**Job Description for the Post of**

**Head of Design & Technology**

**TLR 2B (£4,443)**

**Full time, permanent post**

**From September 2018 or sooner**

The opportunity has arisen for an outstanding member of staff to take on this role at Hurworth School.

The Design & Technology is first class consistently achieving outstanding results at GCSE.

The newly appointed person will be joining an excellent team; this is an exciting opportunity for someone with ambition to come in and contribute significantly to the department’s further successes.

**The successful candidate will be someone with a real love of Design & Technology and the ability to convey this to his/her pupils.**

With a subject as interesting and stimulating as Design & Technology, there is a lot for the newly appointed person to get his/her teeth into and I would be interested to read in your application, your views concerning the subject and how it should be taught.

The children and staff of this school are marvellous and if you are successful in your application, you will really enjoy being a part of the life of the school.

**To apply** - please write a letter of application of no **more than 1,000 words** outlining your views on the qualities required of an outstanding Head of Design & Technology at Hurworth School.

Additionally please complete the application form.

Closing date: - Monday 26th February 2018

Interview Date:- Wednesday 28th February 2018

**Job Description**

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| **Post Title:** |  | **Head of Design & Technology** |
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| **Purpose:** |  | * To raise standards of pupil attainment and achievement within the whole curriculum area and to monitor and support pupil progress
* To be accountable for pupil progress and development within the subject area.
* To develop and enhance the teaching practice of others.
* To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Head Teacher of the school
* To be accountable for leading, managing and developing the subject/curriculum area.
* To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.
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| **Reporting to:** |  | Head of School |
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| **Responsible for:** |  | Teaching staff and other relevant personnel within the department. |
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| **Liaising with:** |  | Head/Assistant Heads, other Curriculum Leaders, Pupil Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LA staff, parents etc. |
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| **Working Time:** |  | 195 days per year. Full time |
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| **Salary/Grade:** |  | TLR 2B – £4,443 (additional responsibilities maybe available for a suitable candidate) |
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| **Disclosure level** |  | Enhanced |
| **MAIN (CORE) DUTIES** |
| **Operational/ 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 actively monitor and follow up pupil progress
* To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety etc.
* To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the School.
* 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 pupils within the subject area and the aims and objectives of the School.
* To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.
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| **Curriculum Provision:** |  | * To liaise with the Assistant Head Teacher (Curriculum), to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.
* To be accountable for the development and delivery of Subject area subjects.
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| **Curriculum Development:** |  | * To lead curriculum development for the whole department.
* 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 levels.
* To liaise with the Assistant Head Teacher (Curriculum) to maintain accreditation with the relevant examination and validating bodies.
* To ensure that the development of subject area subjects is in line with national developments.
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| **Staffing****Staff Development:****Recruitment/ Deployment of Staff** |  | * To work with the Assistant Head Teacher (PM/CPD) to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
* To be responsible for the efficient and effective deployment of the Department's technicians/support staff.
* To undertake Performance Management Review(s) and to act as reviewer for a group of staff.
* To make appropriate arrangements for classes when staff re absent, ensuring appropriate cover within the department liaising with the Cover Manager/relevant staff to secure appropriate cover within the department.
* To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
* To promote teamwork and to motivate staff to ensure effective working relations.
* To participate in the school’s ITT programme.
* To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.
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| **Quality Assurance:** |  | * 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 School procedures for lesson observation.
* To implement School quality procedures and to ensure adherence to those within the department.
* To monitor and evaluate the curriculum area/department in line with agreed School 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 and the Strategic Plan.
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| **Management Information:** |  | * To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
* 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.
* In conjunction with the relevant Assistant HT, to manage the Department's collection of data.
* To provide the Local Governing Body with relevant information relating to the Departmental performance and development.
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| **Communications:** |  | * To ensure that all members of the department are familiar with its aims and objectives.
* To ensure effective communication/consultation as appropriate with the parents of pupils.
* To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
* To represent the Department’s views and interests.
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| **Marketing and Liaison:** |  | * To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases.
* To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools 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.
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| **Management of Resources:** |  | * To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
* To work with the Head of School and Assistant Head Teacher (timetabling), in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.
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| **Pastoral System:** |  | * To monitor and support the overall progress and development of pupils within the department.
* To monitor pupil attendance together with pupils' 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.
* To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
* To contribute to PSHCE, citizenship and enterprise according to school policy.
* To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.
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| **Teaching:** |  | * To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
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| **Additional Duties:** |  | * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
* To support the school in meeting its legal requirements for worship.
* To promote actively the school’s corporate policies.
* To continue personal development as agreed.
* To comply with the school’s Health and safety policy and undertake risk assessments as appropriate.
* To undertake any other duty as specified by STPCB not mentioned in the above.
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| **Other Specific Duties**: |
| To engage actively in the performance review process.Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |
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| This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.Please note that a copy of the School’s Pay Policy is available on the school website |

Date: February 2018

**PERSON SPECIFICATION**

**Head of Design & Technology**

**By the time of appointment to this post, essential criteria listed below will have been fulfilled:**

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| **ESSENTIAL** | **DESIRABLE** |
|  | **Criteria No.** | **ATTRIBUTE** | **Stage Identified** | Criteria No. | **ATTRIBUTE** | **Stage Identified** |
| **APPLICATION** | E1E2 | Application fully supported by employment referencesWell-structured supporting letter indicating beliefs, understanding of important educational issues and style of management | RAF |  |  |  |
| **QUALIFICATIONS** | E3E4 | Graduate in relevant subject with Qualified Teacher Status **(Experience of teaching all D & T material areas at KS3 & at least one at KS4)**Recent relevant CPD | AF/CAF/C | D1D2 | Experience of teaching all D & T material areas at KS3 & at least two at KS4 **(preferably to include GCSE Engineering)**Working towards further Professional Qualifications | AFAF/C |
| **EXPERIENCE & KNOWLEDGE** | E5E6E7E8 | Good classroom practitioner at KS3 & 4Up to date, excellent knowledge in subject, national and local policy, pedagogy and classroom practiceA record of promoting curriculum developmentExperience of monitoring and evaluating staff and pupil performance | AF/RAF/IAF/IAF/I | D3D4D5D6 | Experience of the successful management of changeExperience of monitoring and evaluating staff and pupil performanceExperience in the delivery of ITTExperience of planning and delivering whole school INSET | AF/I/RAF/I/RAF/I/RAF/I/R |

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| **ESSENTIAL** | **DESIRABLE** |
|  | **Criteria No.** | **ATTRIBUTE** | **Stage Identified** | Criteria No. | **ATTRIBUTE** | **Stage Identified** |
| **PROFESSIONAL DEVELOPMENT** | E9 | Commitment to and track record of CPD relevant to subject area | AF/I | D6 | Evidence of active interest in staff development through appraisal and school improvement planning | I |
| **SKILLS** | E10E11E12E13E14E15 | Ability to communicate effectively in a variety of situations with a range of audiencesDemonstrable ability to work effectively in a wide range of partnerships to achieve school improvementAbility to use ICT effectively in the classroom and to support learningConfident articulation of the vision for 21st Century ICT/ComputingCommitment to raising standards and achieving the highest standards of achievement for young peopleEvidence of being able to build and sustain effective working relationships with staff, Governors, parents and the wider community | AF/I/RI/RAF/IAF/IR/IAF/R | D7 | Ability to coach/mentor, support and challenge staff and pupils | I |

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| **ESSENTIAL** | **DESIRABLE** |
|  | **Criteria No.** | **ATTRIBUTE** | **Stage Identified** | CriteriaNo. | **ATTRIBUTE** | **Stage Identified** |
| **PERSONAL ATTRIBUTES** | E17E18E19E20E21E22E23 | Ability to demonstrate enthusiasm and sensitivity while working with othersAbility to initiate and manage changeA good health and attendance recordAbility to work in ways that promote equality of opportunity, participation, diversity and responsibilityAbility to form and maintain appropriate relationships and personal boundaries with childrenEmotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining disciplineSuitability to work with young people | I/RI/RAF/I/RI/RI/RI/RD |  |  |  |

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| Key – Stage identified |  |
| AF | Application Form |
| C | Certificates |
| I | Interview |
| R | References |
| D | CRB Disclosure |

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references.