

## JOB DESCRIPTION

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**School:** The London Nautical School

#### SECTION A:

Job Title:	Head of Department – Design & Technology
Grade: Insert Existing grade	TLR 2b
Responsible to:	Reporting to the Headteacher, and under the immediate direction of your Leadership Line Manager.

**SECTION B:** Responsible for:  
Staff Supervised

Staff within designated department.

#### SECTION C: PURPOSE OF POST

Heads of Department at The London Nautical School are expected to be committed to the maintenance of high standards in all areas, to adhere to all school policies, and wherever possible, to make an active and positive contribution to the Nautical ethos and character of the school.

#### SECTION D: Main duties and Responsibilities/Functional Links

##### Staff Management

1. To be responsible for the management, organisation and co-ordination of the teaching of the subject and to ensure that high standards are maintained by all teachers who may be delivering the subject.
2. To ensure that the Department is up-to-date with current developments in the teaching of the subject.
3. To be responsible for the induction of new teachers and students in the Department.
4. To ensure that suitable work is provided for staff covering lessons in the absence of teachers in the Department.
5. To be actively involved in the programme of Performance Management for teachers in the Department.
6. To observe and assess the quality of classroom teaching of each teacher and to report on this to your Leadership Line Manager.
7. To arrange for any teachers in the Department to observe the classroom teaching of the HOD and/or another HOD as appropriate for at least one full period in each academic year.
8. To assist members of the Department in their professional development and to give advice, encouragement and support including INSET/CPD as appropriate.
9. To organise regular meetings for any staff in the Department (according to the published timetable of meetings) and to provide your Leadership Line Manager and Headmaster with a copy of the Minutes.

10. To ensure that the Department meets all required deadlines, in particular with regard to reports to parents, departmental reports and pupil progress reports.
11. To advise your Leadership Line Manager on staffing matters in the Department.

### **Curriculum and Organisation**

1. To ensure that the Department is meeting all statutory requirements with regard to the teaching of the subject and to develop departmental policies and procedures on assessment and record keeping which complement whole school policy.
2. To develop, in consultation with any others in the Department, appropriate Schemes of Work and to keep these under regular review.
3. To ensure that all teachers in the Department set homework according to school policy.
4. To liaise closely with the Leadership Line Manager, the co-ordinators for Nautical Education and ICT and with other HOD's to promote and develop wherever possible, opportunities for departmental cross-curricular links and co-operation.
5. To keep an up-to-date handbook for the Department.
6. To produce a development plan for the Department as part of the whole school development plan and to monitor and evaluate this termly.

### **Management of Pupils**

1. To develop subject policies and procedures which complement whole school policy on pupil discipline and behaviour (see Pastoral Policy and Pupil Code).
2. To ensure that the Department keeps accurate and up-to-date records on attendance, classwork, homework and to monitor and evaluate the progress of all pupils.
3. To identify pupils with particular learning requirements in the Department and to ensure that the Department liaises with the SENCo and Form Tutors as appropriate.
4. To ensure that pupils are properly prepared for examinations both internal and external and to liaise with your Leadership Line Manager and the Examinations Officer regarding the arrangements for all such examinations.

### **Resources and Environment**

1. To ensure that the department complies with the financial procedures detailed in the Finance Manual.
2. To order, monitor and control all teaching materials relative to the teaching of the subject.
3. To liaise closely with the School Business Manager and to keep accurate records of expenditure to ensure that the Department keeps within budget.
4. To ensure that all equipment or machinery used by the Department is properly maintained.
5. To be responsible as far as is practicable, for the maintenance of a pleasant and educationally stimulating environment in those areas of the school regularly used by the Department.
6. To ensure that the Department adheres to the School's Health & Safety Policy.
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### **General (as required)**

1. To be a Form Tutor of an assigned form and to comply with school policy with regard to the role of the Form Tutor.
2. To be a member of a Watch.

3. To carry out supervision of pupils in accordance with published rotas.
4. To be actively involved in the School's programme of extra-curricular activities.
5. To attend staff meetings, HOD meetings and relevant pastoral meetings according to the published timetable of meetings.

This job description may be subject to modification or amendment at any time after consultation with the post holder and will form the basis of the HOD's Performance Management.

### **Data Protection**

It is essential when working with computerised systems that you are completely aware of their responsibilities at all times under the Data protection Act 1984 for the security, accuracy, and significance of personal data held on such systems.

### **Equal Opportunities**

To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

### **Health and Safety**

1. Employees are required to work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact, such as members of the public, in premises or sites controlled by the school.

2. In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

### **Safeguarding**

To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority

### **Functional Links**

<b>SECTION E:</b>	Other relevant matters
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None

<b>SECTION F:</b>	Signatures – Job Description discussed and agreed
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Signature of Post Holder: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Supervisor: (Line Manager) \_\_\_\_\_

Date: \_\_\_\_\_