



**BLACKHEATH  
PREP**

# Head of DT (part time) Information for Candidates



Part of the Eltham College  
Family of Schools



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**‘It is an environment in which children thrive in a whirlwind of opportunity and excellence’**

Blackheath Prep Parent



## Introduction

Blackheath Prep is an independent prep school for just over 370 boys and girls aged 3 to 11. Founded in 1996, it occupies a beautiful five-acre site close to Blackheath village. Its original Georgian and Victorian buildings have been extended and adapted to include large playgrounds and extensive playing fields, tennis courts, cricket nets and a Forest School area. In April 2023 we were delighted to announce our merger with Eltham College to form a new family of schools.

Blackheath Prep is a remarkable school with outstanding facilities, a formidable track record in academic success and impressive achievements in Music, Sport, Drama and Art.

Children go on to a range of independent and maintained secondary schools, with a large proportion (at least 50% of the cohort over the last five years) being awarded academic scholarships at schools such as Alleyn's, Colfe's, Dulwich College, Eltham College, James Allen's Girls' School, Sevenoaks School and City of London Schools and/or places at top Grammar schools such as Newstead Wood and St Olave's. A large number of children are also awarded scholarships in Art, Drama, Music and Sport.

The school was inspected in June 2019 and both the quality of pupils academic and other achievements and the quality of pupils' personal development were judged to be excellent. Our [website](#) will give you a flavour of the school, its beautiful grounds and its superb facilities.

## Our Vision

To offer an education without boundaries, giving every child the freedom to shine and achieve their full potential, upholding academic excellence, sparking curiosity and a joyful love of learning, nurturing kindness and wellbeing, and creating a strong sense of community.



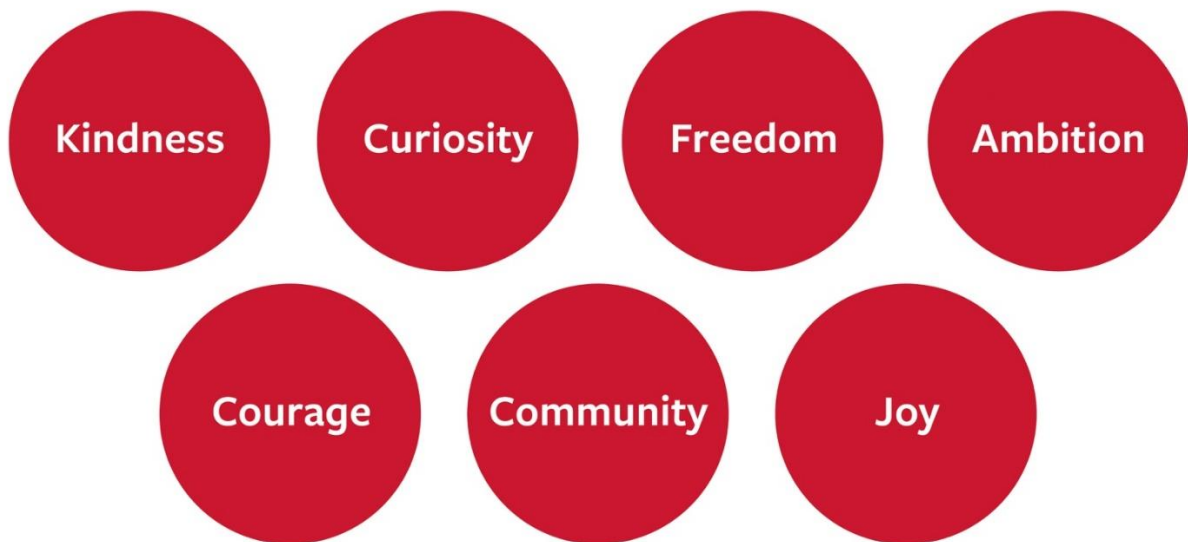


## Our Mission

We are committed to giving every child the opportunity to achieve their full potential and the courage to strive for excellence in all their endeavours. Through innovative and inspiring teaching and a rich and varied curriculum, we aim to spark children's natural curiosity and sense of fun and adventure and to nurture a joyful love of learning.

Community is at the very heart of our school, and kindness, appreciation, collaboration and contribution are values that we work hard to put into practice each day. We encourage every child to make the most of their time here so when they complete their journey with us they are ready for the next stage of their education and have the foundation for a successful, happy and fulfilled life.

## Our Values



## The Role

Blackheath Prep is seeking to appoint a dynamic, enthusiastic and inspirational Head of DT.

The successful candidate will lead on all aspects of Design Technology and will seek to generate enthusiasm for the subject amongst pupils and colleagues. They will manage and develop the resources of the DT department in order to provide the best possible opportunities and educational experiences for pupils of all abilities and ages in the school.

The Head of DT is responsible for ensuring the safety and welfare of pupils and achieving the highest standards of learning and achievement for all. Additionally, they are expected to promote and support the ethos, aims and vision of the school and maintain its philosophy of education.

At Blackheath Prep, the collective sum of the individual differences, life experiences, knowledge, inventiveness, self-expression, unique capabilities and talent that our community holds represents a significant part of not only our culture, but our achievements as well.

We expect and enable:

- Members of staff to act as role models for the children and their families through curriculum content and conduct which demonstrates our commitment to fostering, cultivating and preserving a culture of diversity, equity, inclusion and belonging.
- Commitment to ensuring that all members of our community can see themselves in the texts and topics through which we deliver our broad and balanced curriculum.
- Teamwork and participation, permitting the representation of all groups and perspectives within our unique community.
- Regular INSET and opportunities for development which keep practice current and research informed.

Every member of staff at Blackheath Prep is committed to ensuring that all children are enabled to reach their full potential. We therefore welcome applications from candidates who demonstrate an ability and genuine desire to see children shine and exceed their own and our expectations of them.

## Person Specification

The successful candidates will possess a good honours degree from a respected university. They will have an excellent teaching record, an inclusive approach and commitment to fostering a love of learning for all children.

Other valuable qualities include enthusiasm, understanding, organisational ability, a capacity to work hard and the ability to stay calm and good humoured under pressure. The appointees will need to demonstrate a commitment to technology and its use across the curriculum. The successful candidates will also have the ability to command respect amongst all segments of the wider community and bring with them real energy, excitement, ambition and vision for DT.

A pleasure in the life of a thriving, busy school, and the ability to act as an approachable, sympathetic and principled role model will be likely to characterise the successful candidates.

Most importantly, the successful candidates must have a genuine interest in the evolving needs of young people and a strong commitment to children's academic and personal development from Nursery to Year 6.

## Key Duties

### AIMS OF THE POST

- To lead and take overall responsibility for the quality of teaching, learning, assessment and pupil outcomes in your area of responsibility.

### AS A LEADER AT BLACKHEATH PREP

- Lead and inspire others and to generate an enthusiasm for your area of responsibility amongst pupils and colleagues.
- Take responsibility for planning, implementing and continuously reviewing schemes of work for which you are responsible.
- Prepare and update documentation relevant to your area of responsibility as necessary.
- Undertake pupil voice exercises to evaluate and improve the School's provision.
- Take responsibility for assessment procedures within your area of responsibility, if applicable.
- Take overall responsibility for the resources within your area of responsibility.
- Bring forward and discuss new ideas or initiatives.
- Manage the budget for your area of responsibility, keeping within designated limits of spending.
- Prepare and update annually a risk assessment for activities undertaken in your area of responsibility, where appropriate.
- Oversee a varied co-curricular programme of talks, events and workshops throughout, ensuring equity of provision across the school.
- Develop links with other schools, organisations and the local community.

### SPECIFIC AREAS OF RESPONSIBILITY

- Develop an inspiring, rigorous and practical DT curriculum which develops key concepts and skills, and enables pupils to solve real and relevant problems within a variety of contexts.
- Develop links with mathematics, science, engineering, computing and art so that pupils may develop their creative, technical and practical expertise to the full.
- Promote the evaluation of past and present design and technology to enable pupils to develop a critical understanding of its impact on daily life and the wider world.

- Value and nurture pupils' curiosity and creativity enabling them to become intelligent problem-solving individuals capable of working both independently and collaboratively.
- Provide pupils with a safe workshop environment in which to develop their hands-on manufacturing skills, gaining in complexity and level of independence as they progress through the school.
- Encourage pupils to take an active interest and to be aware of real-world issues and developments in technology that will impact on their own designing and making.

#### AS A MEMBER OF THE TEACHING STAFF AT BLACKHEATH PREP

##### Teaching and Learning

- Promote an environment where children are inspired and excited to learn, and which fosters curiosity and a joyful love of learning.
- Plan, prepare and deliver high quality lessons (including remote lessons) that are appropriately paced, stimulating and challenging, in line with the School's schemes of work and curriculum.
- Identify clear teaching objectives, content, and lesson structures appropriate to the subject matter and the pupils being taught.
- Set appropriate and ambitious expectations for pupils' learning, attitudes and expected outcomes.
- Support all pupils' needs so every child achieves their full potential.
- Work closely with the SENDCo and Inclusion Manager to ensure appropriate support for children with specific learning needs.
- Where appropriate, to direct and support the work of assistants or additional adults to ensure the best possible outcomes for the children.
- Cooperate with the Subject Lead and other colleagues in the development of programmes of study, schemes of work, documentation, teaching resources, and methods of teaching and assessment.
- Maintain an attractive and stimulating classroom environment with displays of pupil work and learning resources and contribute to displays in the school as a whole.
- Actively contribute to the co-curricular life of the school through involvement in clubs, outreach activities and, as required and where practically possible, residential trips.

##### Pastoral Care, Safeguarding and Well-being

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Safeguarding & Child Protection Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

- Provide a safe, secure and well-organised environment that encourages the development of children as independent learners and kind and considerate members of the school community.
- Promote equal opportunities for pupils to participate in all areas of school life, regardless of their skill level or ability.
- Set high expectations for pupils' behaviour.
- Foster positive and productive relationships with pupils and their parents.

- Promote understanding of the school's values and policies.
- Show due regard for pupils' and colleagues' health and safety both on the school premises and when engaged in activities elsewhere.
- Act as a role model to pupils.
- Promote the general progress and well-being of pupils.
- Maintain accurate and timely records.

#### Supervision

- Supervise and, where possible, teach any pupils who are assigned to you for cover.
- Participate in supervisory duties before and after school, during breaks, lunchtimes, clubs and trips as required.

#### Assessment, Recording and Reporting

- Provide or contribute to oral and written reports on the development, effort, progress and attainment of pupils.
- Provide feedback in line with school guidance.
- Make effective use of assessment information to facilitate pupil progress and well-being.
- Communicate with parents both formally during progress meetings and informally, as required.
- Support with the invigilation and marking of assessments.

#### Professional Development and Appraisal

- Actively participate in arrangements for your professional development.
- Actively participate in arrangements for your appraisal.
- Review your own teaching methods and use of resources.
- Keep up to date with current pedagogy and best practice.
- Attend and actively participate in courses, workshops, INSETs and Staff Meetings.

#### Relationships with Parents and the Wider Community

- Maintain positive and courteous working relations with pupils, parents and colleagues and other members of the wider school community.
- Arrange and record meetings with parents and carers about issues of concern and ensure that colleagues are aware of these matters, responding professionally, sensitively and appropriately.
- Take part in the life of the school by attending assemblies, house meetings, plays, concerts, School events, Open Mornings, fixtures and parent information evenings.
- Participate in presentations to parents, as required.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.

#### Other Professional Responsibilities

- Uphold and follow the Staff Code of Conduct and all stated policies and practices of the School.
- To supply appropriate material for the newsletter, website and school publications.
- Maintain confidentiality and protect all school data, only sharing it with necessary parties.
- Undertake such other tasks as may reasonably be assigned by the Head from time to time.



It is understood that areas of responsibility are from time to time subject to review and we retain the right to alter it in line with annual needs.

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the School's Safeguarding and Child Protection Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

## Terms of Appointment

- The post is available from September 2024 on a permanent part time (0.6 FTE) basis
- A competitive salary reflecting the level of experience to date
- Benefits including school fee remission, life assurance and pension scheme
- Wellbeing benefits including free annual eye test, annual flu vaccination and access to our Employee Support helpline
- Travel benefits include Season Ticket Loan and Bike2Work scheme
- Free staff lunch and tea/coffee is provided during term time

## How to Apply

Please send by email a completed application form and equal opportunities form, together with a covering letter to Emma Over, HR and Recruitment Assistant: [recruitment@blackheathprep.co.uk](mailto:recruitment@blackheathprep.co.uk)

Closing date for applications is 9am, Tuesday 7 May 2024

Interviews will be held on Friday 10 May 2024

\*\*\*Please note that the recruitment campaign might end earlier as the applications will be reviewed on a rolling basis so please do not delay in applying\*\*\*

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be subject to an enhanced DBS check.



4 St Germans Place | Blackheath | London SE3 0NJ  
020 8858 0692 | [info@blackheathprep.co.uk](mailto:info@blackheathprep.co.uk) | [blackheathprep.co.uk](http://blackheathprep.co.uk)