



**Cokethorpe**  

---

**SCHOOL**

**Teacher of  
Design Technology**  
Applicant's Pack

**Closing Date**

**Midday on Monday 27 March**  
To commence employment in September 2023

## From the Headmaster

Thank you for your interest in working at Cokethorpe School.

As Headmaster, I am tremendously proud of the work that is done here on a daily basis; I lead a dedicated and talented Common Room who, together with our committed support staff, have helped to create a dynamic learning environment, undoubtedly enhanced by the stunning parkland in which the School is set.

I describe Cokethorpe as being a 'restless' school. This does not mean that we are itching to change for the sake of it but rather that we are constantly reflecting on what we do to ensure that it is as effective as possible. This models the behaviour we expect of our pupils - always looking for ways to improve their learning.

I hope you find everything you need in this brochure and on our website to help you decide if Cokethorpe is an environment in which you would like to work.

We hope that you will wish to apply for this role once you have found out more about us.

**Damian Ettinger**

Headmaster, Cokethorpe School





## About Cokethorpe

Cokethorpe is an HMC and IAPS, independent day school providing a liberal education to boys and girls from the age of four to eighteen. Situated in beautiful parkland just ten miles outside Oxford, the School has a strong reputation for providing a rigorous, broad curriculum underpinned by a firm belief in the principles of a liberal education, and a knowledge that all pupils have the capacity for excellence if encouraged to be ambitious and take responsibility for their learning.

The School is proud of the fact that its admissions process credits pupils who show a wide range of skills, leading to a dynamic and diverse learning environment. Students leave Cokethorpe to study at a range of different institutions, including Oxbridge, Russell Group and other equally reputable institutions. Results at GCSE and A Level are very positive, with a strong emphasis on the value that is added to pupils through excellent teaching and learning.

Success at Cokethorpe is bolstered by the Leadership Programme, which runs throughout the School and encourages pupils to develop particular traits: ambition, courage, integrity, judgement, empathy and responsibility. The aim is for pupils to take ownership of their own development.

The School has a strong extra-curricular programme and, whilst excellence in the classroom is paramount, all members of the Common Room are encouraged to see themselves as playing a role in this wider curriculum. It is a busy, purposeful school in which positive relations develop, and exciting and varied opportunities arise.

There is a strong focus on teacher development at Cokethorpe School, and applications are welcome from Early Career Teachers and those seeking School-based training.

## About the Design and Technology Department

Design and Technology at Cokethorpe School is a vibrant, popular and well-resourced department with up-to-date workshop facilities including a range of CAD/CAM equipment. In First and Second Form we currently cover a wide range of topics from electronics to casting, with an emphasis on problem solving and skills building through design based projects. In the Third Form most pupils opt to continue with Design and Technology for another year and build skills and knowledge to support the AQA GCSE Design and Technology specification.

At A Level we deliver the Edexcel Product Design A Level and have consistent success in developing students who go on to study Design and Technology related subjects at degree level. Throughout the year the Department runs various trips, STEM activities and an Inter-House Competition. The Department has a group of high achieving DT Award Holders selected from First to Sixth Form and encourages Arkwright applications from suitable candidates. A number of clubs are run by DT staff as part of the co-curricular programme including CAD/CAM, robotics and F1 in schools. All pupils have a Surface Pro and there are two computer suites with desktops to run the CAD programmes; 2D design and Solidworks.

The Department has an excellent track record for adding value and recruitment at GCSE and A Level. We aim to inspire our pupils to be creative innovators prepared to take on a challenge with independence and self-motivation.





# Person Specification

The DT team are committed to their subject and the department has DATA membership. With a strong Health and Safety culture the department is supportive and friendly and includes a fulltime technician with considerable expertise. Colleagues are encouraged to develop professionally, updating and extending their skills and knowledge through CPD. We are looking for a candidate with a genuine enthusiasm for teaching Design and Technology with an ability and desire to inspire pupils and others to understand its importance and value in the modern world.

## Essential

- A degree that is relevant to the delivery of Design and Technology
- A PGCE or equivalent teaching qualification
- Strong interpersonal and communication skills with pupils, parents and staff
- A commitment to giving regular and effective verbal and written feedback to pupils in order to facilitate their development as learners
- A willingness to share ideas, experience and resources
- High standards of written and oral communication
- Good ICT skills
- Ability to work to deadlines
- A commitment to high standards, including working with the department to continually evaluate and improve teaching and learning
- A commitment to valuing and respecting the views and needs of children and young people
- Willingness to contribute to the wider school life including the sports programme, co-curricular commitments, the activities programme and the tutoring and House system.

## Desirable

- Experience of teaching GCSE and A Level Design and Technology
- An interest in education that goes beyond the delivery of a specific subject.
- Experience of using Solidworks
- Current Health and Safety certification.

The above list is not exhaustive and the job holder may be required to undertake duties which are broadly in line with these responsibilities.

## Additional Requirements

- Be committed to safeguarding and promoting the welfare of children and adhere to and ensure compliance with the School's Child Protection Policy
- Promote fundamental British values
- Comply with the requirements of the Health and Safety at Work Regulations. Taking reasonable care for their Health and Safety and for others affected by their works and to cooperate with the employer in ensuring that Health and Safety responsibilities are carried out
- Duty of confidentiality towards the School. To acknowledge that, in the course of employment, you will have access to Confidential Information. You agree that you shall not divulge or communicate to any person, corporation, company or other organisation; use for your own purposes other than those of the School, or otherwise disclose or make use of any Confidential Information relating to or belonging to the School.

# Teaching at Cokethorpe

A teacher at Cokethorpe School can expect:

- Small class sizes – typically between sixteen to eighteen, dropping to eight to twelve for Sixth Form
- Engaged pupils
- Well-resourced departments
- Excellent, integrated IT provision – all classrooms are equipped with screens and docking stations for Surface Pro devices
- A strong commitment to professional development
- A supportive approach – we are a community, working together to provide excellent opportunities for our pupils.

In return, the School expects members of teaching staff to:

- Deliver well-prepared lessons that challenge and inspire pupils
- Assess pupil progress over time and deliver interventions as required to ensure rigour
- Write reports at appropriate times throughout the academic year and provide constructive, honest feedback at Progress Review Evenings
- Act as a Form Tutor, providing pastoral care for a small group of pupils
- Contribute fully to the extra-curricular programme, including engagement in Games and AOB (Activity Programme)
- Contribute to cover for absent colleagues and provide supervision for Sixth Form study, as requested
- Contribute to departmental activities and developments. This might include trips, lectures, events, as well as initiatives that are designed to enhance a particular aspect of pupil learning
- Engage positively in the marketing of the School, both to prospective parents and other interested parties
- Work collaboratively within the Common Room community, adhering to expectations regarding professional responsibilities and conduct.





## The Successful Applicant

There is no fixed definition of what a 'Cokethorpe Teacher' will look like. Indeed, we believe that diversity within the Common Room is a huge benefit. However, there are basic values that we expect all colleagues to share:

- The child comes first; what we do as a school must be focused on what is most beneficial to the learning and development of the children in our care
- High standards and expectations; we want our pupils to be the best they can be, and do not settle for less
- A focus on development; we want our teachers to be reflective and self-aware, willing to hone their craft and become better
- Collaboration; the Common Room functions best when teachers communicate with one another and support one another.

We are committed to being an organisation that inspires individuals of all backgrounds and prior experiences to provide educational and professional opportunity for all. Cokethorpe does not discriminate on the grounds of race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age or disability. Applications are welcome from all sections of the community.

**Applications are welcome from candidates at all stages in their careers, with a full and recognised induction programme in place which, for ECTs, will lead to the confirmation of QTS.**

# Appointment of Staff

## To apply

Interested and qualified candidates should submit electronically (as separate PDF documents in one email) the following to the Bursar's Assistant on [recruitment@cokethorpe.org](mailto:recruitment@cokethorpe.org) before the closing date. We reserve the right to interview prior to the closing date:

- A covering letter addressed to Mr Damian Ettinger, Headmaster
- A completed Cokethorpe School application form

Personal CVs are not required.

Please note that for candidates invited to interview, referees will be contacted prior to the interview date.

**Deadline for applications: Midday on Monday 27 March. Early applications are encouraged.**

Interviews will take place on Thursday 30 March.







## Terms of Appointment

Shortlisted candidates will be interviewed and written documentation recorded. Any gaps in employment history will be fully investigated. Safe recruitment procedures are followed and members of the Senior Management Team are accredited by the Oxfordshire Safeguarding Children Board/NSPCC for recruitment. Child protection awareness is an integral part of the induction programme for new members of staff.

Following acceptance of an offer of appointment, a formal contract of employment will be drawn up. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement.

**Competitive salary plus benefits.**

**Appointment Date:** September 2023.

## Medical Fitness

Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

## Recruitment Checks

The School is committed to safeguarding and promoting the welfare of children. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. Our policy on the employment of ex-offenders is available on the vacancies section of the School's website.

All employees are expected to undergo child protection screening and appointments are subject to a satisfactory enhanced Disclosure and Barring Service check and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check and an overseas police check if the applicant has worked abroad within five years from the date of appointment.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have so that adjustments can be made if required.





## Benefits of Working at Cokethorpe

- Generous pay scale
- Flexible total benefit options for teachers
- Aviva APTIS defined contribution pension scheme
- Non-contributory Aviva Life cover and Income Protection schemes
- Fee discount for children of permanent staff subject to Cokethorpe's admissions criteria and means testing
- Training: An extensive training/CPD programme, ISTip ECT Induction programme
- Staff are issued with a Surface Pro and given training in order to enable them to maximise the benefits of the device
- Personal Accident Insurance
- Cycle to Work Scheme
- Free use of the School's sporting facilities (including the Gym, Tennis Courts and Golf Course)
- Free Meals and Refreshments during term time
- Free use of the School's Coffee Shop in association with Ue Coffee Roasters
- The School is situated on a single campus, with the majority of teachers enjoying the benefits of working in their own classroom
- Free parking on site
- A number of subsidised social events
- Opportunities to join trips to far-flung destinations
- Annual Flu Vaccination.



# Cokethorpe

---

## SCHOOL

Cokethorpe School  
Witney  
Oxfordshire  
OX29 7PU

[cokethorpe.org](http://cokethorpe.org)

Telephone: 01993 703921  
Email: [recruitment@cokethorpe.org](mailto:recruitment@cokethorpe.org)