



Job Description: Head of Design and Technology Faculty

Westleigh High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

JOB PURPOSE

- To uphold the vision and aims of the school.
- To work co-operatively with, and in support of, all adults in the school.
- To work with students in a courteous, caring and responsible manner at all times.
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To present oneself in an appropriate manner so that it upholds the values of the school.
- To raise standards of student achievement within the whole curriculum area (KS3 & 4) and to monitor, support and ensure student progress.
- To develop and enhance the teaching practice of others within the faculty to ensure outstanding teaching and learning.
- To ensure the provision of an appropriately broad balanced, relevant and appropriately differentiated curriculum is available for students in technology.
- To be accountable for student progress, attainment and development of KS3 and KS4 within the faculty, including extra-curricular provision.
- To be accountable for leading, managing and developing the curriculum area and extra curricular activities.
- To effectively manage and deploy teaching and support staff.
- To effectively manage financial and physical resources within the faculty.

REPORTING TO:	Relevant SLT line manager
RESPONSIBLE FOR:	All Teachers of Technology
LIAISON:	Senior Leadership Team, SENCo, Heads of Year, Tutors, Parents and Carers.
WORKING TIME:	195 days full time.
SALARY GRADE:	MPS & TLR 1B

LEADERSHIP RESPONSIBILITIES:

- Responsibility for the quality of teaching and learning in the curriculum area.
- Monitoring staff performance.
- Development of effective teaching and learning styles/strategies within the faculty.
- To ensure all pupils are catered for e.g. those with special needs, gifted and talented, to ensure these pupils have appropriate and differentiated work.
- To ensure schemes of work are up to date and appropriate.
- To draw up faculty improvement plans which mirror the whole school improvement plan.
- To review faculty handbook and update where necessary.
- To ensure faculty is meeting whole school plans/initiatives.
- To keep SLT informed re: performance of the faculty and its staff.
- To organise and lead faculty meetings.
- To represent the faculty at Curriculum Leaders' meetings.
- To lead whole school developments alongside SLT.
- To provide regular feedback to SLT re: pupil performance/achievement and progress towards targets.
- Have effective strategies in place to ensure pupils meet targets and achieve in line with their abilities.

MANAGEMENT RESPONSIBILITIES:

- To monitor and evaluate the impact of all work across the faculty, including teaching & learning, assessment, homework, use of ICT, rewards and sanctions.
- To ensure whole school policies are implemented consistently across the curriculum area.
- To use data and to discuss this with colleagues in order to ensure consistent and constant improvement within the faculty.
- To manage the faculty's budget.
- To ensure the learning environment within the faculty promotes and supports learning.
- To take part in the interview process for new staff.
- To ensure work is set for absent colleagues.
- To ensure high standards of student behaviour in subject lessons, supporting colleagues.
- To implement School Policies and Procedures, eg Equal Opportunities, Health and Safety, COSHH, Accommodation Strategies, etc.
- To ensure that Health and Safety policies and practices including risk assessments throughout the faculty are in line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Manager.

DEVELOPMENT RESPONSIBILITIES:

- Promote a culture of collaborative working within the Technology faculty
- Maintain and awareness of new initiatives and national developments in education
- Develop outstanding teaching and learning across the faculty and promote a culture of sharing good practice.
- Review examination courses offered to students annually.
- Ensure continual professional development of faculty staff.
- Accountability for the performance management of faculty staff.
- Liaise with partner primaries to ensure effective transition and progression from KS2 – KS3.
- Liaise with post 16 institutions to ensure effective transition post 16.

JUDGE STANDARDS:

- Analyse and interpret data on students' progress and achievement in Technology and take appropriate actions in the light of regular analysis.
- Review assessments of progress for individual students and by teaching group. Undertake the scrutiny of students' work, through regular sampling, including a focus on marking to inform professional dialogue and evidence progress.

EVALUATE TEACHING AND LEARNING AND PROMOTE OUTSTANDING TEACHING AND LEARNING:

- Monitor the quality of teaching and learning across the Technology Faculty through lesson observations and the scrutiny of students' work.
- Review colleagues' planning and provide effective feedback to inform professional dialogue.
- Actively promote a culture of sharing 'good practice' across the Faculty.
- Evaluate schemes of work to ensure they focus on consistently high quality first teaching and learning and effective assessment of student progress.
- Actively promote independent learning across the Technology Faculty.
- Establish effective coaching and mentoring within the faculty.

LEAD ON IMPROVEMENT:

- Lead discussion on faculty priorities.
- Agree targets for raising standards to meet whole school targets.
- Lead on improvements in teaching.
- Lead on faculty reviews.
- Liaise with other Heads of Faculty to share approaches and excellent practice.
- Liaise with line manager so that SLT is well informed about faculty issues, progress and areas of development.
- Identify staff training and development needs and provide these either internally or externally.

OTHER SPECIFIC DUTIES:

- To continue ongoing personal and professional development.
- To engage actively in the performance review process.
- To undertake any other duty as specified by STPCD not mentioned in the above.
- 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.