



Job description: Head of Design & Technology (Part-time)

Salary: Negotiable, depending on experience

Starts: September 2018

Responsible to: Headmaster

This job description is current at the date shown, but, in consultation with you, may be changed by the Headmaster to reflect or anticipate changes in the job commensurate with the grade and job title.

Areas of responsibility and key tasks:

A Strategic Management

- Actively support the Catholic ethos of the School having regard to the PACT Charter of Educational Principles;
- Develop and review Departmental policies and practices to ensure the continuing progress and enthusiasm of the boys;
- Contribute to whole-school strategy as required;
- Develop and review the Departmental Handbook, the Departmental SEF and Schemes of Work;
- Analyse and interpret relevant data to inform policies;
- Develop and sustain good working relationships with colleagues, boys and parents;
- Work with colleagues to formulate aims, objectives and strategic plans for the Department which will have coherence and relevance to the needs of students and to the aims and strategic plans of the School;

B Planning

Plan teaching to achieve progression in pupils' learning through:

- identifying clear teaching and learning objectives and specifying how they will be taught and assessed;
- setting tasks, including homework, which challenge pupils and ensure a high level of interest;
- setting appropriate and demanding expectations for pupils' learning, motivation and presentation of work;
- setting clear targets building on prior attainment;
- identifying the needs of individuals and groups within the class, taking note of individual education plans and the requirements of the Code of Practice;
- making effective use of assessment information when planning lessons;
- planning opportunities to contribute to pupils' personal, spiritual, moral, social and cultural development.

C Teaching and Class Management

- Establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident;
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships;
- Provide clear structures for lessons maintaining pace, motivation and challenge;
- Use a variety of teaching methods to:
 - (i) structure information well, including outlining content and aims and summarising key points as the lesson progresses;
 - (ii) instruct, demonstrate and give accurate, well-paced explanations using appropriate vocabulary;
 - (iii) use effective questioning, listen carefully to pupils, give attention to errors and misconceptions;
- Select appropriate learning resources and develop study skills;
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- Critically evaluate teaching to improve effectiveness.

D Monitoring, assessment, recording, reporting:

- Assess how well learning objectives have been achieved and use them to inform teaching;
- Mark and monitor pupils' work regularly in line with the school's Assessment Policy and set targets for progress;
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- Prepare and present informative reports to parents.

E Other professional requirements:

- Operate at all times within the stated policies and practices of the school;
- Establish effective working relationships and set a good example through presentation and personal and professional conduct;
- Endeavour to give every child the opportunity to reach his potential and meet high expectations;
- Contribute to the life of the school through effective participation in meetings and management systems necessary for the smooth running of the school;
- Take responsibility for your own professional development and duties in relation to school policies and practices;
- Liaise effectively with parents and governors as necessary;
- Carry out other duties as reasonably required by the Headmaster.