Job Description

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| **Post Title:** | LEADER OF DESIGN & TECHNOLOGY |
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| **Salary/Grade:** | MPR/UPR +TLR 2c (currently £6,826) |
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| **General** | The 1991 Teachers Pay and Conditions Act lays down the professional duties of all teachers which form the basis of this job description. The post holder is required to carry out the duties of a school teacher as set out in the latest School Teachers Pay & Conditions Document (STPCD) **(in bold)**, published annually by DfE, and as defined in the Teacher Standards. |
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| **Purpose:** | * **To lead, manage and develop a subject or curriculum area**
* To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students in a specified area in accordance with the aims of the school and the policies determined by the Governing Body and the Headteacher
* To be responsible for the overall progress and development of students within a specified area
* To develop and enhance the teaching practice of others to facilitate learning experiences which provide students with the opportunity to achieve their individual potential.
* To provide for the effective management of teachers, support staff, financial and physical resources to enhance students’ learning
* To identify the responsibilities beyond those of a main professional grade teacher that are expected of a member of staff who holds a Teaching and Learning Responsibility Allowance (TLR)
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| **Reporting to:** | Senior Leadership Team (SLT) |
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| **Responsible for:** | The provision of an enriched learning experience for all students through the effective management of personnel and resources |
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| **Liaising with:** | SLT, teaching/support staff, LA representatives, external agencies, parents & governors. |
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| **Disclosure level** | Enhanced |
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| **MAIN CORE DUTIES** |
| **Operational/ Strategic Planning** | * To work with colleagues to formulate aims, objectives and strategic targets that contribute to a departmental development plan which reflect the needs of the students and the broader aims of the School Development Plan
* To lead the development of appropriate syllabuses, resources, schemes of work, marking policies and assessment and teaching and learning strategies in the department.
* To work in partnership with other departments and other schools and agencies to support students’ learning
* To plan the purchase and allocation of equipment and materials to support learning in line with school systems and the need to secure ‘best value’
* To manage the available resources effectively within school guidelines and procedures including keeping appropriate records of requisitions, budget expenditure and stock control
* To ensure school policies and procedures are implemented in the department particularly those relating to Health and Safety and Safeguarding
* To liaise with the Examinations Officer to ensure that students are entered for appropriate external examinations based on their needs
* To plan and lead meetings, in line with the school calendar, to facilitate effective discussion and communication within the department
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| **Curriculum Provision and Development** | * To liaise with SLT Link to ensure that a comprehensive, high quality, cost effective curriculum programme is in place which supports the School Development Plan in providing education designed to meet the needs of the students across the age and ability range
* To lead the process of curriculum development in the department so as to ensure its continued relevance to the needs of students, examining and awarding bodies, statutory provisions and the school’s strategic objectives.
* To monitor curriculum development initiatives at national, regional and local levels and to share this information with colleagues to inform the process of curriculum development
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| **Staff Development:** | * To take part in the school’s staff development programme by leading arrangements for further training and professional development when required
* To utilise personal subject knowledge, teaching methods and an understanding of the professional duties of teachers to inform the professional development of other staff
* To undertake Performance Management Reviews for an identified group of staff and to support other TLR holders in the department in discharging this responsibility
* To identify professional development needs as they arise and to communicate development priorities to the SLT to inform the school’s CPD provision
* To implement school systems for the recruitment of new staff in liaison with the SLT Link
* To make the appropriate arrangements for inducting new staff into the department in liaison with the SLT
* To support the school’s ITT programme by liaising with the school’s coordinator and external partners as necessary
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| **Quality Assurance:** | * To implement school quality procedures by working with other teachers to make **impact on the educational progress of students beyond those assigned to one’s own teaching groups**
* To be responsible **for leading, developing and enhancing the development of teaching practice of other staff**
* To lead and manage student achievement and attainment monitoring processes and evaluate the outcomes and standards achieved against annual targets set for the department
* To monitor the standards of planning, behaviour management and progression in the department
* To use self-evaluation procedures to identify areas of strengths and priorities for improvement. To produce plans to address these needs when they are identified
* To be accountable for departmental performance through implementing strategies to secure student progress
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| **Communications:** | * To maintain appropriate department records in liaison with the SLT Link and to provide relevant, accurate and up-to-date information as required
* To access, analyse and evaluate performance data for the department and to communicate the outcomes as required to the SLT, Governing Body and parents
* To supply information needed for the creation of school systems such as timetabling, calendar and duty rotas
* To identify and implement appropriate action based on data analysis
* To ensure that the department’s teachers communicate effectively with the parents/carers of students in line with school policy
* To lead and organise the departments role in communication and liaison activities such as Open Evenings, Parents’ Evenings, Information Evenings and liaison events with partner schools
* To be responsible for the department’s contribution to the school’s marketing and promotion activities including facilitating contributions to newsletters, the website, local press and school prospectus and information booklets
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| Student Support & guidance: | * To monitor and promote the general progress and well-being of students in the department in line with the provisions of Every Child Matters
* To support and guide staff in the application of the school’s behaviour management procedures, making appropriate provision for students referred for further action
* To oversee the registration of students in department lessons and to encourage full attendance at all lessons and participation in department activities
* To know how to identify young people with difficulties and to liaise with appropriate staff to ensure the implementation of the school’s student support systems to address individual student needs
* To know how to identify potential safeguarding issues and to guide staff on the procedures for reporting such concerns
* To guide staff in contributing to the preparation of action plans, progress files and other reports
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| **Teaching:** | * To undertake an appropriate programme of teaching in accordance with the duties of a main professional grade teacher
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| **Other Specific Duties**: |
| * To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
* To hold positive values and attitudes and adopt high standards of behaviour in the discharge of professional duties
* To actively support school policy and procedures and to participate in consultation processes to improve school practice when required
* To undertake any other duty as specified by STPCD not mentioned in the above.
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| Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.This job description is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title. |

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Headteacher) Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_