

JOB DESCRIPTION

Job Title:	Head of Technology & Art
Responsible to:	Linked member of SLT (Senior Leadership Team)
Responsible for:	Subject Teachers Intervention Tutors (if applicable)

Job Purpose

To lead, manage and develop the department, maximising student achievement and progress.

Safeguarding

Our academies are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Main Duties

Head of Subject

- 1.1 To be a member of the appropriate academy management structures/meetings, and take a corporate responsibility for the leadership of the academy.
- 1.2 To be accountable for operational and strategic planning:
 - To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
 - The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
 - To monitor and follow up student progress
 - To implement academy policies and procedures
 - To formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the academy.
 - To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, the academy and department SEF and the aims and objectives of the academy
- 1.3 To ensure effective curriculum provision & development:
 - To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Improvement Plan/Academy Evaluation.
 - To be accountable for the development and delivery of subject throughout the academy.
 - To lead curriculum development for subject.

- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local and academy level.
- To liaise with the Exams Officer to maintain accreditation with the relevant examination and validating bodies.

1.4 To ensure effective curriculum provision & development:

- To identify staff development needs and design appropriate programmes to meet training needs.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Manager/relevant staff.
- To arrange long term cover in liaison with the Cover Manager, following the Academy Long Term Supply Process
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the academy's training programmes as appropriate

1.5 To ensure the effective operation of quality control systems:

- To establish the process of the setting of targets within the department and to work towards their achievement.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.
- To contribute to the academy procedures for lesson observation.
- To implement academy quality procedures and ensure adherence within the department.
- To monitor and evaluate the curriculum area/department in line with agreed academy procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the department's quality procedures meet the requirements of Self Evaluation data and the Strategic Plan.

1.6 To ensure effective data management:

- To ensure the maintenance of accurate and up-to-date information concerning the department as required by the academy systems.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the department.
- To produce reports on examination performance, including the use of value-added data.
- To manage the department's data collection.
- To provide relevant information about the department's performance and development.

1.7 To ensure effective communications for the department

- To ensure effective communication/consultation as appropriate with parents
- To liaise with the AET, partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.

- To positively represent the views and interests of the department.
- 1.8 To ensure effective marketing and liaison for the department:
- To contribute to the academy liaison and marketing activities, e.g. the collection of material for press releases.
 - To lead the development of effective subject links with partner academies and the community, attendance where necessary at liaison events in partner academies and the effective promotion of subjects at Open Days/Evenings and other events.
 - To actively promote the development of effective subject links with external agencies.
- 1.9 To ensure effective management of departmental resources:
- To manage space, money and equipment within the limits, guidelines and procedures
 - To act as a budget holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
 - To ensure that the department's teaching commitments are effectively and efficiently timetabled and roomed.

Teaching

- 2.1 To undertake teaching in accordance with the appropriate professional standards.
- 2.2 To teach, students according to their educational needs, including the setting and marking of all class work and coursework carried out by students in the academy and elsewhere.
- 2.3 To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- 2.4 To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- 2.5 To ensure that ICT, literacy and numeracy are reflected in the teaching/learning experience of students.
- 2.6 To undertake a designated programme of teaching.
- 2.7 To ensure a high quality learning experience for students that meet internal and external quality standards.
- 2.8 To prepare and update subject materials.
- 2.9 To use a variety of delivery methods that will stimulate learning appropriate to student needs and demands of the syllabus.
- 2.10 To maintain discipline in accordance with the academy procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- 2.11 To undertake assessment of students as requested by external examination bodies, curriculum areas and academy procedures.
- 2.12 To mark, grade and give written/verbal and diagnostic feedback as required.
- 2.13 To liaise with Assistant Vice Principal (Inclusion) and the form tutor over student's with SEND and to modify teaching accordingly.

Form Tutor

- 3.1 To offer care and support to students in all aspects of their academy life and in preparation for their adult life
- 3.2 To develop an understanding and knowledge of each student as an individual
- 3.3 To enable students to play an active role in all aspects of the tutorial and PSHE

- programme
- 3.4 To undertake administrative-related tasks

Pastoral System

- 4.1 In conjunction with the Pastoral team, to monitor and support the overall progress and development of students within the department.
- 4.2 To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- 4.3 To contribute to Life Skills and SMSC according to academy policy.
- 4.4 To ensure the academy's behaviour management systems are implemented in the area so that effective learning can take place.
- 4.5 To follow the academy's Safeguarding Policies and Procedures and to report concerns to the Designated Safeguarding Officer.

Academy Duties

- 5.1 To undertake duties before academy and at break, on a rota basis.
- 5.2 To set cover work when on leave of absence.
- 5.3 To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.

Line Management

- 6.1 To line manage team including recruitment; induction; training and development; link meetings, performance appraisals; absence management; performance and conduct - liaising with SLT Link and HR where required
- 6.2 To communicate relevant academy procedures to team and ensure that they are adhered to

Health and Safety

- 7.1 To ensure a safe and healthy environment is maintained within the departmental area, referring any areas of concern to SLT Link and Facilities Team where required
- 7.2 To complete risk assessments and any other necessary health and safety documentation for the department and team and ensure necessary information is communicated effectively within the team.

General

- 8.1 To attend required meetings and training sessions
- 8.2 To participate in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- 8.3 To comply with individual responsibilities for health & safety in the workplace in accordance with the academies' Health & Safety Policies and Procedures. This includes completion of health and safety training
- 8.4 To ensure that all duties and services provided are in accordance with the academies' Equal Opportunities Policy
- 8.5 To maintain confidentiality in all academy related matters
- 8.6 To undertake any other duties commensurate with the post, as directed by Line Manager

Notes

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out
3. The job description is not a comprehensive definition of the post. It should be reviewed annually by the Line Manager and post holder. It may be subject to amendment to meet the changing demands of the academy at the reasonable discretion of the Headteacher.
4. This job description does not form part of the contract of employment

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers Pay and Conditions document (TPCD).
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Please sign and return one copy to Human Resources and keep one copy for your records.

Signed _____ Date _____

Print Name _____

September 2018

PERSON SPECIFICATION: HEAD OF SUBJECT

Criteria	Standard	Essential /Desirable
1.Qualifications, Specialist Knowledge & Experience	<ul style="list-style-type: none"> ● Ability to teach Resistant Materials ● Degree in a relevant discipline ● Teaching qualification recognised by DfE ● Significant teaching experience including KS5 ● Evidence of continuing and recent professional development relevant to middle leadership ● ICT skills that reflect the impact of technology on todays classrooms ● Advanced knowledge of National Curriculum requirements ● Knowledge of: <ul style="list-style-type: none"> - strategies for improving the quality of teaching and learning - monitoring and evaluating the effectiveness of teaching and learning 	E
	<ul style="list-style-type: none"> ● Experience of leading a department with successful outcomes in attainment and pupil progress ● Completion of Middle Management Training or other leadership qualification 	D
2. Organisation & Planning	<ul style="list-style-type: none"> ● Experience of long term planning and resourcing the work of a department ● Experience of managing a heavy workload and conflicting priorities 	E
3. Problem Solving & Initiative	<ul style="list-style-type: none"> ● Experience of developing effective strategies to raise attainment and improve progress across a department ● Experience of managing change effectively 	E
4.Communication	<ul style="list-style-type: none"> ● Experience of communicating effectively to a variety of audiences, both orally and in writing, with the ability to communicate logically, concisely and persuasively ● Experience of delivering presentations and training sessions ● Experience of writing reports 	E
5. People Skills	<ul style="list-style-type: none"> ● Experience of negotiating and influencing others ● Experience of building and maintaining effective relationships ● Demonstrate a commitment to equality 	E
	<ul style="list-style-type: none"> ● Experience of leading, managing and developing a team 	D
6. Safeguarding	<ul style="list-style-type: none"> ● Understanding of safeguarding / child protection procedures 	E
7. Other	<ul style="list-style-type: none"> ● Commitment to the academies aims, ethos and vision ● Demonstrable commitment to own professional development ● All roles requires flexibility to meet academy needs including working at Maltings Academy, New Rickstones Academy and 	E

	Witham Sixth Form Centre.	
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