

# Teacher of Food Technology (Part-Time)

Job Description



Queen Margaret's  
School for Girls

Escrick Park, York

## Queen Margaret's School for Girls

Established in 1901, QM is an independent boarding and day school for girls aged 11-18. You will find us in glorious parkland about six miles south of York. But we are much more than our surroundings, we are more than a school:

We're a home from home,  
A family of learning and belonging,  
In a truly inspirational setting.

We are somewhere each and every girl can thrive,  
Where they'll be happy and healthy,  
Grow their knowledge, skills and confidence,  
And make friends for life.

Somewhere that's the bedrock for success,  
Opens up opportunities and possibilities,  
Inspires them to forge their own future,  
And gets them ready for life, whatever their calling.

We nurture girls to fulfil their ambitions,  
To realise their potential,  
To become the best women they can be,  
And give them an amazing start in life.

Girls do so much better in single-sex education and here we see our pupils engaging enthusiastically in a range of activities - academic, sport, extracurricular and social. No airs and graces, no frills or make-up, just girls getting stuck in, and having fun while they do it. They achieve academically (outstandingly so), they come from a variety of backgrounds and, with an increasing emphasis on the level of support available, we are proud to continue making a QM education possible for an increasingly diverse range of girls. Our girls have homes in York, Ripon, Thirsk, Newcastle upon Tyne, Inverness, Hong Kong, Madrid, Frankfurt and Bangkok. Many girls board, not because they have to, but because they want to. The girls are the focus of life at QM and are at the heart of everything we do. It's this focus and an individualistic approach that allows our girls to carve their own path, and flourish as formidable, independent women.

## Working at QM

We employ around 150 staff, and the majority of staff live within 30-45 minutes of the school including York, Hull, Leeds and Harrogate. Staff involved in boarding live on site. We operate our own salary scale and all staff contribute to a pension scheme. During term time (in normal times) meals are provided when you are on duty. Working in a boarding school is an experience like no other. The sense of community is very strong and the opportunity to get to know both girls and staff is more apparent than would be the case in a day school. There are lessons on a Saturday morning and our term dates are shorter than schools in the state sector, although we adhere wherever possible to the half term dates of the local authorities in order to support our staff with children of school age.

Most girls stay at school after their lessons finish each day, either because they are boarders or because they are involved in activities. There are a variety of enrichment activities and clubs on offer including horse riding, tennis coaching plus clubs as diverse as debating, fashion, philosophy and swimming. We have extensive sports facilities and all girls play hockey, lacrosse, netball and rounders as well as an array of other sports. Day girls are able to stay until 19:30.

## Job Description

### Food Technology at QM

An outstanding teacher is required to deliver Food Technology to all year groups in the school. With its own dedicated classroom and kitchen in the Art and Technology Centre, the department is very popular amongst the girls. We are flexible in our approach but an essential requirement is a first rate, well qualified, teacher of Food Technology to ensure the delivery of the academic curriculum and enrichment programme.

### Main Duties and Responsibilities

As a teacher:

- To prepare and deliver lessons in line with the agreed syllabus and schemes of work
- To maintain a record of work (including preparations) in sufficient detail for the Head of Department
- To mark and assess girls' work in line with school and departmental requirements, and to record assessments in accordance with the department's and the school's policy
- To stimulate and encourage girls' performance against the available assessment data and make any necessary adjustments to teaching as a result
- To ensure that the needs of each individual are met and teaching materials are differentiated
- To maintain up to date accurate records of girls' progress
- To offer help with the extracurricular activities programme.

As a member of a department:

- To take part in departmental meetings as required by the Head of Department
- To undertake a programme of lesson observations and work scrutiny within the department to ensure that the very highest standards are being met
- To analyse and monitor the assessment of girls and where necessary adjust teaching as a result
- To use assessment data for the planning of lessons, monitoring progress and delivery as required by the Head of Department
- To participate in the preparation and implementation of the departmental Development Plan as required by the Head of Department
- To assist in the development of appropriate syllabuses, materials, and schemes of work including the setting of internal examinations and mark schemes as required, and to accept advice and instruction from the Head of Department
- To keep the Head of Department informed of any girl who may be experiencing difficulties of any kind
- To accompany girls to conferences, University visits and other such meetings as are held from time to time if required
- To organise and assist with any internal or external competitions as required
- To help keep up-to-date the department's resources collection and contribute to the development of Information Technology within the Department

- To advise the Head of Department on any stock or resources that needs to be acquired or updated for the teaching of the subject;
- To assist with and provide displays of material around the School and within the Department as required.
- To ensure compliance with all health and safety requirements.

As a teacher at Queen Margaret's

- To assist with the programme of induction for new staff as appropriate and required;
- To be allocated a number of tutees, with whom the teacher should meet as a group during Tutor Periods, and individually each week. To keep records of tutorials and attend Year Group meetings, as requested by the Key Stage coordinator (see 'Tutor: Job Description' for further details).
- To ensure that expectations regarding behaviour and attire are closely monitored and implemented and clearly communicated to girls. The Teacher should award rewards and sanctions in line with the school's policy.
- To advise the Tutor of any girl who needs care or help;
- To complete reports as and when required by the deadlines set;
- To acquaint oneself with the school's, and department's Health and Safety policy and to ensure that health and safety rules are followed;
- To participate in the supervisory duties shared by all members of staff;
- To maintain high personal standards of prompt arrival for the School day and scheduled lessons and activities, and appropriate professional appearance;
- To seek the Head's authorisation for any absence from the School, and to give notice as early as possible in the case of unavoidable absence through sickness, and to indicate work for classes to follow;
- To attend all relevant staff meetings and INSET days;
- To participate in the school's system of induction and appraisal;
- To attend all Parent/Staff meetings and other meetings about students as required by the Head;
- To attend all major school events as required by the Head (the Teacher should be present at all full school gatherings, including assemblies, chapel services, Mark Reading and Speech Day).
- To ensure that any events or trips are organised according to the school's policy and procedures;
- To maintain regular contact with the Head of Department, the Housemistresses and the Deputy Head/Director of Boarding on all matters concerning the welfare and progress of individual girls
- To take an active part with all members of staff, in encouraging good relations with all members of the local and wider community and ensuring that the school is always promoted positively;
- To undertake such other tasks relevant to the work of the department or Tutor, or the needs of the school as these may arise.

## Person Specification

You will be an enthusiastic and creative teacher keen to ensure the highest quality classroom teaching. You will sympathise with the school's aims and ethos and the concept of a girls' only boarding education. You will enjoy the company of young people and have the skills necessary to enable every girl to strive and achieve her maximum potential.

### Qualifications and Experience

- Good relevant teaching qualifications.
- The ability to show enthusiasm and imagination and a willingness to contribute to curriculum development
- Experience of teaching post 16 years

### **Curriculum**

- Awareness of the Curriculum and future implications for the teaching of Food Technology

### **Teaching Skills**

- Evidence of the ability to cope with a range of teaching strategies and styles
- Evidence of efficiency in administrative tasks inside and outside the classroom
- Evidence of the application of IT within Food Technology teaching and a desire to develop ideas in this respect.

### **Personal Skills**

- An effective and self-motivated planner and manager of her or his time
- The ability to work effectively individually and as a member of a team
- Able and willing to relate well to individuals and groups of girls
- Able to get on well with colleagues
- Excellent class management and control
- Positive attitude to and successful experience of the tutor role
- An interest in extracurricular activities
- A willingness to support all School activities, to be available to listen to girls and to deal promptly with concerns and difficulties
- A sense of humour.

## **Benefits of Working at QM**

- Outstanding setting in a rural location
- Friendly staff team
- Free meals during working hours
- Free onsite parking
- Small class sizes
- Free staff swimming sessions on site

## **How to Apply**

All applicants must complete the school's official application form, available via this link to our website <https://queenmargarets.com/careers>, providing a full career history and names and contact details for two referees. Completed application forms should be returned to: [recruitment@queenmargarets.com](mailto:recruitment@queenmargarets.com).

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service and will be asked to bring certain documents to interview to confirm their identity.

Candidates should be aware that, in compliance with statutory guidance, as part of the shortlisting process the school will consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.