



## ORWELL PARK SCHOOL

Job Title: Head of Design Technology  
Date: September 2019  
Reporting to: Headmaster

The Design Technology (DT) Department consists of this post plus a full time Technician. The DT Department is based in the New Block and is adjacent to Science and Digital Skills departments.

### **Main Purpose:**

To provide leadership and direction for the department and ensure that it implements strategies for the teaching of DT within the school, is managed and organised to meet the aims and objectives of the school; the following are main areas of focus:

- To be responsible for ensuring high standards of teaching and learning across the department.
- To stay abreast of the latest educational research into the teaching of and have an in-depth knowledge of Technology.
- Ability to devise suitable programmes of study for pupils.
- To effectively manage the department budget.
- To communicate directly with parents re DT provision.
- To organise the access to appropriate professional guidance for technology like membership of DATA.
- To attend Open Days and meet prospective parents as required.
- Liaise with follow-on schools regarding pupils as required and to prepare DT scholars to ensure the best results at scholarship assessments of follow-on schools.
- Provision of support for study skills; to support children across the curriculum as they prepare for external examinations.
- To help devise and build scenery and props for school plays.
- To work with the senior technician in preparing and ordering materials.
- To maintain the highest safety standards of the workshop and during lessons and activities.

### **Specific Responsibilities**

#### **Strategic Direction and Development of the Subject**

- To demonstrate both enthusiasm and high standards of teaching.
- To establish short, medium and long term plans for the development and resourcing for the subject which contribute to whole-school aims, policies and practices and identify realistic targets

for the development of the subject. An annual development plan is submitted to the Deputy Head (Academic) each September.

- To ensure that the department is well resourced.

## **Teaching and Learning**

- To plan, prepare and delivery outstanding lessons so that pupils are provided the opportunity to achieve their potential.
- To develop appropriate schemes of work and timely, effective marking of work for pupils.
- To provide guidance to members of the department on the choice of appropriate teaching and learning methods, and to ensure regular peer observation occurs.
- To ensure the development of pupils' literacy, numeracy and information communication technology skills where relevant as part of whole school initiatives.
- To establish clear policies for assessing, recording and reporting on pupil achievement, and using these to set targets for further improvement.
- To provide a safe and nurturing environment for pupils.
- To establish high expectations and ensure that clear targets are set for pupil achievement, including those with special educational needs, English as a Second Language and the more able.
- To use data effectively to identify pupils who are underachieving in the subject and create plans of action with target setting.

## **Specific DT Responsibilities**

- Effective line management of the DT staff.
- Ensure data for ISI and for annual census is provided for the Headmaster.
- Track children's performance and effort by attending E&A meetings, post examination meetings.
- Meet regularly with Deputy Head (Academic) to discuss CAT scores etc. and to act when scores are not what one would predict.
- Ensure results of assessments are made known to parents and staff and recommendations carried out.
- Be available to parents for meetings as requested and meet with them and the child's tutor.
- Hold regular departmental meetings with all DT staff.
- Arrange regular INSET or individual meetings with staff.

## **Administration**

- To play an active role in the Heads of Department meetings; act as subject lead on all matters DT.
- Ensure appropriate arrangements are in place for the management of a safe working environment; ensure an effective regime for managing equipment including all tools, plant, extraction and mobile devices are in place and conforms to regulatory standards.
- To ensure effective systems of management of consumable materials required for the subject are in place.

## **Essential Skills, Knowledge and Experience**

- QTS status together with relevant qualifications in Technology, backed up by experience and proven track record in effective provision of the subject postgraduate qualification is desirable.

- Knowledge of a range of testing and assessment methods.
- Knowledge of the school and its day to day processes.
- Knowledge of people management and motivational techniques.
- Knowledge of data protection.

### **Attributes**

- Outstanding classroom practitioner.
- Highly developed communication skills.
- Enthusiasm, drive and initiative, as well as a genuine interest in all areas of school life and a willingness to be involved in the extra-curricular life of the school
- An ability to relate to pupils, staff and parents and to communicate effectively with them.
- Effective time management.
- Flexibility, resilience, patience and good humour.

### **Job Demands and Pressures**

- Little non-contact time during the working day to undertake planning and other administrative work.
- Need to be flexible and pragmatic in balancing conflicting demands.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, he/she must report any concerns to the School's DSL ((Designated Safeguarding Lead) Deputy Head, Pastoral) or to the Headmaster.

The post holder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of responsibility entailed.