



The Radclyffe School  
"Working Together for Excellence"

## **JOB DESCRIPTION** **Head of Food** **Technology**



<b>Purpose</b>	<p>As a member of the leadership team in the Design Technology Department, to successfully lead and manage the Food and Nutrition Department, ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum in accordance with the aims of the school and the curricular policies determined by the Governing Body and Head teacher of the school.</p> <p>To undertake an appropriate teaching commitment and associated duties in accordance with school policy and Teachers' Pay and Conditions of Service</p>
<b>Reporting to:</b>	Head of Design Technology
<b>Responsible for:</b>	Staff in the Food Technology Department , Students and School Resources
<b>Liaising with:</b>	Governors, SLMT, teaching and support staff, parents and other external agencies
<b>DBS Check</b>	Enhanced Level
<b>Working Time</b>	In accordance with the current Teachers' Pay and Conditions Document 195 days, Full-Time (1265 hrs directed time)
<b>Salary</b>	Qualified Teacher Main /Upper Scale + Teaching and Learning Responsibility Payment 2B (@ 1.9.17 £4,442)

### **STRATEGIC LEADERSHIP**

1. Raise standards of student attainment and achievement in Food and Nutrition and monitor and support student progress to ensure all students make at least Expected Progress. Ensure priorities and effective intervention strategies are identified, implemented and monitored, thereby closing the gaps
2. Attend Departmental meetings and make an active contribution to the Design and Technology leadership team
3. Advise on improved systems and processes required to underpin improvement
4. Monitor, evaluate and communicate the impact of learning and teaching and identified interventions
5. Ensure the effective operation of quality control systems, including lesson observations
6. Contribute to the formation, implementation and monitoring of the School's Continuous Improvement Plan
7. Contribute to the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days / Evenings
8. Support and actively promote the development of effective subject links with external agencies
9. To attend and contribute to the school Leadership Conference as required

## **PEOPLE MANAGEMENT**

10. Participate in the recruitment, selection and induction of staff to the Food and Nutrition Department
11. Create a sense of teamwork within the Department by appropriately delegating tasks and ensure that colleagues develop skills and take responsibility
12. Ensure the day-to-day monitoring of performance of members of the Department, set targets for designated colleagues and review performance as part of the school's formal Performance Management procedures, including Appraisal
13. Work with SLMT to ensure that agreed staff development needs are identified and met
14. Ensure appropriate INSET is organised and delivered during designated staff training time and when other opportunities for departmental INSET arise
15. Support the development and enhancement of the teaching practice of others, establishing common standards of practice and developing effective teaching and learning styles within the Department
16. Ensure effective structures are in place to support members of the Food and Nutrition Department in any matters of classroom management
17. Liaise with staff to implement agreed strategies
18. Have overall responsibility for ensuring that additional support and teaching staff are deployed effectively

## **LEARNING AND TEACHING**

19. Actively monitor and respond to curriculum development and initiatives at national, regional and local levels
20. Ensure that appropriate specifications, schemes of work, marking and assessment procedures are established and reviewed
21. To formulate and review schemes of work in line with national and local requirements
22. Be aware of the latest developments in exam specifications and to determine, in consultation with the SLMT, the specifications to be offered and when examinations are to be sat by which students
23. Ensure teachers take responsibility for ensuring that teaching rooms are kept in good order, have appropriate and stimulating wall displays which are reviewed, replaced and improved at regular intervals in accordance with the school's policy
24. Have overall responsibility for ensuring organisation of suitable cover work in the event that no work has been set by absent teachers
25. Communicate effectively with parents and carers
26. Share in the management of the behaviour of students including the break duty rota
27. Assist in the implementation of the Behaviour for Learning policy and the Five Respects in Design and Technology so that effective learning can take place

28. Promote the application of ICT in the Department especially the use of VTLE
29. Help to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
30. Contribute to PSHE, Citizenship and Enterprise according to the school policy
31. Ensure all trips and visits organised by the department adhere to school policy and health and safety guidelines

### GENERAL RESPONSIBILITIES

32. Prepare reports for SLMT, the Governing Body and its Committees as required
33. Lead by example and promote and enable team work in pursuit of corporate excellence
34. Understand the importance of inclusion, equality and diversity both when working with students and colleagues and promote equal opportunities for all
35. Take a proactive approach to health and safety, working with others to minimise and mitigate potential hazards and risks (including safeguarding students)
36. Identify resource needs and contribute to the efficient / effective use of physical resources, co-operating with other faculties to ensure sharing and effective usage
37. Actively promote the school's policies, procedures and codes of practice, including those relating to Health and Safety, Equal Opportunities, Appraisal etc.
38. Be a PLG (Personal Learning Guide) and carry out the duties associated with the role as outlined in the generic job description
39. Maintain confidentiality and observe data protection and associated guidelines where appropriate
40. Contribute to the school marketing activities, e.g. the collection of material for press releases
41. Undertake such duties and responsibilities at a similar level as may be agreed with the Head teacher

This above job requirements are specific to the role and complement the duties of a teacher with significant responsibility as defined in the current Teachers' Pay and Conditions Document. **This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.**

**Date: April 2018**

**Head teacher: H. S. Hayer**

