



WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI

POSITION: Head of Design Technology

Basic Information			
JOB TITLE	Head of Design Technology	DEPARTMENT	Academic
TO WHOM RESPONSIBLE	Director/Head of Science and Technology, heads of school		
MAIN PURPOSE	To assume responsibility for the management and running of Design Technology and teach within DT.		

MAIN TASK:

We are looking for a passionate and creative leader to manage the ever-expanding provision of Design Technology at Wellington College International Shanghai, who will lead by example, inspire our pupils, extend the curriculum and contribute to the growth of the area within the College.

The candidate should be an exceptional teacher of Design and Technology who has the ability to lead and inspire a very creative team of teachers and technicians, across the range of DT specialisms. Experience of teaching and implementing a curriculum is a necessity. Experience of teaching GCSE is essential and IB would be desirable. In addition to the main teaching and management responsibilities, a proven ability to design and deliver Co-Curricular Design Technology is essential.

KEY RESPONSIBILITIES:

- Lead the Design Technology Department by example modelling best practice in all aspects of classroom delivery, assessing pupil outcomes and progress, and implementing interventions whenever necessary.
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- Embrace new developments within DT and STEAM in planning and implementing an exciting, engaging and contemporary curriculum, incorporating aspects of CAD/CAM, robotics and key stage 3 electronics.
- To advise the Heads of School on all matters connected with the delivery of Design Technology across the College and to liaise on recruitment, timetable planning, curriculum issues, exhibitions, and CCAs.
- To undertake curriculum development and relevant areas of College policy making.
- To author Design Technology Development Plans when required.
- To undertake regular audits and quality assurance/control of all teaching which is being delivered in Design Technology.
- To co-ordinate the work carried out by all teaching and non-teaching staff within the Department.
- To demonstrate and inspire an enthusiastic and committed approach to teaching within the Department.
- To co-ordinate the resources of Design Technology, giving support and guidance to relevant staff.
- To line manage the Design Technology teaching and non-teaching staff, including performance management, quality assurance, and day-to-day management.

CURRICULUM MANAGEMENT TO INCLUDE:

- Together with the relevant staff, design a broad curriculum in Design Technology that meets the aims of the College and the needs of all pupils.
- Monitor and evaluate the progress towards meeting student achievement targets.

FINANCIAL MANAGEMENT:

- Setting long term and short-term budgets for resourcing the Design Technology Department appropriately and effectively.
 - Advising the Head of Science of potential additional funding for Design Technology
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PEOPLE MANAGEMENT:

- Advising the Director of Science about the recruitment and retention of high-calibre staff.
- Adopting a strong, caring and flexible leadership style to influence and motivate staff and pupils to achieve their objectives and those of the College.
- Working proactively with the Director of Science to create an open, valuable working relationship that thrives on using the knowledge and expertise of individuals and groups to produce optimal outcomes.

FACILITIES MANAGEMENT INCLUDES:

- Manage the resources of Design Technology and any staff associated with the areas.
 - Ensure that physical resources are acquired and are maintained effectively.
 - Ensure that the accommodation is used effectively to meet the needs of all pupils and of the College.
 - Manage the Health & Safety aspect of Design Technology teaching areas.
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- **DIRECTED TIME:** To ensure attendance in College between stipulated hours and to attend all meetings/functions deemed to be directed time.
 - **PUNCTUALITY:** To set high standards with regard to punctuality and to insist on the same from the pupils. To encourage good time-keeping amongst the pupils, monitor lateness within the class and provide remedies, both individual and general, to rectify its occurrence.
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- **COLLEGE RULES:** To apply consistently and diligently the rules of the College in order to maintain discipline, standards of dress and to safeguard the happiness, safety and well-being of all pupils. To ensure that pupils know, understand and follow the College rules.
 - **STANDARDS:** To maintain, with the rest of the teaching staff, high standards of conduct both in and out of the classroom. To act always in a way that conforms to the College's ethos and values, and is in the best interests of the pupils.
 - **SAFETY:** To emphasise the importance of safety and of safe methods of working in the classroom, and indeed in all areas of the College and the curriculum. To communicate to the pupils that they must take a responsible attitude to equipment and materials with which they have been provided, and that they will be punished and possibly charged for damage inflicted upon College property.
 - **DRESS:** To maintain smart and professional standards of appearance.
 - **MONITORING:** To monitor and evaluate constantly the effectiveness of your own teaching, maintaining good standards of practice and ensuring progression. To participate fully in the staff appraisal system, with classroom observation of colleagues and a willingness to be personally observed within the classroom. To submit books, records or planning as required for monitoring by colleagues or the Head of Science.
 - **ASSESSMENT:** To assess regularly the pupils' work by means of formal and informal termly/half-termly assessment the heads of school and the Master. To communicate with the heads of school regarding any pupil whose progress or behaviour gives cause for concern.
 - **COMMUNICATION:** To communicate with housemaster on a regular basis and, if appropriate, parents, as directed by the Head of Science, the Heads of School and the
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Master. To attend parents' meetings as required and to provide accurate, honest information regarding the progress of individuals at these meetings. To report to the parents in the form of regular written reports, and when may be additionally required by the Master and the Heads of School.

- **RECORD KEEPING:** To maintain all the relevant College records, and ensure they are provided/delivered at the stipulated time. To keep all records relating to the pupils' progress, and to ensure that these records are shared with colleagues and are available for inspection by the Head of Science, the Heads of School and the Master.
 - **CURRICULUM POLICY:** To develop, implement and monitor all College policies regarding courses taught, and to assist in the necessary documentation pertaining to the subject, where required by the Head of Science.
 - **DISPLAY:** To ensure that the examples of the pupils' work are displayed and presented to a high standard in the classroom, and, where appropriate, throughout the Senior School. To ensure that these displays are changed regularly.
 - **CLASSROOM APPEARANCE:** To ensure that the classroom and adjacent corridors etc. are kept suitably tidy for prospective parents, to welcome the latter into the classroom and be prepared to give a short explanation of lesson content and displays etc.
 - **Prep:** To oversee and implement the Senior School and Prep School policies for all classes taught in relation to prep.
 - **DUTIES:** To carry out duties in the Senior or Prep school as required and timetabled by the Heads of School and the Master. This will include playtime supervision, lunchtime supervision and after-school supervision.
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- **COVER:** To provide cover for absent colleagues as and when deemed necessary by the Heads of School.
 - **STAFF DEVELOPMENT:** To attend and participate fully in Wellington College Staff Development and CPD programmes. To attend staff meetings and briefings as and when required by the Head of Science.
 - **MANAGEMENT OF RESOURCES:** To assist with the resourcing of Design Technology and to draw up the annual order.
 - **COLLEGE DEVELOPMENT:** To support the College Development Plan generally and in so far as it relates to Design technology and/or other courses taught.
 - **CO-CURRICULAR ACTIVITIES:** To play a full role in the weekly co-curricular activities programme. The programme will take place outside of the prescribed teaching hours, as directed by the Head of Science, the Master and the Heads of School.
 - **ASSEMBLIES:** To make a significant contribution to College assemblies, and newsletters, and by so doing highlight the work carried out by pupils in the subject.
 - **COLLEGE EVENTS:** To contribute as fully as possible to the annual calendar of College events, in whatever way possible.
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