***La Sainte Union Catholic Secondary School***

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| ***JOB DESCRIPTION :*  TEACHER OF DESIGN & TECHNOLOGY** |

***PERSONNEL***

***The Subject Teacher will :***

1. work under the direction of the Head of Department
2. contribute professionally to the team effort and be supportive of colleagues.
3. support the efforts of form staff by ensuring that form bases are clean and tidy at end of lessons and that displays reflect an atmosphere of learning
4. will collaborate with the Inset Co-ordinator avail of and evaluate a programme of induction and relevant professional development.

***CURRICULUM***

***The Subject Teacher will :***

1. deliver programmes of study agreed by the department and differentiate materials according to the needs of individuals
2. evaluate classroom practices according to the demands of the National Curriculum.
3. demand high standards in behaviour and learning at all times.
4. reward good performance in the subject (good marks / certificates)
5. respond appropriately to lack of achievement (bad marks, interviews etc.)
6. have a secure and up to date knowledge and understanding of the concepts and skills necessary to teach specialist subjects.
7. plan to achieve progression in pupils learning in line with agreed expectations on targets
8. set homework, mark and assess in line with school policies. Engage with school-wide learning initiatives
9. ensure that high quality teaching and learning takes place in all allocated classes.
10. mark, assess, record and report on pupil achievement and maintain records as stated in the schools policy, and maintain accurate records.
11. make use of assessment data to monitor progress, targets and take action (e.g. SEN, Pupil Premium, and track under achievement).
12. contribute to the development of Schemes of Learning, school and team policies as requested.
13. attend and contribute positively to meetings and professional development activities.
14. promote and contribute where possible to the school’s extra-curricular programme.
15. meet deadlines for reports, marking, submission of coursework and other assignments
16. prepare pupils for examinations and take part in standardisation or moderating exercises as required by the Team or examination boards
17. have awareness of and compliance with all policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.

***ADMINISTRATION***

***The Subject Teacher will :***

1. insist on a high standard of attendance and punctuality at lessons.
2. ensure that each teaching set is registered.
3. report recurring absences and lateness to the Form Tutor and Head of Department.
4. in Years 7-9 write a comment in the class Remark Book.
5. in the case of absence, set work for the lesson by telephoning the school in good time.
6. use a good standard of presentation, provide the relevant written reports to parents.
7. avail of appropriate forms of INSET : record carefully and evaluate.

**The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. An Enhanced Disclosure Barring Service (DBS) Check is required for the post.**