



## **JOB DESCRIPTION**

### **HEAD OF DEPARTMENT FOR DESIGN AND TECHNOLOGY (TLR1A - £7699)**

The following Job Description is a summary of the main points of a Curriculum Leadership Job Description at Soar Valley.

It is reviewed and agreed annually, and is subject to change with negotiation.

**Responsible to:** Governors and the Principal.

**Line Manager:** Line manager from SLT.

The core role of the Head of Department is to lead and manage the subject area and team in developing standards in the pursuit of excellence. More specifically, to do this through:

1. Leading the team effectively to secure improved standards of learning and achievement for all students – through good planning and providing a clear direction for staff and students, especially in relation to:
  - The College Improvement Plan
  - The Team Improvement Plan
  - Available resources
  - School's ethos and vision
2. Developing appropriate curricula at both key stages and ensuring proper assessment procedures are in place to aid student learning. To also ensure the curriculum is sufficiently differentiated to challenge all students, including the most able and those with SEN.
3. Developing links with outside agencies and the wider community to maximise opportunities for students.
4. Ensuring teacher expectations are high through guiding, supporting and motivating staff, and developing effective professional learning opportunities for staff so as to continually improve and refine practice. Implementing agreed Appraisal policies and using appraisal to help to further raise standards.
5. Formulating policies for good classroom practice.
6. Having in place an effective monitoring and evaluation procedure to inform decision-making and development, which includes lesson observation, stringent work-sampling, use of value-added data and target setting.
7. Ensuring a visually stimulating and creative learning environment.
8. Developing cross-curricular links where appropriate throughout the College.
9. Supporting effective transition at both key stages.

10. Organising effective team meetings, with clear objectives and outcomes, which impact on teaching and learning.
11. Setting challenging targets for and having high expectations of all students.
12. Having a commitment to your own development, by keeping abreast of national developments and best practice.
13. Promoting and raising the profile of Design and Technology throughout the whole of the College, thereby encouraging take-up at key stage 4.
14. To carry out any other reasonable duties as requested by the Principal.

April 2017

**Soar Valley College shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce.**

**This post is Exempt from the Rehabilitation of Offenders Act 1974 and subject to a DBS Disclosure check.**



## HEAD OF DEPARTMENT FOR DESIGN AND TECHNOLOGY

May 2018

Appointment Criteria	Essential/ Desirable	Measurement
<b>1. Qualifications</b> 1.1 Qualified Teacher status. 1.2 Evidence of commitment to further professional development. 1.3 Further qualification in a related area.	E E D	2,3 2,3,4 2,3
<b>2. Experience</b> 2.1 Successful recent experience in the leadership and management of staff. 2.2 Successful teaching experience at secondary level up to examination level with excellent outcomes for students. 2.3 Successful implementation of strategies for raising student achievement. 2.4 Leading effective professional development activities. 2.5 Leading or making a major contribution to successful and effective change management. 2.6 Working in a multi-cultural, comprehensive school/college. 2.7 Able and willing to support, develop and implement whole school policies. 2.8 Liaising with other agencies to support students and staff. 2.9 Has recent, relevant and successful experience of teaching students of all abilities and aptitudes.	D E E E D D E D E	2,4 2,3,4 2,3,4 2,3,4 2,3,4 2,4 2,4 2,3,4 2,3,4
<b>3. Knowledge and understanding</b> 3.1 How to use comparative data to establish benchmarks and set targets for improvement. 3.2 How to promote high levels of attainment in students of all abilities and aptitudes. 3.3 The college's role in the community including an understanding of religious and cultural diversity. 3.4 How to promote and implement the principles of inclusion and equal opportunities for staff and students so that all are equally valued. 3.5 Statutory requirements regarding community cohesion, equality and diversity and safeguarding. 3.6 Responsibility and accountability for safeguarding and promoting the welfare of children and young people. 3.7 Child Protection procedures. 3.8 OfSTED criteria. 3.9 Effective self-review procedures and documentation.	E E E E E E E E E E	2,4 2,3,4 2,4 2,4 2,4 2,4 2,3,4 2,4 2,4

3.10 The contribution that collaborative initiatives can make to share and develop best practice.	E	2,4
3.11 Initiatives and developments at a national level and their impact on leadership, teaching and learning.	E	2,4
3.12 Able to plan and monitor budgets.	E	3,4
3.13 How to use ICT effectively.	E	2,3,4
<b>SKILLS AND ATTRIBUTES</b>		
<b>4. Leadership Skills</b>		
4.1 Able to lead and manage people to work as individuals and as a member of a team in a way that inspires and maintains motivation and morale.	E	3,4
4.2 Able to work and contribute extremely effectively as a member of a middle leaders team.	E	4
4.3 Able to plan strategically to support and implement the vision of the college.	E	4
4.4 Able to show drive and initiative.	E	2,4
<b>5. Communication Skills</b>		
5.1 Able to take into account the views of others and to negotiate and consult effectively.	E	2,3,4
5.2 Able to communicate highly effectively to a range of audiences including students, parents, governors and the wider community.	E	2,4
5.3 Able to deal sensitively with people and to resolve conflicts.	E	3,4
<b>6. Self Management Skills</b>		
6.1 Able to plan and organise work effectively. This will include an ability to: * prioritise and manage time; * work under pressure; * be self-motivating and set challenging personal goals.	E	4
<b>7. College Ethos</b>		
7.1 Able to promote and develop the college as a highly successful, caring and inclusive centre of learning.	E	3,4
7.2 Able to support a climate of mutual respect and achievement.	E	3,4
7.3 Able to encourage the involvement and contribution of parents/carers in the education of their children.	E	3,4
<b>8. Personal Attributes</b>		
8.1 Adaptability to changing circumstances and ideas.	E	3,4
8.2 Energy and enthusiasm.	E	4
8.3 Reliability and integrity.	E	4
8.4 Imagination and creativity.	E	4
8.5 Forward thinking.	E	4
8.6 Resilient.	E	3,4

**Measurement:** 2 From the written application.  
3: Documentary evidence  
4: Interview / Assessment.