

**JOB DESCRIPTION**

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| **Post** | Food Technology Subject Leader |
| **TLR VALUE** | 2.1 |
| **Purpose** | To lead and manage the Food Technology Department in accordance with the College Improvement Plan; ensuring quality teaching and learning, effective and efficient use of resources and high standards of achievement including monitoring of student progress and planning of appropriate intervention. |
| **Reporting To** | DT Subject Leader |
| **Responsible For** | All staff in department |
| **UPS Responsibility** |  |
| **RESPONSIBILITIES** |
| **Strategic Leadership** | * Provide strategic leadership in line with the College Improvement Plan
* As a Middle Leader, contribute to the development of whole school policy
* Report to the Governing Body as requested
* Be responsible for producing an annual department end of year evaluation
* Be responsible for producing an annual Department Improvement Plan in the agreed format and review it regularly
* Maintain an up to date department evaluation folder suitable for inspection
* Support the Curriculum LT (timetabler) with the deployment of staff / timetable matters
* Delegate tasks as appropriate to department personnel
* Manage and control resources to maximise their use
* Publicise the work of the department internally and externally to the community
* Support the college ethos, playing a full part in the life of the college; to be a positive role model
* Monitor student progress and achievement and plan appropriate intervention to maximise progress
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| **Personnel Management** | * Lead and manage department personnel to achieve the college aims
* Undertake appraisal of identified personnel in line with college policy
* Lead professional development with the department and ensure good practice is shared
* Identify training and development needs of department members and ensure these are met within the financial parameters imposed by the budget
* Participate in the recruitment of personnel and ensure effective induction of new staff in line with college procedures
* Ensure colleagues within the department are adhering to the College’s Code of Conduct, and report any concerns immediately to the Executive Headteacher
* Participate in the college’s CPD and ITT training programmes as required
* Promote and maintain good communication with the department, other Middle Leaders across the Trust, Learning Co-ordinators, Pastoral Heads, parents and the Trust community.
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| **Teaching & Learning** | * Lead teaching and learning across the department at all Key Stages and ensure literacy and numeracy requirements are met
* Actively monitor and respond to curriculum development and initiatives at national, regional and local levels
* Create an effective learning environment within the department
* Utilise data to identify areas of strength / requiring improvement and take action accordingly
* Monitor student progress against targets and ensure students fulfil their potential or beyond
* Ensure students are prepared effectively for examinations and formal assessments ensuring parents are informed as appropriate
* Analyse student examination performance and produce reports for the Executive Headteacher; use findings to inform future practice
* Conduct formal and informal lessons observations sharing feedback with Line Manager and observed teacher
* Develop enrichment opportunities to enhance teaching and learning and promote enjoyment of the subject(s)
* Monitor progress / assessment / reports / marking via regular work scrutiny and report findings to Line Manager
* Oversee the development of schemes of work and monitor their effectiveness
* Maintain an up to date portfolio of students’ work exemplifying different levels of achievement
* Manage the behaviour of students within the department and provide support for staff as appropriate
* Carry out surveys of students to ascertain student perception of department subject areas
* Proactively liaise with other schools as appropriate
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| **Accommodation & Resources** | * Manage department capitation efficiently and effectively, remaining within the budget allocation and ensuring value for money
* Ensure health and safety practices including risk assessments are in line with college and national policy
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| **Knowledge, Skills & Expertise** | * Keep up to date with national developments, with teaching practice / methodology and leadership initiatives
* Keep up to date with developments in the use of comparative data and curriculum change
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| **Quality Assurance** | * Establish and continuously reinforce common standards of good practice across the department in line with college policy
* Monitor the quality of report writing across the department
* Monitor and evaluate department performance against school, local and national performance including the monitoring of progress checks against published criteria
* Monitor the quality of teaching and learning through appraisals, lesson observations and learning walks
* Ensure standardisation procedures are robust and in line with examination criteria
* Ensure quality assurance procedures meet the requirements of self-evaluation and the College / Department Improvement Plan
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| **Meetings** | * Attend regularly meetings with the LT Line Manager
* Calendar and Chair department meetings, ensure agenda and notes are circulated
* Attend ML’s meetings as calendared
* Hold regular individual meetings with others in department
* Attend Governors / LT meetings when requested
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| **Other Specific Responsibilities** | * Leadership of a specific subject, ie Food Technology
* Liaise with technicians to ensure equipment is routinely checked and is deemed safe and fit for use
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| This Job Description is in addition to the Generic Teacher Job Description |
| This Job Description is current at the date shown; in consultation with you it may be changed by the Executive Headteacher to reflect or anticipate changes in the job commensurate with the post and title |
| Employees will be expected to comply with any reasonable request from the Executive Headteacher, Leadership Team or Line Manager to undertake work of a similar level that is not specified in this job description and to undertake any duties given by the Executive Headteacher which are reasonable in nature. Employees may be required to perform duties other than those given in the job description. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify re-evaluation. In cases, however where a permanent and substantial change in duties and responsibilities occurs, consistent with a higher level of responsibility, then this would be eligible for re-evaluation. |
| **Name** |  | **Signature** |  |
| **Line Manager** |  | **Signature** |  |
| **Date** |  |