Design & Manufacturing Teacher (Non-residential)

July 2027

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Boarding School of the Year
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Candidate Information

Welcome

At Haileybury International Summer School, we welcome students from over 25 different nationalities, creating a rich and diverse community from around the globe. We believe the best learning happens when young people are fully immersed in English, not only in exciting subjects, but all in the language they use to explore them. This is why we provide a vibrant, language-rich environment where every activity, both inside and outside the classroom, inspires communication, builds confidence, and fuels curiosity and discovery.

It is a pleasure to welcome you to Haileybury International Summer School. Our beautiful campus is a perfect learning environment, and a dedicated team of staff look forward to supporting and encouraging you.

I am sure that your lessons will be enjoyable and rewarding, and I hope that you have fun while taking part in the many activities and excursions on offer. These are excellent learning opportunities and will provide you with the chance to make new friends while taking in some world-famous sights.

We want Haileybury to feel like a home from home for the duration of your time with us.

With my best wishes for what I hope is an enjoyable and productive Haileybury International Summer School experience.

Eugene du Toit
The Master

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The Summer School

Our Summer School programmes are expertly crafted and delivered by highly qualified, passionate teachers, including members of Haileybury's own outstanding staff.

Pupils aged 11-13, with a minimum A2 level of English, study English Language while learning about history, world events, politics, science, culture, art, and technology, with related afternoon projects. Our pupils enjoy a range of exciting study tours and choose their focus activities. Our pupils aged 14-16 with a minimum B1 level of English can choose either STEM or ABH as their pathway. They will enjoy a range of study tours and choose an afternoon project class according to their interests.

With extensive experience teaching international pupils to the highest standards, our educators bring energy, expertise, and excellence to every lesson. Backed by Haileybury's impressive academic results, this team creates an engaging and supportive learning environment where every pupil is inspired to thrive.

We are proud to offer a Summer School experience led by educators who truly make a difference.

Pupils who join us for Summer School stay in our welcoming, single-sex boarding houses, where comfort and safety are top priorities.

With a fantastic staff-to-pupil ratio within each house, led by a caring and experienced House Parent, every pupil is well-supported and looked after round the clock. Pupil wellbeing comes first. Our caring staff are always on hand to offer support, encouragement, and a listening ear.

Meals at Haileybury are a real highlight! Pupils dine in the breathtaking Dining Hall, enjoying three delicious meals a day prepared by our professional catering team.

On excursions, study tours and workshops our pupils will explore iconic landmarks, dive into British culture, and take part in interactive, hands-on workshops that make learning unforgettable.

Evenings are packed with an incredible variety of activities to suit every mood, whether pupils are looking to relax, get active, or spark their creativity. Every evening is a chance to make new memories and practice English in a fun, social setting with friends from around the world.

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Role

Haileybury International Summer School is an established and successful English language school offering an exciting Summer course in 2027.

The programme has an academic focus and is aimed at international students aged 11–16 with varying levels of English. The course includes an impressive range of activities, exciting excursions and educational study tours.

For 2027, we are also introducing a new, non-language focused course aimed at pupils aged 14 - 17 who wish to experience a short, academic programme at a top British boarding school.

As a Design & Manufacturing teacher within our Summer School, you will be required to play a part in the delivery of a high-quality academic programme. You will lead a number of design and technology projects and ensure that pupils are working safely.

The post of Design and Manufacturing Teacher involves working 3 hours per day four days a week, including planning and teaching lessons.

You will ensure all academic administration is completed to a high standard.

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Responsibilities

- Support the Summer School Director of Studies in ensuring excellence in teaching and learning.
- Lead hands on Design and Manufacturing sessions, explaining concepts and vocabulary to cater to EAL Learners clearly, demonstrating examples.
- Communicate clear lesson aims and provide personalised feedback on progress.
- Ensure that the materials for all Design and Manufacturing project lessons are appropriately prepared following school guidelines, and that resources are used effectively, efficiently and safely.
- Liaise with the Director of Studies regarding the budget, purchasing of materials and invoices.
- Ensure that workshop rules are adhered to and comply with the legislative requirements of the Health and Safety at Work Act and COSHH regulations as well as implementing any non-mandatory guidelines such as from DATA.
- Complete any administration efficiently and in a timely manner.

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role.

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Other requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

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Person specification

Qualifications

- Educated to degree level, or equivalent qualification
- A QTS and/or PGCE
- Health and safety with the Design and Technology Association, or equivalent.

Knowledge, Skills and Experience

- Previous experience in a similar role, working with school level Design and Technology equipment
- Working knowledge of the Health and Safety at Work Act
- Working knowledge of COSHH regulations
- Working knowledge of DATA Health and Safety procedures
- Be comfortable using school based 2D and 3D computer aided design manufacturing systems
- Good literacy and numeracy skills
- Excellent written communication skills

Personal Attributes

- Ability to communicate effectively with people at all levels in an organisation; ability to relate to young people
- Ability to operate and understand in a school Environment
- Ability to work in a way that promotes the safety and wellbeing of children and young people
- Ability to maintain confidentiality with tact, diplomacy and discretion
- Highly organised with the ability to prioritise work to deadlines and under pressure
- Ability to work in a team and individually, using own initiative
- Willingness to work flexibly when required, and the ability to adapt to the needs of the role
- Accurate with an eye for detail
- Conscientious, trustworthy and reliable

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Benefits

Staff have the opportunity to utilise the School's wonderful facilities including fitness suite, swimming pool, and tennis centre, at certain times.

Onsite accommodation is provided for all residential roles.

Staff are also provided with meals within our magnificent dining hall.

Professional development and learning sit at the heart of the School, and the successful post-holder will be joining a vibrant intellectual community.

Our staff body is collegiate and supportive, and staff wellbeing is prioritised. Staff will have access to a comprehensive Employee Assistance Program.

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Application process

To apply for this position, please complete the application form in full, with reference to the candidate brief, and return it to hr@haileybury.com **by midday on Wednesday 4th November 2026.**

Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

The School has a diverse pupil body and is committed to its strategy of equal opportunity, diversity and inclusion. We encourage applications from candidates with a wide range of backgrounds to enrich our collective knowledge and experience. Appointments will be made on merit.

Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection vetting, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.

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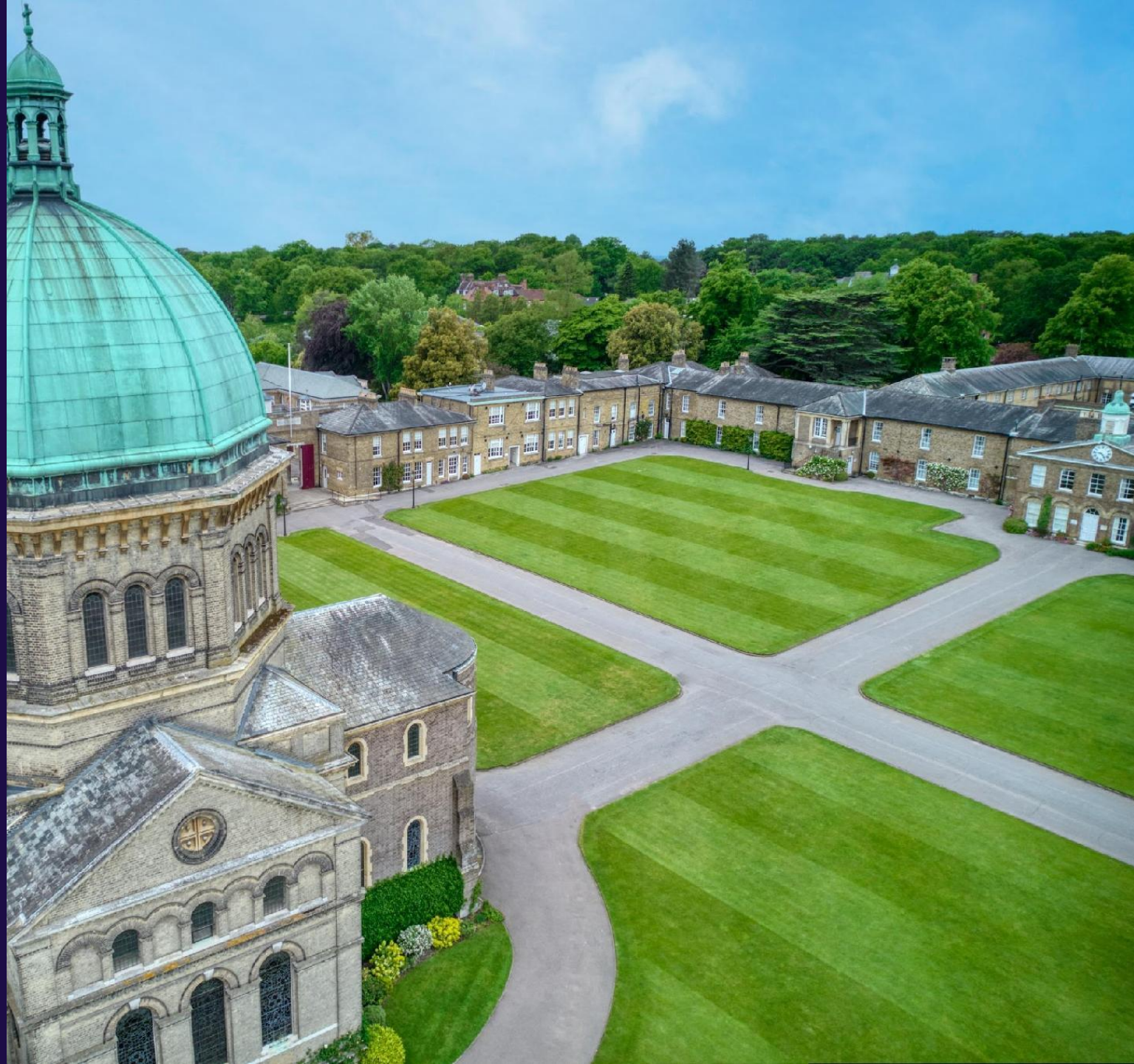

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