

The Totteridge Academy - Job Description

Head of Design and Technology

Job Title: Head of Design and Technology

Job Purpose:

- To implement and deliver an appropriate broad, balanced relevant and differentiated curriculum for students
- To monitor and support the overall progress and development of students as a teacher or form tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for academic growth.

Reporting Line: Assistant Principal

Tenure: Permanent, full time

Salary: United Learning Pay Scales plus TLR

Key Responsibilities:

- To ensure the delivery of outstanding Design and Technology lessons in all year groups. To provide a nurturing classroom and school environment that helps pupils to develop as learners.
- To help to maintain/establish purposeful behaviour for learning across the whole school.
- To contribute to the effective working of the school.

As Head of Design and Technology you will lead on the following areas:

Disseminating Subject Knowledge

- Demonstrating well-developed and up-to-date subject knowledge
- Attending relevant training sessions and network meetings to keep up to-date with any curriculum or assessment changes and to disseminate new information to colleagues accordingly
- Using the classroom as a place to innovate and try new ideas which can then be later shared with colleagues.

Subject Development

- Developing a curriculum skills map across the whole school for Design and Technology.
- Developing Design and Technology Schemes of Work

Supporting Colleagues

- Teaching demonstration lessons for colleagues to share best classroom practice
- Supporting colleagues with planning to enable them to deliver consistently good lessons
- Observing teachers and offering supportive and instructional feedback
- Leading whole school CPD sessions according to need
- Supporting colleagues to deliver targeted intervention
- Ensuring that regular assessments take place on time

Monitoring and Assessment

- Analysing assessment data to track attainment and progress but to also highlight any gaps which need to be addressed
- Monitoring pupils' books and work for consistency and in line with the Design and Technology policy
- Monitor weekly planning
- Moderating and standardising
- Reporting on data, progress, attainment and staff development

Wider Community

- Running workshops to inform parents of the School practice and development to enable them to support their child at home
- Organising guest speakers, activities to promote the subject
- Positively promote Design and Technology across the School
- Oversee whole school displays that promote the subject
- Evaluating the impact of your work through data analysis, questionnaires, monitoring visits, etc.

Other

- To undertake other various responsibilities as directed by the Principal or Vice Principal
- To undertake the main professional duties of a teacher
- To uphold all School policies with consistency and diligence
- To undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development

The Totteridge Academy – Person Specification

Head of Design and Technology

Applicants will need to already hold the right to work in the UK and, if short-listed, be able to attend an interview at the school.

	Essential
Specification Qualifications	<ul style="list-style-type: none"> • A record of good academic achievement including a directly relevant honours degree (2.i or above) • PGCE/QTS or the ability to successfully obtain ITT at GHS via the School Direct Programme • Excellent oral and written English skills
Personal qualities	<ul style="list-style-type: none"> • High levels of personal and professional integrity • Commitment to academic excellence • High degrees of self-confidence, personal energy and dynamism • Personal warmth, good rapport with pupils, colleagues and parents • Excellent organisational skills • Appropriate levels of personal presentation • Confident use of ICT



The Totteridge Academy

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Teaching and Learning

- Excellent knowledge of the relevant curriculum
- Evidence of creative and innovative approach to teaching and learning including the appropriate use of ICT
- Commitment to improving, monitoring and evaluating teaching and learning

Philosophy and Ethos

- A commitment to safeguarding and promoting the welfare of children and young people
- High expectations for pupil attainment, personal development and conduct
- Commitment to best practice in pastoral support and student welfare
- Commitment to helping with extra-curricular activities and curriculum enrichment

Principal: Chris Fairbairn

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