



**JOB TITLE:** Head of Design Technology

**RESPONSIBLE TO:** SLT Line Manager

**SALARY RANGE:** TLR 2c

**Overall purpose of the role is to:**

- lead the teachers and other staff in the department
- ensure that successful teaching and learning takes place
- plan and co-ordinate the delivery of a challenging and engaging curriculum that meets the needs of all learners
- be committed to inclusive education
- promote and safeguard the welfare of children and young people at Hazelwick School

**Responsibilities will include:**

- co-ordinating and leading regular team meetings that promote a shared commitment for improvement
- keeping up to date with national developments in the subject area, teaching practice and methodology
- ensuring the curriculum is inclusive whilst retaining opportunities for enrichment
- reviewing students performance and monitoring current progress
- leading the moderation process of the KS4 and KS5 coursework
- reviewing and monitoring the performance of staff
- mentoring of NQTs in the subject area where necessary
- line managing the technician team, ensuring the quality of service they deliver
- providing quality control measures that monitor the quality of teaching and learning
- helping to ensure continuity and progression in teaching through the use of appropriate methodology, agreed schemes of work and the setting of learning objectives
- overseeing planning that provides an appropriate level of challenge and uses homework to support learning
- overseeing the co-ordination and management of exams, assessment and moderation at Key Stage 3, 4 and post 16 (if applicable)
- supporting and motivating individual staff through identifying and meeting training needs
- maintaining an overview of the school improvement plan; ensuring that appropriate action and evidence are taken to support Hazelwick, where appropriate
- completing an annual exams analysis that analyses performance and identifies developmental priorities and targets; taking appropriate action and reviewing progress;
- supporting educational priorities through careful financial planning and the use of appropriate resources
- mentoring PGCEs/NQTs in the subject area where necessary
- ensuring that departmental staff adhere to school policies and practice
- department lead on all health and safety matters that apply to the subject area; applying and monitoring those aspects of the school's health and safety policy which apply to the subject are
- supporting the work of the STEM coordinator
- contributing to other areas of management as directed by the Headteacher

**Safeguarding:**

Hazelwick School is committed to safeguarding and promoting the welfare of children and young people and communicates a clear framework to employees. Safeguarding is a key aspect of every role and all staff must have read and be fully aware of the Child Protection Policy.

**Other Requirements:**

- maintain confidentiality at all times
- to be aware of and adhere to all School policies and procedures

**The Head of Design Technology will carry out such other comparable duties as may be required**

*Last updated February 2020*