



MHS
Reigate

HEAD OF DT AND TEXTILES
CANDIDATE PACK

Moon Hall School is a leading independent day school in Reigate for bright dyslexic children aged 7-16. We are specialists in teaching pupils with specific learning differences and provide tailored education that nurtures confidence, creativity and academic success. We pride ourselves on:

- Outstanding pupil support and small class sizes
- A nurturing, warm and inclusive atmosphere
- Innovative teaching practices and a commitment to pupil wellbeing
- Nationally recognised leadership in dyslexia education
- A vibrant and growing school community with exciting future development - including sixth form, international centres and CPD training hubs

Moon Hall is not just a school - it is a movement to reshape the way we see learning differences.

MOON HALL

INTRODUCTION



Moon Hall School's history started in 1985 when the school was set up by Mrs Berry Baker. Mrs Baker recognised that local schools were not able to provide an appropriate and positive environment for her eight-year-old dyslexic son. They did not have the knowledge required to help him and meet his specific learning needs; although a bright child, mainstream schools did not understand his learning style, and he had not responded well to their teaching methods or provision. Mrs Baker was already a qualified teacher and encouraged by a friend, also with a dyslexic child, she established a school in her own home, Moon Hall. Within four years she had twelve pupils, the maximum permitted for home teaching. With more applicants than places, a move was necessary. Mrs Baker and the other parents of the original Moon Hall students realised that the interests of the children would best be served if they could have all the skills of a specialist dyslexia school within mainstream education. Moon Hall School, Reigate is now well established on-site at Bury's Court and provides a full GCSE curriculum together with a wide range of sporting and other activities. Since the first lessons at the kitchen table, our ethos and values remain and over 1000 children have benefitted from a Moon Hall education. Our remit is to provide the environment, understanding and strategies to equip bright children with the confidence and ability to overcome the barriers they will face.

OUR AIMS AND ETHOS

Moon Hall School, Reigate provides a supportive school environment for dyslexic children where expectations for diligence and achievement are high. We enable our pupils to take full advantage of their intellect and talents by learning how to manage their dyslexia.

OUR VALUES

Our ethos is underpinned by the basic values of: Tolerance Courage Respect Resilience Integrity. We practise and teach our pupils these values as well as those of democracy, diversity and equal opportunity. We welcome pupils of all religions and of none. We know that in the right environment, with the right support and encouragement, all our pupils are capable of achieving their potential, both in their personal development and academically. Our pupils are girls and boys, aged 7-16, from many of the Southeast counties. The pupils are encouraged to embrace their wonderful and often creative way of thinking and celebrate - not fear - their dyslexia. Our school's primary purpose is to educate and support our pupils and to ensure their wellbeing. We can only achieve these objectives for our pupils with highly committed, professional staff. We aim to work as a collegiate organisation with mutual respect for and reliance on, the contribution made by each other. Our staff have the knowledge and expertise to help our pupils succeed and excel in the learning environment that we provide. As a school, we understand the difference and know how to make a difference.



JOB TITLE: Head of DT and Art

RESPONSIBLE TO: Deputy Head (Academic)

THE ROLE:

The Head of Design Technology and Textiles will lead the DT and Textiles Department across Key Stages 2-4, ensuring the delivery of a high-quality, engaging, and inclusive curriculum. The role provides creative and strategic leadership, supports and develops staff, and maintains high standards of teaching and learning. The postholder will foster pupils' practical skills, creativity, problem-solving, and understanding of design and materials, while promoting an appreciation of design, craftsmanship, and innovation, and contributing positively to the wider life and ethos of the school.

Key Responsibilities

Curriculum

- Lead, teach, and coordinate the teaching of Design Technology and Textiles across Key Stages 2, 3, and 4.
- Devise and oversee schemes of work, syllabuses, resources, assessment and marking policies, and teaching and learning strategies for DT and Textiles, ensuring these are regularly reviewed and updated in line with curriculum developments and examination requirements.
- Ensure the curriculum challenges pupils to reach their full potential, developing creativity, practical competence, problem-solving, and technical understanding, while being accessible and responsive to individual learning needs.
- Support and contribute to intervention, enrichment, and extension activities to enhance pupils' learning experiences, including clubs, competitions, exhibitions, and project-based learning.
- Implement a robust programme of monitoring, review, recording, and intervention to track pupil progress and inform teaching, providing accurate information for parental meetings and written reports.
- Promote independent learning, resilience, and confidence, particularly for pupils with low self-esteem or additional needs.
- Ensure all staff assess and mark work accurately so teacher assessment informs future planning and progression.
- Select and oversee appropriate examination courses and qualifications suited to the needs and abilities of pupils.
- Assess pupil performance against agreed targets and assessment frameworks, including the use of GL assessments where appropriate.





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- Ensure staff produce effective short- and medium-term planning that demonstrates clear progression and value-added learning.
- Plan and organise educational visits, workshops, and industry-related trips relevant to DT and Textiles, completing all required risk assessments.
- Prepare detailed and individualised pupil reports and other documentation required by the school, parents, or external agencies.

Staff Liaison

- Liaise closely with the SENCo to identify pupils' learning needs, contribute to IEPs where appropriate, and support assessments for prospective pupils.
- Work collaboratively with SEN staff to ensure lessons are adapted and delivered using the most effective strategies for individual learners.
- Promote and develop cross-curricular projects with other departments, particularly where DT and Textiles can support STEM, Art, and vocational learning.
- Maintain effective communication with parents, keeping the Headteacher informed of significant correspondence or concerns.
- Liaise with the SENCo, Headteacher, and Senior Leadership Team regarding pupils' pastoral and wellbeing needs.

Management of the Department

- Lead the Design Technology and Textiles Department by example, setting and maintaining high expectations for teaching, learning, behaviour, and professional conduct.
- Foster teamwork and motivate staff to promote excellence, innovation, and enjoyment in DT and Textiles, ensuring high standards of pupil achievement.
- Develop, review, and implement departmental policies, ensuring compliance with whole-school policies and procedures.
- Undertake lesson observations and follow up actions as part of performance management, reporting to the Headteacher as required.
- Organise and participate in mutual lesson observations to share best practice and build on areas of strength.



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- Identify training needs within the department and support staff in their continuing professional development, while actively managing personal CPD and professional targets.
- Chair regular departmental meetings, ensuring minutes are taken and actions followed up.
- Attend Heads of Department meetings and contribute to whole-school leadership and development.
- Contribute to staff performance reviews, ensuring agreed actions are monitored and implemented.
- Participate in the recruitment and interview process for departmental staff.
- Attend relevant courses and meetings and lead DT and Textiles INSET to disseminate information and share best practice.
- Maintain an up-to-date inventory of DT and Textiles resources, equipment, and materials, ensuring they are safe, appropriate, and fit for purpose.
- Manage departmental data efficiently, maintaining accurate and up-to-date records.
- Ensure full compliance with health, hygiene, safety, and security requirements specific to DT workshops and Textiles rooms, including machinery, tools, and materials; complete and regularly review risk assessments in line with legislation.
- Ensure the Behaviour Management Policy is consistently applied so effective learning can take place.

Strategic Development

- Lead the strategic development of Design Technology and Textiles, contributing to the school's long-term development plan.
- Identify future resourcing, staffing, budgetary needs, and curriculum aspirations for the department.
- Ensure Design Technology and Textiles maintain a high profile within the school community and with parents, celebrating pupil achievement and showcasing work.

Within the School

- Act as form tutor and carry out the duties associated with that role
- Undertake a share of school duties as may reasonably be requested by the Headteacher; general, administrative, supervisory.





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- Take an active role in school life, regularly contributing to the school's programme of extracurricular activities
- Attend major school events, promoting the ethos and reputation of the school to pupils, parents and other external organisations
- Adhere to all school policies
- Safeguard the health and safety of self and others and comply with the school's Health and Safety Policy

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all responsibilities tasks and duties. The jobholder's actual responsibilities, tasks and duties might differ from those outlined in the job description and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

This job description is subject to review in line with the developing needs of the school.

Safeguarding

Our school is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS Check (List 99, Declaration of Fitness to Work, Self Declaration). As an equal opportunity employer, we welcome applications from all sections of the community.

This post will be subject to an enhanced DBS Disclosure.





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SKILLS AND COMPETENCIES REQUIRED

ESSENTIAL

Proven experience in an administrative or office based role, ideally within an educational setting

Excellent organisational skills with the ability to manage multiple priorities and deadlines

Strong communication and interpersonal skills, with a professional and friendly manner

High level of accuracy and attention to detail

Confident IT skills, including Microsoft Office (Word, Excel, Outlook).

DESIRABLE

Experience of working in a school or specialist education environment

Understanding of safeguarding and data protection requirements in schools

Experience of coordinating events, timetables, or extracurricular activities

Working knowledge of iSAMS

Visionary mindset with the ability to contribute to school improvement and growth



GENERAL REQUIREMENTS

In accordance with the provisions of the Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) you must take reasonable care not to endanger yourself or other persons whilst at work. You comply with Moon Hall School's legal duties for Health and Safety. It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Moon Hall School is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with School and local Safeguarding Board stipulations

The logo for Moon Hall School (MHS) Reigate. It features a dark blue shield-like shape with a white border. Inside the shield, the letters "MHS" are written in a large, white, bold, sans-serif font. Below "MHS", the word "Reigate" is written in a smaller, white, sans-serif font.

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START DATE: AS SOON AS POSSIBLE



GENERAL REQUIREMENTS

This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Moon Hall School exists to provide a quality all round education for pupils aged 7 – 16 and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.

You will be required to provide proof of your identity, right to work in the UK and qualifications during the selection process. We may seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview. We may also carry out online searches for shortlisted candidates.

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