Kneller Hall School
Recruitment Brochure
Head of Design & Technology



Head of Design & Technology

This is a unique and exciting opportunity for someone with drive, energy and experience to build their own department within a well-established school on a brand-new school site.

To start in April 2027, we are giving time to the successful applicant to prepare for the move to the new Kneller Hall site in September 2027. This role involves establishing a key part of our new curriculum offering, namely DT, and is an exciting chance for someone with ambition and a vision to join our forward-thinking and expanding school.

Your colleagues are a team of innovative and highly motivated teachers who constantly strive to provide the finest education and ever-expanding opportunities to get the very best out of our pupils, while fostering a love of learning through the delivery of high quality and innovative lessons.

Contribution to the wider life of the school is essential and it is the expectation that all members of teaching staff play an active role in the school, both inside and outside the classroom.

On offer is a competitive salary, commensurate with experience, excellent professional development opportunities and small class sizes. Other benefits include access to health and wellbeing support, staff events, free school breakfasts and lunches, Pilates, cycle-to-work scheme, pension and life assurance.

For further information and to download an application form, please visit our website: http://www.knellerhallschool.org

Kneller Hall School is a member of Dukes Education, a family of schools, teachers, learners and parents connected by our pursuit of an extraordinary life for every member of our community. To learn more about our family, visit dukeseducation.com

Kneller Hall School is committed to safeguarding the welfare of children and expects the same from its employees. All new staff will be subject to enhanced DBS clearance, and safer recruitment checks of identity, qualifications and employment including satisfactory references. We are an equal opportunities employer.



Principal's Welcome

Dear Candidate

Thank you for your interest in the position of Head of Design & Technology at Kneller Hall School. We are a co-educational independent school serving pupils aged 11-18. The school is also part of the Dukes Education family of schools which provides excellent opportunities for staff collaboration and career development.

At Kneller Hall School our mission is to educate the whole child in an atmosphere of care and mutual respect. We provide great teaching and a values-based education and will continue to combine both tradition and innovation in our offering when we re-locate to the historic Kneller Hall site in September 2027.

The prospect of a move to our new site , which will create the largest of any independent school in South-West London, brings considerable opportunities. We are looking forward to moving to a magnificent campus with listed buildings and a new purpose-built teaching block with state-of-the-art specialist classrooms set in 30 acres of open land. Open the link Here to see our new site, and open this link to hear my thoughts on our new chapter:
https://vimeo.com/1235054186/441ae01c3c?fl=pl&fe=sh

We are very proud of our excellent academic record and superb value-added progress scores which see students attain +1 grade at GCSE, +2 grades at GCSE for students with SEND and +0.5 grades at A Level.

If working in a supportive, vibrant and innovative environment excites you and you want to join us to add further value, we would be delighted to hear from you.

Yours faithfully

Amy Cavilla



Department Overview

You will be the founding Head of Design & Technology at Kneller Hall School. The school builds on the strong foundations of a fifteen-year history on its present site in Pope's Villa. Whilst there are creative design elements across our curriculum, we have not had the facilities to offer DT before. Hence, this is a new departure for our school. We move to our new site in September 2027 with its modern, purpose-built teaching block.

The successful candidate will then support us in appointing a DT Technician and in due course, another Teacher of DT.

Mission and Vision

The school's mission is to educate the whole-child in an atmosphere of care and mutual respect. We expect our pupils to Work Hard, Be Kind and Aim High.

The mission of the Head of DT is to set up the department and set its direction in your chosen DT core disciplines under the guidance of the Deputy Head Academic.

Your department's vision will align with the school's value-led approach which prizes and fosters creativity and curiosity and the ability to focus on and refine ideas.

Crucially, you will set a vision that drives our intentionally co-educational provision; challenging stereotypes and ensuring opportunities for all so that all pupils see the possibility of being creators, designers, engineers.

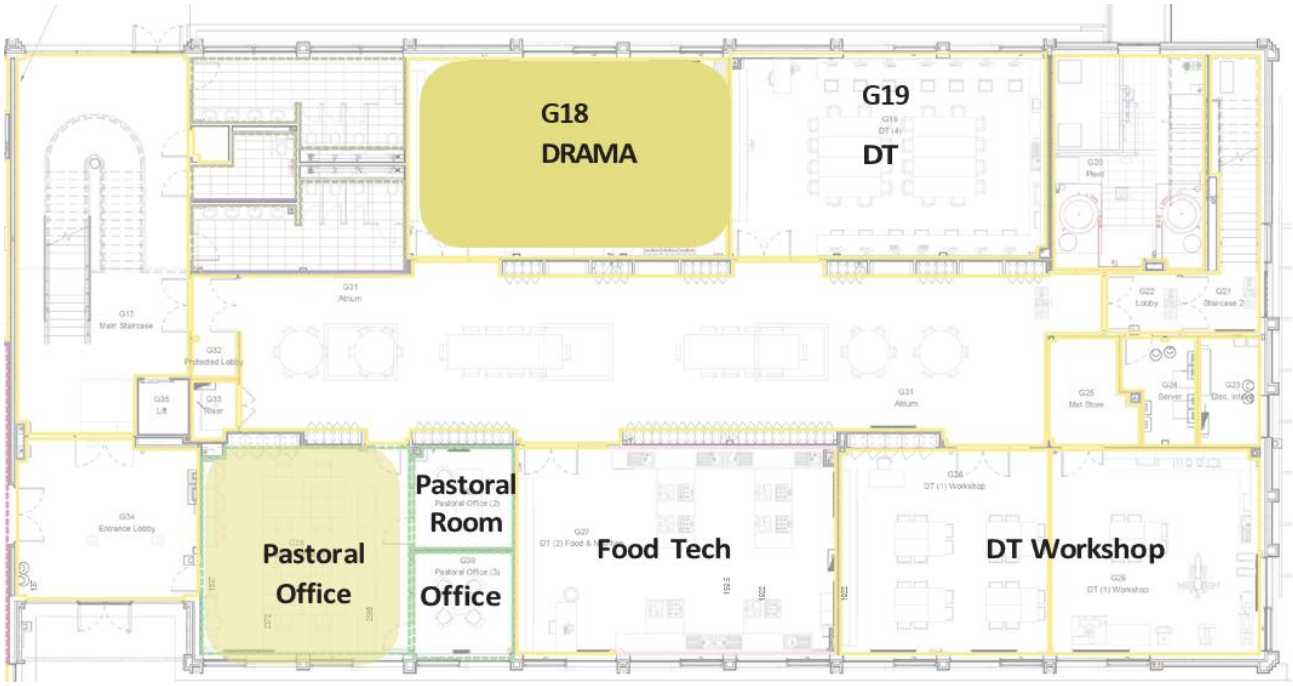
Facilities and Resources

You will have a suite of three rooms in Year 1 of the site move with the possibility of increasing to four as the school grows. On the next page you will see the lay-out of DT rooms on the ground floor of the Teaching Block. It includes a room for cooking and nutrition; a large resistant materials workshop plus a DT room for small, hand-held tools and graphic design. We are open to develop the initial curriculum, and discuss its structure, with the successful candidate so the exact resourcing of the room opposite the large DT workshop is to be discussed and finalised.

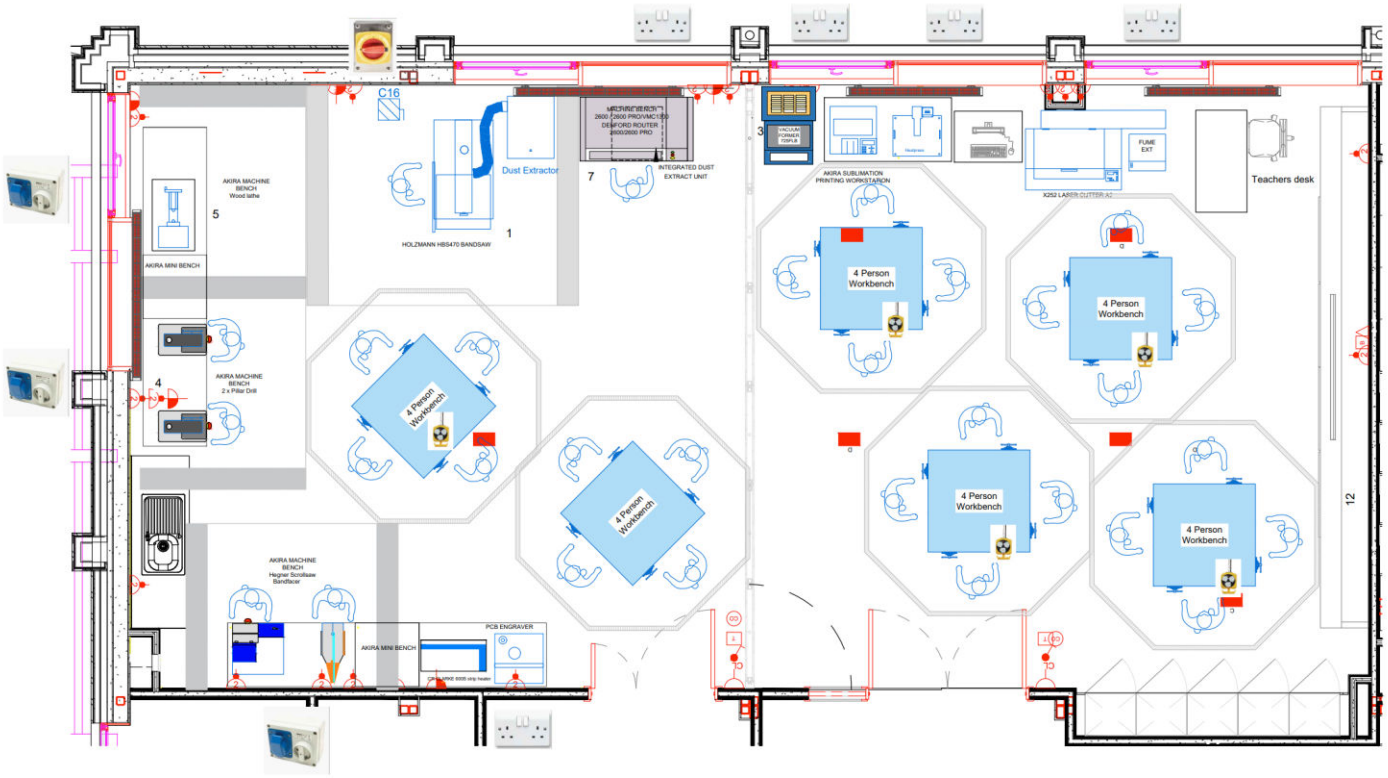
Curriculum and Exam Board

You will design the KS3 curriculum and choose the specifications for GCSE and A Level in consultation with the Deputy Head Academic. The timeframe for introducing the GCSE and A level provision will be discussed at interview.

DT suite of rooms for September 2027



DT Workshop layout



Job Description

Reporting to: a named member of the Executive Team

All members of staff must work within the framework provided by the school's policies and procedures to fulfil the general aims and objectives of Radnor House. All staff are expected to undertake such other duties as the Head may reasonably request and to carry out the roles outlined in their respective job descriptions to the highest level.

Wider strategic responsibilities:

- To develop and deliver a relevant and responsive curriculum which equips young people to become effective learners, communicators and global citizens.
- To lead the department, developing its vision, aims and ethos
- To feed into the school's strategic development plan

Key operational duties:

Curriculum

- Set up the necessary resources required to deliver the newly established DT curriculum.
- Oversee the provision of a rigorous academic curriculum that provides challenge and stimulation for all pupils from Key Stage 3 to A Level.
- Maintain a thorough and up to date knowledge of the curriculum, relevant pedagogy and exam board specifications, and cascade these to department staff.
- Oversee the creation of meaningful assessment for internal examinations, and its effective moderation and recording across the department.
- Ensure that pupils are prepared appropriately for external qualifications.
- Oversee the delivery of a range of co-curricular activities to complement in-class provision.

Staff development and quality assurance

- Lead and manage a team of teachers in your department
- Support their professional development
- Contribute to the school procedures for lesson observation and monitor and evaluate your subject's provision and delivery
- Carry out all aspects of performance management including appraisals, meetings and investigations where necessary

Student wellbeing and learning behaviours

- Organise and monitor teaching groups within the department with respect to homework, discipline and assessment, and ensure appropriate liaison with pastoral staff.
- Set high expectations for pupils in terms of their work and behaviour in lessons.
- Ensure that the department identifies and differentiates for learning differences including, but not restricted to SEND, EAL and academic enrichment.
- Contact parents to discuss student welfare, behaviour, progress, and to celebrate achievements

Job Description (cont)

Management Responsibilities

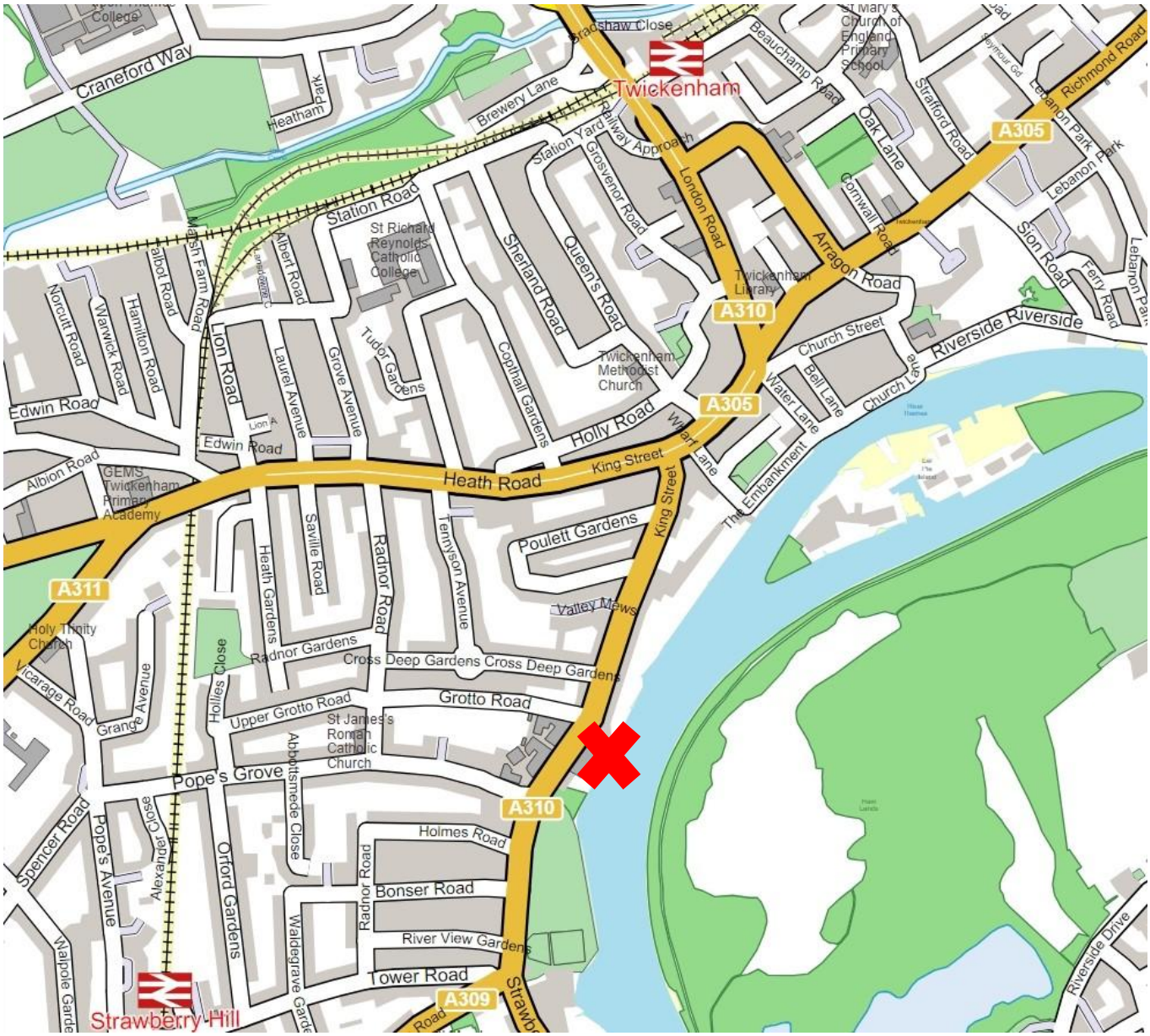
- Advise the Executive Team on staffing and timetable requirements within the department.
- Manage the day to day running of the department.
- Be accountable for the performance of the department in external examinations.
- Make use of baseline data to inform judgements on pupil progress based on internal assessments and external examinations.
- Act as a role model for teaching and learning within the department.
- Carry out lesson observations of teachers within the department to ensure the effectiveness of teaching and learning.
- Ensure staff set homework regularly and that they mark it promptly, thoroughly and in accordance with the department and school feedback policies.
- Prepare the annual budget and order the necessary resources for the department and manage the budget appropriately each year.
- Organise regular meetings within the department and maintain accurate minutes.
- Attend Heads of Department meetings and other meetings as required for the role.
- Ensure that all examination administration is accurate and complete.
- Ensure teaching areas are suitably maintained to enhance the delivery of the subject.
- Ensure departmental displays are relevant, engaging and up to date.
- Liaise with the Senior Leadership Team about all aspects of health and safety within the department.

The above list of responsibilities is agreed to be an accurate job description, however, the role will require a degree of flexibility and the postholder should be willing to adapt to changes as may be required. This should be read in conjunction with the Staff Handbook and with school policies and procedures.

Person Specification

Area	Essential	Desirable
Qualifications	Good Honours Degree, PGCE / QTS	Higher degree or evidence of further study
Professional Development	Evidence of continuing professional development.	Experience of delivering CPD/INSET
Experience	A successful subject teacher and form tutor. Evidence of having made a positive impact on student outcomes and supporting excellent academic achievement. Effective analysis and use of data to inform. teaching and learning and future planning. Experience of monitoring and evaluating students' progress and actioning interventions. Experience in curriculum development and implementation. Demonstrated leadership experience such as leading a department or significant project.	Experience of the specific responsibilities within the job description
Knowledge and skills	Knowledge of relevant subject examination specifications at GCSE and A Level. Excellent classroom management. Ability to inspire and motivate students and staff. Strong administrative skills. Excellent communication and interpersonal skills.	
Personal qualities	Passionate about education. Committed to fostering an inclusive and supportive learning environment. Innovative and forward-thinking. Resilient and adaptable to change. Collaborative and able to be an effective team player. Professional demeanour. Excellent time-keeping. High expectations of self and others. Commitment to the school's values and ethos. Willingness to participate in extra-curricular activities and school events.	Enthusiastic about professional development.

How To Find Us



If you are unfamiliar with the area and arriving at Twickenham Station by train, directions to the school are: turn left on exiting the station and follow London Road through the town centre. At the end of the road, continue following the pavement which turns to the right (becoming the A305, King Street), pass '*Starbucks*' and '*Iceland*' then turn left at '*Holland and Barrett'* which will take you along Cross Deep towards the school. Kneller Hall School is located in Pope's Villa/Radnor House which is the building on the left with a clock tower, approximately 500 metres along Cross Deep and immediately opposite St Catherine's Girls' School. It is an approximately 15-minute walk from Twickenham Station.

Other benefits of working at Kneller Hall School:

No more than 170 teaching days each year (180-190 in state sector)
In a typical year, 17 weeks of school holidays.
Free breakfast and lunch during term time
Training grants or loans to obtain further qualifications
Access to the Dukes central training and development programme
An employee assistance programme, offering free and confidential counselling
Accredited ECT induction
Free work laptop computer
Cycle to work scheme
Membership of Wellhub with access to premium wellness apps and discounts for gyms
Free Pilates classes
Free life assurance
Discount on fees for children of staff at Dukes' schools
Flexible salary exchange pension scheme
Access to medical cashback Dukes employee benefit

How to Apply

For further information and to download an application form,
Please visit the school's website at knellerhallschool.org and navigate to the 'about us' page then 'work with us'.

Completed application forms should be returned to: hr@knellerhallschool.org by Monday 30th November, but we reserve the right to close the vacancy early if a high volume of applications is received in advance of this closing date.

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