



Job Description – Subject Leader, Design and Technology

Responsible to:	Mrs C Walmsley, Vice Principal
Job purpose:	To be accountable for the progress and achievement of pupils in Technology.
Responsibility allowance:	TLR 2b
Start Date:	1 September 2018

Subject leaders are accountable to the Principal for standards of learning and teaching and for the management of staff within their area.

Note: The responsibilities outlined in this job description are in addition to the duties required of all teachers under Pay & Conditions of Service legislation and in addition to the generic job description for a teacher at Ripley St Thomas. This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment after consultation with the postholder.

Person specification for a subject leader:

Subject leaders are expected:

- To fulfil the role of a leading professional at all times.
- To be a reflective practitioner as a teacher and a leader.
- To demonstrate a positive and constructive attitude to change.
- To contribute to whole school improvement as a senior member of staff.
- To act as role models for less experienced staff.
- To lead and support the implementation of whole school initiatives.

Specific responsibilities of the post of subject leader

Leadership of learning:

- To provide strong and purposeful departmental leadership, both supporting and challenging staff.
- To raise standards of learning and the achievement of pupils in the subject in line with targets.
- To improve the quality of learning in the subject through a programme of structured monitoring and quality assurance processes.
- To ensure that schemes of work which meet national and school requirements are in place and that these are reviewed in the light of emerging pedagogy.
- To ensure that internal assessment is rigorous, meets school requirements and is focused on informing teaching.
- To ensure that subject staff are able to interpret and use data pertaining to their classes.
- To ensure that relevant and appropriate homework is set.
- To interrogate departmental data and monitor the effectiveness of intervention strategies employed by class teachers of underachieving pupils.
- To employ intervention strategies as and when necessary to tackle underachievement and ensure pupils achieve their potential.
- To provide exam analyses as required, using the results to feed forward into planning.

Leadership of teaching

- To be a role model for teaching and act as lead teacher.

- To improve the quality of teaching in the subject through an annual programme of structured monitoring and quality assurance processes including lesson observation, learning walks, pupil voice and work scrutiny.
- To ensure that procedures for rewards and sanctions are in line with school policy and that they are implemented consistently.
- To contribute significantly to developing subject specific skills and knowledge of staff.
- To draw on research and good practice to ensure that teaching in the subject area is at the cutting edge of professional practice.
- To model and lead initiatives within the subject.

Leadership of staff

- To set, monitor and review standards and expectations of work and behaviour in accordance with school policy.
- To agree, implement, monitor and review appropriate and consistent routines within the subject area.
- To delegate responsibilities to other teachers in the department appropriate to their career stage and in line with relevant professional standards.
- To maximise the performance of the department, ensuring that schedules and workloads for the year are planned and structured so that deadlines can be met and staff are enabled to manage their workload effectively.
- To manage the performance of staff in line with the school's Performance Management Policy.
- To ensure that members of the faculty follow all school procedures and meet deadlines.
- To ensure that feedback and follow-up support are given to individual teachers in the subject area through monitoring processes.
- To lead departmental meetings which focus on teaching and learning.
- To provide guidance as to the appropriate professional development activities of staff, ensuring that activities are focused on raising standards.
- To be responsible for the coaching and mentoring of newly appointed teachers, NQTs and ITT students, in liaison with relevant Teaching School staff.
- To deploy staff within the department fairly and coach and guide less experienced teachers.

Management of resources

- To ensure that the learning environment within the subject area is stimulating, safe, well ordered and enhances learning.
- To ensure that all maintenance and safety issues are promptly reported.
- To draw up a capitation budget, monitor expenditure and adjust spending to keep within allocated capitation, ensuring best value for money at all times.
- To manage the work of support staff effectively.

Person Specification - Subject Leader, Design and Technology

[A] Training and Qualifications

	Essential/ Desirable
Qualified Teacher Status	E
Degree (or equivalent) in a relevant subject	E
Relevant and recent in-service training	E

[B] Church Connection

	Essential/ Desirable
Fully supportive of Church school ethos and the school's mission statement	E

[C] Experience of Teaching and Educational Management

	Essential/ Desirable
Specific experience in leadership and management	
A proven track record of success in middle leadership	D
Experience of leading and managing others, including supporting staff in improving their practice	D
Experience of leading improvement initiatives	D
A track record of supporting pupils to achieve outstanding outcomes in your subject area	E
Teaching Experience	
Evidence of successful teaching in the secondary sector	E
Ability to teach your subject at all key stages	E
Involvement in extra-curricular activities	D

[D] Professional Knowledge and Understanding

Applicants should be able to demonstrate good knowledge and understanding of the following areas:

	Essential/ Desirable
The Technology curriculum 11 - 18	E
Knowledge of 3D CAD, CAD / CAM and Modern Manufacturing Methods (3D printing)	D
The principles of effective teaching and assessment	E
Strategic planning for school improvement	D
Current educational issues	E

	Essential/ Desirable
Knowledge and use of ICT in schools	E

[E] Behavioural Competencies

Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. These qualities may be demonstrated in a letter of application, however, it is more likely that they will be more fully assessable during the interview process and from the references. Applicants should be able to:

	Essential/ Desirable
Demonstrate superb communication and interpersonal skills	E
Build and maintain effective relationships including holding others to account	E
Inspire, challenge, motivate and empower others to carry the vision forward	E
Demonstrate personal enthusiasm and commitment to the leadership process	E
Manage conflict	E
Prioritise, plan and organise themselves and others	E
Think creatively to anticipate and solve problems	E
Listen to and reflect on feedback	E
Develop effective teamwork	E