



THE BILLERICAY SCHOOL
A MATHS AND COMPUTING COLLEGE
JOB DESCRIPTION



Job Title	Head of Engineering
Grade/Salary	TLR 2a
Date Required	April 2021 or September 2021
Closing Date	7 December 2020 at 09.00 am
Interview Date	Interviews will be arranged upon receipt of suitable applications
Reporting To	Associate Assistant Headteacher in charge of Science and Construction Technologies

About the School

The Billericay School is a heavily oversubscribed comprehensive in Essex with a specialism in Mathematics and Computing. The school has polite and engaged students who want to learn and benefits from good parental support.

With direct links to the 'Outstanding' Billericay Educational Consortium, The Billericay School is renowned for the high standards of CPD it delivers as well as the collaborative and supportive ethos it promotes amongst staff.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The post is subject to satisfactory medical checks, enhanced DBS clearance and references.

When applying for this position, please use The Billericay School application form, which can be found on our school website under Vacancies. Potential candidates are encouraged to get in touch with any questions they might have or to arrange a visit to the school.

Details

We seek a committed and enthusiastic Head of Engineering to join an excellently resourced department at this successful and oversubscribed Specialist Maths and Computing school. Teaching to A level is available.

Principal Responsibilities

- To lead and manage the delivery of the Engineering curriculum.
- To ensure that there is an appropriate curriculum, in accordance with our school policy and national requirements, and that it meets the needs of all children.
- To support the delivery of Spiritual, Moral, Social & Cultural (SMSC), Fundamental British Values (FBV) and the values and ethos of The Billericay School.
- To monitor, evaluate and develop teaching and learning within Engineering in accordance with school policies.



THE BILLERICAY SCHOOL A MATHS AND COMPUTING COLLEGE JOB DESCRIPTION



- To be accountable for student progress by liaising with teaching and support staff to monitor and support individual children and teaching groups.
- To carry out self-evaluation across the area.
- To participate in development planning with members of the Pastoral and School Leadership Teams when appropriate.
- To teach Engineering, and other subjects as appropriate, and to be part of other departmental team(s).

Main Duties:

- Strategic Planning.
 - Ensuring that the Engineering department is aware of and contributing to the School Improvement Strategy and School Development Plan.
 - Completing annual department self-evaluation and action plans.
 - Ensuring the curriculum stays up to date, relevant and engaging by keeping informed of changes to curriculum guidance and adapting existing practice accordingly.
- Staff deployment and management.
 - Effective communication with the departmental team, ensuring that they have clear guidance, support and all necessary resources to effectively deliver the subject.
 - Drawing up job descriptions and being part of interview panels as appropriate.
- Performance management and staff training.
 - Being a team leader and leading and organising appropriate CPD and meetings as appropriate.
- Curriculum Provision and Assessment.
 - Development of Schemes of Work, lesson plans and resources.
 - Ensuring Schemes of Work meet examination criteria.
 - Developing departmental assessment so that it measures student understanding, informs the learning process and follows the School's Assessment Policy.
- Monitoring and evaluation.
 - Following the School's QA framework and Departmental Self Evaluation Policy
 - Analysis of student achievement and progress
 - Observation and feedback
 - Action Planning
- Management of information.
 - Ensuring that data collected from the department during academic monitoring is accurate.



THE BILLERICAY SCHOOL A MATHS AND COMPUTING COLLEGE JOB DESCRIPTION



- Management of financial and consumable resources and classroom facilities in Departmental or faculty area.
 - Departmental capitation bids and teaching resource storage and management.
 - Inspection of classrooms and displays.
- Pastoral care and discipline.
 - Supporting staff with student discipline in line with School Behaviour Management Policy.
 - Liaison with parents as appropriate.
- Extra-curricular provision.
 - Coordinating enrichment activities as appropriate.
 - Organising speakers and events as appropriate.
- Marketing and school events.
 - Providing subject and departmental information for website and leaflets/prospectuses
 - Attending Open days and Parents Evenings

Notes:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the school's published Time Policy.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.



THE BILLERICAY SCHOOL
A MATHS AND COMPUTING COLLEGE
PERSON SPECIFICATION



Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none">Honours degree in a relevant subjectQTS	<ul style="list-style-type: none">Degree in Electrical engineering
Experience	<ul style="list-style-type: none">5 years or more years teaching experience	<ul style="list-style-type: none">Experience of teaching both the OCR CNAT L2 Engineering course and the OCR CTEC L3 Engineering course
General	<ul style="list-style-type: none">Good attendance and punctuality record	
Skills	<ul style="list-style-type: none">Strong subject knowledgeAn understanding of what makes outstanding teaching and learning and the ability to put this into practice.An ability to use data to monitor student progress and inform curriculum planningAn understanding of best practice when quality assuring the work of the departmentThe ability to put effective intervention in place for under achieving studentsAn understanding of the qualities of a successful scheme of work and the key principles of assessmentThe ability to coach and mentor other teachersAn ability to forge good working relationships with staff and studentsExcellent organisational skillsWell - developed behaviour management skillsAbility to provide positive support and challenge to colleagues	
Special Knowledge	<ul style="list-style-type: none">Ability to teach electronics to KS5Ability to teach CAD/CAM	
Personal Attributes	<ul style="list-style-type: none">Ability to work hard under pressureAbility to prioritise and meet deadlinesCommitment to continued personal developmentCommitment to contribute to the wider life of the school	