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| **Subject Leader**  **D&T: Textiles Specialism**  **Job Description** |

**Title of Post:** Subject Leader – D&T: Textiles Specialism

**Responsible to:** Head of Food & Nutrition and D&T: Textiles

**Management Points:** 1.0

**Lesson Allocation:** 1.0

**Purpose of Job**:

To take responsibility for exam teaching across KS4 and KS5.

To work with the HOD to ensure the KS3 curriculum provides an inspiring foundation for progression to KS4 and 5.

**Responsibilities**

1. To take responsibility for choosing an appropriate specification.
2. To provide a scheme of work for A level and GCSE courses.
3. To provide or arrange the training required for members of the department teaching the course.
4. To attend the Sixth Form evening to talk about the subject.
5. To enter students for examinations.
6. To monitor performance of students in external examinations.
7. To keep abreast of changes to the specification.
8. To keep abreast of changes in DT: Textiles and technology.
9. To attend MMT meetings and in the absence of HoD, HoD meetings.
10. To oversee predicted grades, UCAS information and reports for the subject.
11. Any other tasks at the request of the Head of Food & Nutrition and D&T: Textiles.
12. To prepare and teach appropriate lessons, and to set appropriate homework.
13. To mark and assess girls’ work, as appropriate.
14. To write reports and to attend relevant Parents’ Evenings.
15. To set and mark school examination papers, as requested by the Head of Department.
16. To attend staff and departmental meetings, to contribute to school and departmental planning, and to undertake a fair share of the work of the department, as requested by the Head of Department.
17. To be aware of relevant curricular developments.
18. To take an active role in the pastoral system of the school. (Form Tutors should see the separate Job Description.)
19. To undertake a share of staff duties, including playing a part in the marketing of the subject and school at appropriate occasions such as Open Days (as detailed in the Staff Handbook), and to contribute to the co-curricular life of the school.
20. To carry out any other reasonable duties at the request of the Headmistress.