



Job Description

Head of Creative Technologies

Report to: SLT Line Manager

Salary: MPR - UPR plus TLR

Contract: Permanent

Start date: September 2019

Main purpose of this role

Under the overall direction of the Headteacher carry out the professional duties of a Head of Creative Technologies as set out in the School Teachers' Pay and Conditions Document. The Head of Creative Technologies will work to ensure the best management of the subject department/curriculum area in order to support the most effective teaching for learning to ensure each student is able to reach their full potential and pursue post-18 education or training.

Specific Responsibilities

In accordance with school, LA and national policies and procedures and in line with the school ethos, you will carry out the professional duties of a teacher, as described in the current statutory school Teachers' Pay and Conditions document, you will contribute to the overall direction of the school in:

- helping to formulate the aims and objectives of the school;
- helping to establish the policies through which they shall be achieved;
- managing staff and resources to that end; and
- undertake any professional duties reasonably delegated to you by the Headteacher.
- Establish regular review of policy documents for your department in line with whole school policies. To include:
 - Aims and objectives
 - Schemes of learning and syllabi
 - Teaching and learning policy
 - Marking and assessment policy
 - Available resources
 - Health and Safety
 - Any other appropriate documentation to ensure staff have access to a department handbook to help promote consistency and provide advice and guidance for new staff.
- Ensuring efficient communication with the department.
- Overseeing the organisation of student groups and the allocation of staff to classes/students within Inclusion.
- Ensuring arrangements are in place for absent staff when necessary.
- Undertake any professional duties reasonably delegated to you by the Headteacher or Deputy Headteacher.



HEAD OF DEPARTMENT RESPONSIBILITIES:

In addition to the responsibilities of a classroom teacher, implement:

- School improvement and effectiveness strategies including the process of school self-evaluation.
- Processes and systems for quality assurance within subject area(s).
- Principles and practices in relation to managing learning and teaching, people, policy and planning, resources and finance.
- Financial planning, stock inventory and resource planning.

Impact on education progress beyond your own assigned students:

- To agree, monitor and evaluate the subject student progress targets to make a measurable contribution to whole school targets.

To assist the Deputy Headteacher in leading, developing and enhancing the teaching practice of others:

- To provide regular feedback for subject colleagues in a way which recognises good practice and supports their progress against performance management objectives resulting in tangible impact on student learning.
- To ensure all subject staff understand, and are actively implementing, the key aspects of the school's behaviour and inclusion policies.
- To engage all subject staff in the creation, consistent implementation and improvement of schemes of learning which encapsulate key school learning strategies?

Accountability for learning, managing and developing your subject(s) or curriculum area or student development across the curriculum:

- To create a subject development plan which contributes positively to the achievement of the school improvement plan and which actively involves all subject teachers in its design and execution
- To assist the Deputy Headteacher in the annual review of the standards of leadership, teaching and learning in the subject area, consistent with the procedures in the school self-evaluation policy and appraisal policy.

TEACHING:

In each case having regard to the curriculum for the school, and with a view to the promoting the development of the abilities and aptitudes of the students in any class or group assigned to you:

- planning and preparing lessons;
- teaching, according to their educational needs, the students assigned to you, including the setting and marking of work to be carried out by the student in school or elsewhere;
- assessing, recording and reporting on the development, progress and attainment of students.

Other activities

- promoting the general progress and well-being of individual students and of any class assigned to you;
- providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
- making records of and reports on the personal and social needs of students including, when appropriate, the academic mentoring of those students assigned to you;
- communicating and consulting with the parents / carers of students in line with school procedures;



- participating in meetings arranged for any of the purposes described above;
- providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students;
- participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral/company arrangements.

SPECIFIC DUTIES:

Leading and managing Team of Teachers, Student Teachers and Ancillaries within the Department by:

- assisting with the appointment of new staff (as with accordance with the DfE's Safer Recruitment in Education guidelines and the school's Recruitment policy);
- induction, guidance and advice;
- assuming responsibility for a department of learning;
 - I Providing leadership and direction to ensure that key challenges within the School Improvement Plan are delivered.
 - II ensuring that the time tabling and staffing for the Department is deployed to ensure the best possible teaching for learning takes place.
 - III assisting in the professional development of subject teachers, including in-service work as may be appropriate and career development.
 - IV ensuring Quality Assurance monitoring takes place across the Department. Delegating, monitoring and evaluating the work of all members of the team within the Department.
 - V ensuring that the Monitoring and Evaluation of Teaching and Learning is carried out as outlined in the school's Teaching and Learning Policy and Appraisal/Performance Management Policy.
 - VI assisting with the development of Industrial, University and Community Links.
- Demonstrating whole school involvement and participation by regular attendance at school events including school productions, prize giving, fundraising activities and any other specific events occurring during out of school hours that are considered reasonable.

Curriculum Content:

- Ensuring curriculum continuity across all phases, incorporating whole school policies, cross-curricular issues and transition strategy; contributing relevant units or components to other Department's syllabuses as may be required. Ensuring that the Schemes of Learning are kept up to date and that they are distributed appropriately.

Teaching and Learning:

- To develop a variety of Teaching for Learning styles across the Department and ensure the progression of e-learning, contributing to the school's web site. Supporting, guiding and motivating teaching and support staff to secure the best possible outcomes for our students.

Assessment, Recording and Reporting

- To ensure that the school's Assessment, Recording and Reporting procedures are implemented and an accurate recording system is implemented to monitor progress and value added across the Department.

Finance and Stock

- Ensuring that the budget is used in line with school procedure and that stock is recorded and monitored.
- Ensuring that any subject leaders within the department, who are budget holders, use their budget in line with school procedures.



- To seek to ensure the effectiveness of the department's equipment, proper maintenance of the materials and observance of relevant health and safety regulations.
- To be responsible for the registration, maintenance and recording of all assets and resources within the department.

Discipline

- To accept initial responsibility for conduct and behaviour of students within the subject area in accordance with the school policy. To be available to help members of the subject area as problems arise and follow through appropriately.

ADDITIONAL RESPONSIBILITIES

PERFORMANCE MANAGEMENT/APPRAISAL

Knowledge and Understanding

- Demonstrate a thorough and up to date knowledge of the teaching of your subject(s) and take account of wider curriculum developments which are relevant to your work.

Teaching and Assessment

- Demonstrate that you consistently and effectively plan lessons and sequences of lessons to meet students' learning needs.
- Demonstrate that you consistently and effectively use a range of appropriate strategies for teaching and classroom management.
- Demonstrate that you consistently and effectively use information about prior attainment to set expectations for students and monitor progress to give clear and constructive feedback.
- Make a distinctive contribution to raising students' standards.

Student Progress

- Demonstrate that, as a result of effective teaching, students achieve well relative to their prior attainment, making progress which is as good as or better than similar students nationally.

Wider Professional Effectiveness

- Take responsibility for own professional development and use outcomes to improve your teaching and students' learning.
- Make an active contribution to the policies and aspirations of the school.
- Seek to share your expertise with colleagues.
- Take advantage of appropriate opportunities for professional development.
Use professional development effectively to improve students' learning.
- Contribute effectively to the work of the wider team.
- Play a critical role in the life of the school.

Professional Characteristics

- Demonstrate that you are an effective professional who challenges and supports all students to do their best through:
 - Inspiring trust and confidence.
 - Building team commitment.
 - Engaging and motivating students.
 - Analytical thinking.
 - Taking positive action to improve the quality of students learning.
 - providing a role model for teaching and learning



ADDITIONAL REQUIREMENTS

The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the post holder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.

- Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school and the University Schools Trust.
- The Governing Body is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
- Complete any training required to improve performance and take part in the school performance management systems (where relevant)
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Governing Body.

ACCOUNTABILITY

- As a subject teacher you are immediately responsible to the Deputy Headteacher.
- All teachers holding posts of additional responsibility are immediately responsible to the designated line manager, indicated in the published line management arrangements.
- All staff are ultimately responsible to the Headteacher.

PERSONNEL MANAGEMENT

The postholder will have a key role to play in personnel matters, these include:

- Assisting in the recruitment of department staff.
- Determining roles and responsibilities within the department in liaison with the Deputy Headteacher.
- Monitoring the progress and achievement of students within the department and measuring the impact of staffing resources.
- Managing the performance appraisal process for staff in the department.



Person Specification:

- Qualified to at least degree level in subject area and / or good A levels, or the equivalent
- A commitment to the school's improvement process and ethos
- Record of high quality teaching and evidence of supporting students to make expected progress
- High standards of professionalism

Qualification Criteria

- Qualified to teach and work in the UK
- Evidence of QTS

Experience

- Recent experience of teaching a subject across the key stages.
- Proven ability to bring about improvements in the quality of teaching and learning across the curriculum area
- Experience of using IT effectively and innovatively to improve the quality of teaching and learning

Knowledge

- Up to date knowledge in the curriculum area
- An understanding of the strategies needed to establish consistently high expectations

Leadership

- Effective team worker
- High expectations for accountability and consistency
- Vision aligned with RGTS aspirations and expectations of self and others
- Motivation to continually improve standards that every student should make progress across the school
- Effective listening skills
- Commitment to the safeguarding and welfare of all students

Teaching and Learning

- Excellent classroom teacher with the ability to reflect on lessons and continually improve their own practice
- Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards
- Thinks strategically about classroom practice and tailoring lessons to students' needs
- Understands and interprets complex pupil data to drive lesson planning and pupil attainment
- Good communication, planning and organisational skills
- Demonstrates resilience, motivation and commitment to driving up standards of achievement
- Acts as a role model to staff and students
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- To undertake, within reason, other various responsibilities as directed by the Deputy Headteacher
- Willingness to undertake training
- This post is subject to an enhanced Disclosure & Barring Service check

The Headteacher reserves the right to amend the job description in consultation with the employee to reflect duties of the post.



Reviewed By:		Date:	
Approved By:	Deputy Headteacher	Date:	February 2019
Last Updated By:		Date	