieve the highest standards.
- Ability to build and maintain professional relationships, striking the right balance between formal and informal channels.
- Good time management skills, able to cope with the demands and life of a busy leading independent school.
- An effective communicator.
- Good ICT skills and the ability to deal with the administrative routines.
- Able to demonstrate a love of learning and seek to develop their professional practice.
- Up-to-date DATA approved health & safety training certification for teaching Design Technology and using a wide range of specialist machinery.
- A committed designer and maker with a portfolio, brought to interview, of recent personal maker projects they have completed. (Photos of the projects will be sufficient)
- Strong track record of teaching Design Technology GCSE and A level.
- Experience in using and teaching with a wide range of tools, machines and equipment for Wood, Metal and Polymers.
- A willingness to learn how to use **all** the machines, equipment and materials in the department.
- Confidence in using 2D and 3D CAD software. (Techsoft 2D + SolidWorks)
- Experience and confidence in using Laser cutters, CNC routers and 3D printers.
- Experience with soldering electronics.
- Experience in teaching technical drawing in 2D and 3D alongside quick ideation sketching and presentation of annotated design pages, demonstrated with a portfolio.
- Able to demonstrate a love of design and an enthusiasm for problem solving.
- Proven ability to support a range of learning styles including the design process, learning through experimentation and evaluation.
- Commitment to supporting neurodiverse students in a high performing environment to achieve excellent results with positive wellbeing.
- The School is seeking to appoint an energetic and enthusiastic classroom practitioner with strong Organisational, creative and ICT skills, to teach Design Technology at key stage 3, GCSE and A-level.
- The School operates a programme of induction for new members of staff and the successful applicant will be supported by the Assistant Head of the Junior School and the Head of Technology (Senior School).

- Full support for an applicant seeking to achieve Qualified Teacher Status will be provided, whether they are unqualified, training or newly qualified. This includes those candidates who would like to move from their previous careers into teaching and those candidates who may have just completed their University education.

Note to Applicants:

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s).

It is essential you address the criterion marked as (A) on your application form in the section for supporting information. Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

How to Apply

Applicants should send a completed application form to **CLFS- Recruitment@cityoflondon.gov.uk**, by 9am on Monday 26th January 2026.

Interviews will take place at the school on Thursday 29th January 2026. Candidates are asked to note that Freeman retains the right to interview and appoint at any time during the application process.

Freemen's acknowledges receipt of all applications, if you have not received confirmation of the safe receipt of your application within two working days please call the School or email **CLFS- Recruitment@ cityoflondon.gov.uk** to check on its status.

The successful candidate must be able to satisfy the City of London's health requirements and a confidential medical assessment by the City of London's Medical Officer is required.

The City of London Freeman's School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure).