

**Deputy TECHNOLOGY DEPARTMENT
JOB DESCRIPTION**

Post		Teacher of Design & Technology
Reporting to:		Head of Technology & 2 nd In dept (TLR point holder)
Job Purpose		Within the framework laid down by the current legislation, the Schoolteachers' Pay and Conditions Document and Contract of Employment, the post holder is responsible to the Head of Department for delivering teaching of D&T across class in KS3 and KS4.
Supervises/Links with:		All staff teaching KS3 and KS4. D&T Technician.
Direct Involvement with:		Head of Department, 2 nd In dept (TLR point holder). D&T Technician Attached Assistant Principle.
Key Responsibilities	<p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p>	<p>To deliver high quality teaching of D&T in line with the national curriculum and department planning requirements to a range of KS3 classes (delivering RM, Systems & Control, Product Design & Graphics Skills)</p> <p>To deliver high quality teaching of D&T at KS4 in GCSE D&T (New spec 2017 on) and L2 courses with specialisms in Resistant Materials & Engineering. There may also be delivery of a L1 Engineering qualification attached to this post.</p> <p>To create lesson plans, SOWs, exemplars and resources necessary for delivery of the lessons stated in points 1 and 2 and to share and develop these with colleagues. To create and share ideas for new projects/resource and learning methods and share / train colleagues in their use.</p> <p>To create appropriate activities for learners of all abilities in lesson planning and resource generation and to have an awareness of the needs of all SEN students within taught classes. To provide appropriate extension and challenge in work to accommodate G&T student's needs.</p> <p>To liaise with the D&T technician in the creation of cutting lists and student work production (laser cutting/3D printing runs, circuit board manufacture and project kit requests) with appropriate prior notice of needs (usually 1 week from date of requirement).</p> <p>To monitor student progress through regular marking and written feedback of work produced in KS3 and KS4 and keep track of student attainment and marks using appropriate and shareable methods.</p> <p>To monitor progress of KS4 exam groups (NEA and Exam knowledge progress) through appropriate tracking spreadsheets and to be prepared to report to HOD on a half termly basis</p> <p>To conduct regular after school or extra-curricular intervention strategies with students who are underperforming in exam courses and keep HOD and 2IC up to date with student progress.</p>

	9	To report on student progress to parents via the schools SIMS based reporting system every half term on attainment, predicted grades, effort and home learning.
	10	To adhere to the department and school policy on setting and marking appropriate home learning in all KS3 and KS4 classes.
	11	To develop methods of supporting students who fall behind target on their coursework. To involve HOD/2IC/AP/YM/Parent/Carers etc in rectifying the situation.
	12	To be actively involved with HOD and 2IC in promoting and recruiting students in the year 8 options process and to present displays and talks to students looking at undertaking RM or Engineering related subjects.
	13	To be part of the collective responsibility for health and safety within the department by operating a safe working environment in line with D&T department and DAT risk assessments and COSHH Guidelines.
	14	To maintain the above through appropriate student tuition, supervision & discipline and to proactively report issues with equipment or ongoing student behaviour to the HOD and 2IC
	15	To operate by the requirements of the school behaviour policy on managing low-level disruption and by setting and sitting appropriate sanctions as needed with students.
	16	To attend all relevant department meetings as designated by the Head of Department. To contribute to discussions and future planning of department agendas.
	17	To attend all relevant CPD and developmental training as directed by the HOD and school leadership.
	18	To assist the Head of Department as and when required in the discharge of general duties to ensure the smooth running of the Department e.g. helping to set cover for colleagues, photocopying, creating department displays, ordering materials or equipment, renovation and upkeep of department facilities, storage of student work and summer clear outs, promoting the subject at open evenings/assemblies.
	19	To create suitable promotional displays of student work within the department and promote the subject (and school) at the annual College Open evening.
Other Responsibilities	1.	To act as a form tutor and undertake termly academic reviews of tutees progress.
	2	To carry out duties as necessary from time to time in accordance with the reasonable requirements of the Co Principals.
	3	To carry out statutory duties at break time in mornings, break and afterschool coach duty as required by school.