



The Maelor School, Penley
Ysgol Maelor, Penli

Teacher of Design and Technology: Maternity Cover Required from May 2025



The Maelor School
Penley
Wrexham
LL13 0LU



maelorschool.org.uk



@ The Maelor
School, Penley



@ The Maelor
School, Penley



Welcome to The Maelor School

Dear applicant,

Thank you for your interest in the post of Teacher of Design and Technology: Maternity Cover (MPS / UPS) at The Maelor School.

We are looking to appoint a dedicated practitioner who places the education and well-being of young people at the heart of everything they do. The successful applicant will be an outstanding teacher who will ensure that all pupils within their classroom excel through a positive and nurturing learning environment.

As Headteacher, I am proud to lead a school that is deeply committed to academic achievement, personal growth, and community engagement. At The Maelor School, we believe every pupil has unique potential and encourage our pupils to 'Realise their Potential' in a safe and inclusive environment where all pupils can flourish.

We hold our pupils to very high standards: expecting them to work hard, behave respectfully, and present themselves smartly. Although we are proud of our long-standing reputation for academic excellence, we believe that education is about more than just results. Our mission is to help our pupils to discover and nurture their unique talents while developing the skills necessary for success in adult life. We encourage and support our pupils to be the best versions of themselves: to Realise their Potential.

We welcome applicants who are:

- passionate about their subject;
- outstanding practitioners who want to work within a dynamic and exciting school;
- and able to empower and inspire all pupils within the Design and Technology department to realise their potential.

I hope that this application pack will assist you in the decision to apply for the post. In the event you do wish to apply, I ask that you send your application (by email to Mrs F Minshall, my PA, fiona.minshall@maelorschool.org.uk) to arrive no later than **Friday 14th February at 12 noon**. Please include a letter of application along with a fully completed application form.

If you would like to make an appointment for an informal discussion about the post or if you would like to visit the school, please contact my PA, Mrs Fiona Minshall (Tel: 01978 830291 or via the email address above).

Everyone connected to The Maelor School takes great pride in our community, and we hope you will become part of our ongoing success story.

We look forward to meeting with you.

Yours sincerely,

Mrs Leanne Eyre - Headteacher



A Place to Live and Work

A Place to Live and Work

The County Borough of Wrexham, located in Northeast Wales, is proud of and celebrates its Welsh heritage and cultural identity. The Maelor is in a rural area on the outskirts of the City of Wrexham - which nestles in the Dee Valley between the Welsh mountains and the Cheshire plains. It is a location that really can offer you the best of both worlds.

The Old and the New

Wrexham has been a market centre since the medieval period, long before it rose to prominence in the late 18th century as a hotbed of the Industrial Revolution. Wrexham has managed to retain the atmosphere of a historic city whilst benefitting from modern pedestrianised shopping and an award-winning arts, culture and markets hub Tŷ Pawb, which opened in 2018. This supplements our heritage offer which includes the County Borough museum. We are proud of our UNESCO World Heritage Site - the Pontcysyllte Aqueduct and Canal - which draws in thousands of global visitors each year, in addition to two National Trust properties and three of the seven wonders of Wales.

Wrexham has a reputation for putting on large scale events, from Rugby League World Cup matches to open air pop concerts at the historic Racecourse Ground, STÖK Cae Ras. Wrexham also has a large University, and excellent sporting facilities - it is a place that is looking to the future.

A City Nestled in the Countryside

Wrexham can provide the perfect base for whatever kind of lifestyle you want to enjoy.

On the one hand, there's plenty of surrounding countryside to explore. The County Borough boasts a National Nature Reserve, an Area of Outstanding National Beauty and eleven country parks. The landscape of Northeast Wales is very attractive, and you are rarely more than twenty minutes away from the peace and tranquillity of the Welsh hills.

On the other hand, it is under an hour away from two leading European cities - Manchester and Liverpool - with their international blends of culture, nightlife, shopping and facilities. Wrexham is a bustling commercial centre in its own right, with one of the largest Industrial Estates in Europe (housing the likes of JCB, Kelloggs, Hoya and HMP Berwyn Prison).



Our School



The Maelor School is a consistently high-performing comprehensive school, welcoming pupils aged 11 to 18. While many of our pupils come from the nearby villages around Penley, others choose to travel from across Wrexham, Shropshire, and Cheshire to experience our warm, close-knit community in a picturesque rural setting.

Our school was established in the small village of Penley in 1957, in extensive grounds in a beautiful rural situation. There are five forms of entry (approximately 130 pupils annually) giving a total of around 810, including the Sixth Form of around 160 students.

We hold our pupils to very high standards: expecting them to work hard, behave respectfully, and present themselves smartly. Although we are proud of our long-standing reputation for academic excellence, we believe that education is about more than just results. Our mission is to help our pupils to discover and nurture their unique talents while developing the skills necessary for success in adult life. We encourage and support our pupils to be the best versions of themselves: to Realise their Potential.

Everyone connected to The Maelor School takes great pride in our community. You will find happy staff, a great sense of teamwork and a commitment to developing colleagues at all levels.





The Maelor School Ysgol Maelor

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Wrexham
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Tel: 01948 830291

www.maelorschool.org.uk

contact@maelorschool.org.uk

[@maelorpenley](https://twitter.com/maelorpenley)

Teacher of Design and Technology: Maternity Cover

Required from May 2025

MPS / UPS

We are looking to appoint a dedicated practitioner who places the education and well-being of young people at the heart of everything they do. The successful applicant will be an outstanding teacher who will ensure that all pupils within their classroom excel through a positive and nurturing learning environment.

We welcome applicants who are:

- passionate about their subject;
- outstanding practitioners who want to work within a dynamic and exciting school;
- and able to empower and inspire all pupils within the Design and Technology department to realise their potential

Application packs are available on ETeach and on the school website and should be returned to Mrs F Mishall, Headteacher's PA, at the school by 12 noon on Friday 14th February 2025.

The referees provided in your application must include your employer from when you last worked with children; if this was in a school, we would expect it to be from the Headteacher.

The 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 will be required to undertake an enhanced DBS check prior to taking up appointment.

The Maelor School welcomes applications from suitably qualified candidates regardless of race, gender, disability, sexuality, religious belief or age.

Closing date: Friday 14th February 2025

Interviews: Wednesday 19^h February 2025



Job Description: Teacher of Design and Technology (Maternity Cover)

POST: Teacher of Design and Technology (Maternity Cover)

GRADE OF POST: MPS / UPS

RESPONSIBLE TO: Head of Technology

JOB PURPOSE:

- To plan, develop and deliver high quality lessons and courses within the broad, balanced, relevant and differentiated subject curriculum using a variety of approaches, to continually enhance Teaching and Learning.
- To monitor student progress, keeping student records that include assessment outcomes and targets set at regular intervals in line with school policy, to enable all students to achieve their full potential.
- To maintain and build upon the standards achieved in the award for QTS (Secondary).
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to 'Keeping Learners Safe'.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES

SECTION 1 - GENERAL TEACHING DUTIES

Teaching and Learning

- Manage student learning through effective teaching in accordance with the subject's schemes of learning and policies.
- Ensure continuity, progression and cohesiveness in all teaching.
- Use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of student needs and ensure equal opportunity for all students.
- Set homework regularly, (in accordance with the School Homework Policy), to consolidate and extend learning and encourage students to take responsibility for their own learning.
- Work with EAL/ALN staff and support staff to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
- Support individual learning, including students on the More Able and Talented register, by planning work with appropriate challenge and monitoring and reviewing student outcomes regularly.
- Work effectively as a member of the subject team to improve the quality of Teaching and Learning, by contributing to the Area Development Plan and implementing and monitoring change.
- Implement new initiatives, school, local or national, by adapting classroom procedures accordingly, monitoring progress and reflecting on pedagogical outcomes.
- Set high expectations for all students, to deepen their knowledge and understanding and to maximise their achievement.
- Use positive management of behaviour in an environment of mutual respect that allows students to feel safe and secure and promotes their self-esteem.

Monitoring, Assessment, Recording, Reporting, and Accountability

- Be immediately responsible for the processes of identification, assessment, recording and reporting for the students in their charge.
- Track student progress, monitoring achievement against targets set, and take appropriate action on student outcomes.
- Assess students' work systematically and use the results to inform future planning, teaching and curricular development.
- Be familiar with statutory assessment and reporting procedures and prepare and present informative, helpful and accurate reports to parents.
- Keep an accurate register of students for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the school policy.



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Subject Knowledge and Understanding

- Have a thorough and up-to-date knowledge and understanding of the curriculum and specifications for examination courses.
- Keep up to date with research and developments in pedagogy in the subject area.
- Contribute to the effective use of subject resources, including evaluation of new materials and equipment.
- Keep up to date with technological change and the use of technology to enhance delivery, and student access, to the subject.

Professional Standards and Development

- Be a role model to students through personal presentation and professional conduct.
- Arrive in class, on or before the start of the lesson, and begin and end lessons on time.
- Cover for absent colleagues as is reasonable, fair and equitable.
- Be familiar with, and adhere to, the school's policies.
- Establish effective working relationships with professional colleagues and associate staff.
- Be involved in extra-curricular activities such as contributing to after-school clubs and visits.
- Maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities
- Liaise effectively with parent/carers and with other agencies with responsibility for students' education and welfare.
- Be aware of the role of the Governing Body of the School and support it in performing its duties.
- Be familiar with and implement the relevant requirements of the current ALN Code of Practice, DDA and Access to Work.
- Consider the needs of all students within lessons (and implement specialist advice) especially those who:
 - have ALN;
 - are MAT;
 - are not yet fluent in English.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Understand visits procedures and the relevant actions to take when planning out of school activities.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy and changes in the School Curriculum, which may lead to improvements in Teaching and Learning.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Implement and develop pedagogic procedures introduced through school, local or government initiatives.
- Implement the use of new technologies that enhance Teaching and Learning.
- Participate in leadership, peer and self-monitoring and evaluation schemes, responding to, and acting upon, advice and guidance received.
- Carry out reflective practice exercises to move classroom practice, teaching and learning, forward.
- Use 'gained time' by revising teaching, learning and curriculum materials in readiness for new academic year; participate in collaborative planning sessions; provide additional student support or any activity directed by the Headteacher.



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- Maintain a professional portfolio of evidence and learning log to support the Professional Development Review process - evaluating and improving own practice.
- Contribute to the professional development of colleagues, especially NQTs and ITTs.
- Contribute to departmental development by sharing professional learning, expertise and skills with others in the team, through departmental training activities such as coaching and mentoring.

Every subject teacher will be expected to have pastoral responsibilities - detailed separately.

SECTION 2 - ADDITIONAL DUTIES FOR THIS POST

This is a 'job description' only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment after consultation with the post holder. Duties listed in the group tutor job descriptions also apply.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the school's Health and Safety Policy.

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Criminal Records Bureau

This post requires a criminal records check through the Disclosure & Barring Service (DBS).



Person Specification: Teacher of Design and Technology (Maternity Cover)

CRITERIA	Essential	Desirable	How Assessed*
1. Qualifications and Training			
1.1 Good honours degree	*		A
1.2 Qualified Teacher Status	*		A
1.3 Evidence of recent professional development related to Teaching and Learning	*		A
1.4 Willingness to undertake further training linked to continued professional development	*		I
1.5 Registration with the Education Workforce Council	*		A
2. Relevant Experience			
2.1 Ability to deliver design and technology across 11-16 age range, including delivering excellent outcomes	*		A / I
2.2 Ability to deliver design and technology at 16-18, including delivering excellent outcomes		*	A / I
2.3 Experience of teaching Curriculum for Wales		*	A / I
2.4 Evidence of working successfully in secondary school environment	*		A / I
2.5 Evidence of effective delivery to More Able and Talented students	*		A / I
2.6 Experience of examination marking		*	A / I
2.7 Evidence of working with students with Additional Learning Needs	*		A / I
3 Knowledge and Skills			
3.1 Outstanding classroom practitioner	*		A / I / R
3.2 Understanding of relevant research and best practice relating to Teaching and Learning	*		A / I
3.3 Excellent literacy, numeracy and digital skills	*		A / I
3.4 Can communicate in Welsh		*	A / I
3.5 Ability to enthuse and motivate students	*		A / I / R
3.6 Ability to prioritise and manage workload efficiently	*		A / I
3.7 To safeguard and promote child safety and welfare	*		A / I / R
3.8 To work with a variety of partners with an inclusive approach to Teaching and Learning	*		A / I
3.9 To have a strong presence and maintain a high profile	*		A / I / R
4 Personal Attributes			
4.1 Strong team player	*		I / R
Strong moral purpose and drive for improvement	*		I / R
4.3 Solution focused	*		I / R
4.4 Resilience	*		I / R
4.5 High levels of personal organisation	*		I / R
4.6 Excellent communication skills, including use of IT	*		I / R
4.7 Ability to build relationships with stakeholders at all levels	*		I / R
4.8 A commitment to integrate fully into the life of the school, including extra-curricular	*		I / R
4.9 Integrity and honesty	*		I / R
4.10 Enthusiasm, energy and initiative	*		I / R

A: Application

I: Interview

R: References

