

EDUCATION FOR

THE COMMUNITY

Academy

Welland Park

**Job Description**

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| **Job Title:** | Head of Design and Technology |
| **Report To:** | Link member of SLT & Principal |
| **Job Purpose:** | To support, hold accountable and lead a team of staff to ensure high standards of teaching and learning and the wellbeing of staff and students within the Design and Technology department so that students make excellent progress. |
| **Main Duties & Responsibilities:** | **Leadership of Teaching and Learning**   * Ensure that Design & Technology has a very high profile in the life of the Academy. * Promote an enthusiasm and a passion in students for Design & Technology. * Develop links with KS2 main feeder schools in order to promote transition into KS3. * Have a clear vision regarding how Design & Technology should be taught, developed and assessed in light of curriculum changes across KS3 and 4 ensuring that the Design & Technology curriculum matches student need/interests. * Lead and develop Design & Technology through a team approach. * Ensure that the delivery of Design & Technology at WPA meets statutory requirements. * Promote and develop high quality teaching and learning in Design & Technology. * Contribute to and support the appointment and induction of new staff to the Design & Technology team. * Contribute to and support the professional development of subject staff. * Lead the performance management of subject staff. * Ensure that the department demands the highest expectations of all students. * Ensure effective use of data to promote students’ learning and embed aspirational target setting across all key stages and for all student groups. * Identify underachieving pupils and ensure that appropriate intervention is conducted and monitored and ensure appropriate staff and/or parents/carers are kept well informed. * Lead the Design & Technology team to make a significant contribution to students’ spiritual, moral, social and cultural development through Design & Technology, which includes the use of resources linked to typical issues. * Lead the development of appropriate syllabuses, resources, marking policies, assessment strategies within the department, within the designated area. * Ensure that the subject is differentiated to take into account students with SEN and more able. * Assist in the implementation of the behaviour management system within the subject area so that the effective learning can take place. * Work with the Network Manager to ensure the ICT provision meets all the needs of the curriculum Key Stage 3 to Key Stage 4   **Management**   * Carry out performance management reviews for subject staff. * Ensure that subject team meetings are run effectively and efficiently and used to share good practice. * Attend Middle Leader meetings. * Take responsibility for producing the departments improvement plan in line with the Academy’s priorities and ensuring it is regularly evaluated and reviewed. * Manage the subject’s resources (accommodation and financial) in line with priorities identified in the improvement plan. * Manage the department budget in conjunction with the Finance department. * Promote and safeguard the health and safety of pupils within the department. * Manage and monitor the departments’ homework policy/student completion rates. * Ensure the department fulfils its role in promoting British Values, the subject within the Academy and contribute subject information for school prospectuses, newsletters and web site as required. * Support subject staff in student disciplinary matters, ensuring that school policies are followed. * Ensure the subject fulfils its cross-curricular role(s) i.e. Citizenship/Literacy/Numeracy/Enterprise/Design & Technology. * Ensure that the information given to the examinations officer is accurate. * Oversee the internal exams in Design & Technology. * Take responsibility for the delivery of Technology Days within Design & Technology. * Quality assure the department’s assessment practices. * Develop enrichment activities to enhance teaching and learning including exchanges, trips and competitions.   **Monitoring and Evaluation**   * Monitor, evaluate and support intervention to tackle any student underperformance. * Monitor and evaluate the quality of teaching and learning within Design & Technology. * Undertake regular observations of subject teachers. * Undertake work scrutinies in line with the Academy’s Monitoring and Evaluation schedule. * Regularly review and update schemes of work/learning, so that the Design & Technology curriculum is rich, relevant and engaging. * Develop, monitor and evaluate assessment, reporting and recording procedures in line with school policies and statutory requirements. * Develop, monitor and evaluate student performance in external and internal assessment. * Ensure effective deployment of support staff and promote collaboration between all members of the team. * Promote and ensure effective use of Design & Technology to enhance the learning of students. * Lead staff through internal and external subject reviews and inspections, including Ofsted and focus weeks, informing SLT and Governors of subject developments. * Promote and understand subject requirements with parents and encourage their involvement in their child’s learning. * Make effective use of external agencies and develop community links to enhance students learning. * Ensure staff within your subject area are continually developing as professionals. * Promote high levels of subject literacy and numeracy.   **Further Responsibilities: Design & Technology**   * To keep abreast of new initiatives and report to SLT on how we can further develop Design & Technology across all year groups. * Link with departments in partner schools to share successful practice. |
| **Safeguarding:** | The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all post holders and successful applicants. |
| **Grade:** | TLR2 - £5923.00 |
| **Generic duties and responsibilities:** | **The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions Document.** |

**Review and Amendment**

This job description is normally subject to an annual review. It may be amended at the request of the Principal or post holder but only after full consultation with the post holder.

Job description agreed by: **Signature of Principal ………………………………………………………………**

**Signature of Postholder …………………………………………………………..**

**Date ………………………………**