**Job Description**

**Lead Teacher of Design and Technology**

An outstanding teacher and leader is required to become a Lead Teacher of Design and Technology at the London Academy of Excellence Tottenham. The key role of the Lead Teacher of Design and Technology will be to ensure that teaching and learning in the department is excellent and therefore students make outstanding academic progress. In fulfilling this role, the successful candidate will be intellectual, passionate, rigorous, hardworking, resilient and self-reflective.

**Key Responsibilities of the Post:**

* To ensure that learners in the department make outstanding academic progress
* To lead, manage and support the teachers of the subject as they fulfil the responsibilities of their role
* To contribute fully to the extended curricular offer at LAE Tottenham

**Specific tasks to achieve the above:**

* To model good and outstanding lessons at A level for all members of the department
* To monitor the quality of teaching and learning in the department and to motivate, support and guide teachers in the department to continuously improve their teaching
* To ensure that students in the department achieve challenging academic targets
* To ensure that there is a timely, well-structured and appropriately detailed Scheme of Work prepared in advance of each term
* To ensure that all members of the department have high quality and in depth subject knowledge
* To lead effective department meetings, prioritising the academic success and welfare of students
* To ensure the provision of resources in the department which allow students to become independent learners and to manage a budget effectively to ensure that this is the case
* To plan and deliver opportunities for effective formative and summative assessment for all students across the department in a timely and effective manner
* To monitor the outcomes of summative assessment and reflecting carefully and critically on learning and teaching strategies in the light of these
* To understand the needs of the students with confirmed additional learning support needs and support the subject teachers in their meeting of these
* To review the choice of examination board annually
* To ensure correct exam entries, and that all aspects of the exam process (external and also internal) are carried out on time and to a very high standard
* To lead enrichment within and around the subject and enthuse, encourage and enable teachers to contribute to this
* To ensure that there is accurate and up to date knowledge about the Higher Education options in the subject (and those related to it) available to students and Heads of House
* To understand in detail the expectations and processes of Russell Group and equivalent universities around selective admission to read the subject (and those related to it)
* To organise a detailed and developmental programme of preparation and support for students applying to read the subject (and those related to it) at Russell Group and equivalent universities
* To create a challenging but caring and nurturing learning environment
* To attend meetings of Lead Teachers and contribute to the creation of a dynamic middle leadership team,
* To proactively maintain and develop relationships with the partner independent schools in order to positively impact on the learning experiences of students at LAE Tottenham
* To produce high quality resources and maintain displays within the department which promote academic achievement
* To ensure maintenance logs are kept and tools and equipment in the department are looked after.
* To prioritise Health and Safety within the department by monitoring equipment and working practices
* To undertake CPD to ensure that the departmental equipment is fully utilised, including the mechatronics and pneumatics studios
* To be a pastoral tutor for a group of Year 12 or Year 13 tutees, supporting their academic and pastoral development
* To support the reinforcement of positive behaviour through the consistent use of school systems
* To play an active role in the co-curricular offer at LAE Tottenham, including parts which require evening or weekend commitments

**General Responsibilities of an LAE Tottenham member of staff**

* To promote a culture of aspiration for all of our students
* To be supportive and understanding of the differing needs of young people
* To play a full part in the CPD programme, including prior to the start of the academic year
* To take part in evening and weekend events as appropriate
* To model intellectual rigour and a can-do attitude
* To support an atmosphere of openness and honesty
* To care for all other members of the school community
* To show a genuine passion for social mobility

**Other clauses:**

* This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
* The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly may be subject to modification or amendment at any time after consultation with the holder of the post
* This job description may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher
* This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete particular duties
* The postholder may deal with sensitive material and should maintain confidentiality in all school related matters

**Recruitment and Selection Policy Statement**

The School’s governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.