



JOB DESCRIPTION

School: Central Foundation Boys' School

Position: Head of Design and Technology Department

Salary: Main/Upper Pay Scale plus TLR2c (£6,646pa)

Responsible to: Senior Leader

Purpose of Post

- To support, hold accountable, develop, monitor and lead team of teachers and support staff within the Design and Technology department, including Resistant Materials, Graphics and Food Technology, to deliver high standards of teaching and professional practice.
- To be accountable for high standards of learning, student progress, improved attainment and support and challenge for students.
- To comply with the range of duties and responsibilities of teachers as set out in the current Teachers' Standards document.

A. RAISE ATTAINMENT

- To raise attainment and maintain standards in the department in all key stages in line with national standards.

B. TEACHING AND LEARNING

- To plan, prepare and deliver outstanding lessons to provide students with the opportunity to achieve their potential.
- To ensure that lessons are engaging and stimulating taking into account individual needs of the students across the department.
- To ensure that practical lessons are a key feature of all teaching and learning plans and to develop a departmental policy specifying how they will be carried out to ensure they are of high quality and meet health and safety requirements.
- To oversee the development and production of high quality teaching and learning plans which support staff in delivering outstanding lessons.
- To manage, develop and share resources to enhance teaching of Design and Technology.
- To monitor the progress and achievement of the students following the course and identify the appropriate intervention strategies for underachieving students.
- To keep records of students' progress and achievement and ensure appropriate targets are set across the department.
- To ensure all teachers in the department set relevant homework and mark it providing the students with a meaningful feedback.

- To implement and evaluate the departmental assessment policy to ensure that marking and assessment impact positively on students' achievement and are rated as outstanding in all key stages.

B. CURRICULUM AND ASSESSMENT PROVISION AND DEVELOPMENT

- To develop, in consultation with the Faculty Leader and members of the department, a broad and balanced range of relevant courses / modules which stimulate students' interest and engagement in learning, and are appropriate to the needs of all students at the school.
- To lead / oversee curriculum development, including the development of appropriate syllabuses, resources, schemes of work to school format, teaching, assessment and marking policies which support the school's implementation of all current statutory requirements.
- To respond actively to national, regional and local developments and initiatives, including content, teaching practice and methodology.
- To liaise with the Exam Officer to maintain accreditation with the relevant examination and validating bodies. To ensure that there is a departmental presence at the start of every external examination in the subject. To ensure the accuracy of exam entries and data.
- To encourage collaborative projects in conjunction with other departments within and beyond the learning area, and outside the school's formal timetable involving where appropriate, other staff and other schools, including feeder primaries.
- To encourage, facilitate and participate in the development of ICT within the department.
- To attend appropriate INSET, to co-ordinate departmental INSET, to contribute to whole school CPD programme with a view to developing and disseminating good practice.
- To organise and run the displays and exhibitions of students' work.

C. PLANNING, MONITORING AND EVALUATION

- To be accountable for the implementation of school policies and procedures within the department.
- To play an active role as a middle leader in whole school development.
- To ensure that the work of the department promotes a positive ethos and encourages social and moral responsibility through adherence to the school mission statement and aims.
- Manage the departmental stock, teaching resources and finances efficiently in order to achieve the aims of the school and the department.
- Draw and implement the Department Development Plan and prepare a departmental SEF.
- To analyse and interpret relevant national, local and school data and inspection evidence to inform policies, practice and expectations and teaching methods.
- To ensure the health and safety of students in all lessons in the department including the review of the health and safety policy and procedures.

D. STAFFING

- To lead the department by example through modelling excellent professional practice.
- To promote teamwork and motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management and deployment of staff, including support staff and to be mindful of work/life balance.
- To oversee arrangement for classes when staff are absent, ensuring proper cover work is provided, and that the cover teacher is aware of work to be done.
- To be a team leader in performance management and the professional development of staff,

- To oversee the induction and monitoring of new staff in the department, and to ensure that NQTs and BTs are appropriately monitored and supported.
- Effectively line manage the team of teachers and support staff delivering Resistant Materials, Graphics and Food Technology courses.
- With the Leadership team, plan for the staffing needs of the department, and to participate in the recruitment and selection of staff.

E. MONITORING OF LEARNING AND BEHAVIOUR

- To oversee the academic progress of students in the department by regularly monitoring their academic progress and using student data and target setting to ensure that each student is reaching their potential
- To implement effective plans to tackle underperformance.
- To monitor students' attendance, punctuality and behaviour in Design and Technology lessons, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To co-ordinate, monitor and develop provision for EAL, SEN and more able students in the department.
- To monitor the teaching and work of the department, including the planning and preparation and delivery of lessons, the keeping of records and reports to parents.

F. COMMUNICATIONS

- To provide written reports and other information as required.
- To hold departmental meetings and other CPD activities, with minutes kept and distributed as required.
- To oversee the departments presence at school functions and ensuring effective communication and consultation between the department and parents.

G. SAFEGUARDING

- To follow the school's policy in respect of safeguarding and child protection and ensure the health and safety of the students.

These duties may be varied at the reasonable discretion of the Headteacher.

Please note that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An enhanced criminal record check will be carried out prior to confirming an offer of appointment.

PERSON SPECIFICATION

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REQUIREMENTS	CRITERIA
<p>Education and experience</p>	<ul style="list-style-type: none"> • Good Honours Degree or equivalent in relevant subject ▪ QTS ▪ Successful teaching record with relevant teaching experience to GCSE and A level ▪ Experience in a managerial capacity and of leading curriculum development is desirable but not essential
<p>Skills, knowledge and abilities</p>	<ul style="list-style-type: none"> ▪ An ability to deliver outstanding lessons ▪ A thorough knowledge of the National Curriculum Design and Technology orders and all related government initiatives ▪ An understanding of the many strands of raising attainment in Design and Technology ▪ An ability to deliver outstanding lessons up to A level ▪ An ability to lead and motivate a team ▪ A knowledge and understanding of monitoring and evaluation procedures ▪ An ability to administer departmental resources etc. ▪ A commitment to equal opportunities for staff and students ▪ A knowledge of industry practice and ability to build on industry links (desirable)

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