

# GOSFORD HILL SCHOOL



## JOB DESCRIPTION

<b>Post Title:</b>	Faculty Leader – Design and Technology
<b>TLR:</b>	2B £5100.00
<b>Accountable to:</b>	The Headteacher
<b>Line Managed by:</b>	Assistant Headteacher , Staff and Student Development
<b>Start Date:</b>	

### JOB PURPOSE

To provide professional leadership and management to secure high quality teaching through improved standards of learning, progress and attainment for all students, using staff, assessment and other resources effectively.

### OBJECTIVES

To be accountable for:

- leading the Faculty team in raising standards of attainment and progress across the whole Faculty area (including key groups), and challenging underachievement;
- leading learning and teaching across the faculty, ensuring high quality, consistency and best practice across all abilities and key groups;
- staff confidence and competence in delivering learning within the Faculty;
- fostering students enjoyment and love of learning within the Faculty area;
- ensuring the provision of an appropriately balanced, relevant and differentiated curriculum for students studying in the Faculty in accordance with the aims of the school and the policies determined by the Headteacher;
- effectively deploying financial and physical resources within the faculty and leading staff within the area.

### PRINCIPAL RESPONSIBILITY AREAS

#### A Teaching, Learning and Assessment

- Monitor the quality of teaching and learning across all year groups.
- Ensure that the Faculty team are planning and delivering challenging and differentiated lessons, especially catering for the needs of pupil premium, SEND, and the most able students.
- Ensure that all Faculty members are following school Teaching and Learning policies.
- Ensure that all Faculty members meet the Professional Standards for Teachers, including the teaching of literacy and numeracy.
- Develop and embed appropriate syllabuses and schemes of work which include opportunities for developing literacy, numeracy, differentiation, home learning, SMSC and British values.
- Promote cross curricular opportunities.

#### B Student Outcomes, including Progress and Attainment

- Monitor, evaluate and track the progress of all students across the year groups in line with the MIPC.
- Report on the progress and attainment of learners to the Headteacher, LT link and governors as required (including analysis and reporting of exam results).
- Plan, deliver and measure the impact of intervention activities for students who are underachieving in liaison with LT link, Heads of House, tutors, SENCO and any other appropriate agencies or personnel.
- Ensure timely communication with parents and carers in relation to achievement and behaviour.

- Ensure that appropriate moderation and standardisation of assessment takes place at all levels, so that data is robust; ensure that teachers submit assessment data punctually and in line with school procedures.
- Liaise with Exams Officer to ensure that all students are entered for the appropriate examination and tier, and that any examination information is effectively communicated to students, teachers and parents.
- Working with relevant support staff (Intervention Team; Data and Exams; Student Support; General Admin) to support the work of the school.

### **C Student Personal Development, Behaviour and Welfare**

- Ensure equal opportunities and child protection procedures are in place and followed within the Faculty.
- Ensure effective assessment for learning, provides appropriate information, advice and guidance about progression within the subject and its place in the wider world.
- Develop opportunities for students to extend and enhance their learning e.g. through trips, visits and extra-curricular activities and House events etc.

### **D Leadership and Management**

- Lead the Faculty team, modelling high standards of professional behaviour, and set the vision and ethos.
- Contribute to the whole school MIPC process.
- Produce a Faculty MIPC that is used to plan and monitor the work of the Faculty team.
- Monitor the quality of home learning.
- Keep up to date with national developments and initiatives and build relevant ideas into strategic planning.
- Lead and support the professional development of all staff within the Faculty, in accordance with the school's Appraisal Policy, including induction of new staff.
- Work with the SLT line manager to ensure that staff development needs are identified and supported.
- Ensure that suitable work is available in the case of staff absence.
- Work through Governor Links and the MIPC process.
- Monitor learning behaviour across the faculty and liaise with House Leaders as appropriate.
- Monitor the health and well-being of the team; intervene and refer where appropriate to support the needs of colleagues.
- Contribute to the appointment of staff and manage the deployment of subject staff, ensuring that teachers' loading is balanced and meets the needs of all learners.
- Manage the budget effectively, ensuring that expenditure is linked to raising achievement and strategic priorities.
- Liaise with Site Staff to ensure an inspiring and safe learning environment throughout the school day and ensure that all of the faculty are aware of current Health and Safety guidelines and procedures.
- Take responsibility for health and safety and risk assessment within the Faculty.
- Produce effective and inspiring publicity materials as required (e.g. Options Booklet, prospectus etc.).

Responsible for the Line management and appraisal of: DT Team

Last updated: February 2017

Signed : .....

Date ; .....

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder. The performance of all the duties and responsibilities shown overleaf will be under the reasonable direction of the Headteacher; and the Headteacher or other Senior Leader if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duress of the post. This job description will be reviewed bi-annually and any changes will be subject to consultation.