



# INTERNATIONAL SUMMER SCHOOL

## Head of Department (Design and Technology)

**Reports to:** Deputy Head of GISS

**Role Context:** GISS was founded in 1976 and is widely recognised as offering one of the world's most prestigious summer programmes. 300 boys and girls, aged 8-16 and from over 40 countries attend GISS each year.

**Job Purpose:** To provide a fun but safe learning environment for children aged 8-16, allowing them to enjoy the challenges of Design & Technology, learning skills and engaging creatively with the materials and equipment you provide. To manage the Design & Technology team.

### **Role Details:**

- To devise a programme for groups of approx. 24 children at a time. You will have 12 senior groups over the course of the GISS programme, each with 4 sessions of an hour and a half, and 4 junior groups with 3 x 90-minute sessions.
- To advise the GISS team of resources required, well in advance, so that all is in place for the start of GISS.
- To manage the 'setting-up' as the course commences and the returning of all equipment to the school in a satisfactory condition.
- To meticulously oversee Health and Safety in the Design Department, familiarising yourself before GISS with Gordonstoun's safety procedures and expectations, and briefing both your staff and each student and student leader clearly with expectations in the department.
- To ensure you and your staff are briefed on, have access to, and adhere to GISS policy documents.
- To set expectations of behaviour from students, resolve any behavioural issues, or escalate, as appropriate, to the Deputy Head of GISS.
- To manage your staff team, ensuring they have a fair allocation of duties and appropriate time off over the four weeks of summer school.
- To report any accidents and incidents promptly, using the systems in place for this.
- To pass on promptly to the Pastoral Manager any aspects of concern regarding the students' and student leaders' personal welfare, including child protection.

All department staff will also be required to help with other recreational activities or duties when not on timetable for Design. This may include escorting buses to and from airports, driving a minibus (if licensed), accompanying a trip or supervising a disco, for example.

### **Responsibilities of all members of staff:**

- Comply with Gordonstoun's policies and procedures on Safeguarding, Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values.
- Carry out any other task as required from time to time in order to support the Summer School.

### **PERSON SPECIFICATION:**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>• A degree level qualification</li> <li>• A teaching qualification (eg PGDE, PGCE)</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised First Aid qualification</li> <li>• A full, clean driving licence</li> </ul>
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Experience teaching Design in an educational / boarding / summer school environment.</li> <li>• High level of computer literacy</li> <li>• Experience of working with a team of staff</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading a team</li> <li>• Strong and proven organisational and communication skills</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with a range of audiences.</li> <li>• Someone who creates a positive and cooperative working environment</li> <li>• Flexible with a can-do attitude to manage a high volume of work</li> <li>• Enthusiastic, diplomatic and calm under pressure</li> <li>• Tolerance, understanding and kindness</li> <li>• Knowledge of issues affecting student outcomes</li> </ul>	
<b>Safeguarding</b>	<p>A full PVG (protecting vulnerable groups) check will be completed on the successful candidate</p> <p>For those working outside the UK, a police check will be required from that country.</p>	