



# Ark Elvin Academy

## Founding Head of Design & Technology

**Do you 'dare for greatness'? Come and join a team who are really making a difference...**

**Join us as the founding head of department in our new building with brand new outstanding DT facilities. You will build a new team that brings creativity to the life of our pupils.**

At Ark Elvin Academy we are working hard to give all our pupils an excellent education and are looking for committed teachers and support staff to join us at this exciting stage in our school improvement journey. In June 2017 we came out of special measures and now our team of enthusiastic, high expectations staff are doing what it takes to rapidly improve our school and deliver the outstanding education our community needs and deserves. We are committed to ensuring teachers can focus on teaching and have the opportunity to refine and develop their practice in the classroom and develop their leadership skills – we have twice as many training days as is standard and weekly professional development for all staff.

In recruiting for our Head of Design & Technology we are seeking the following from applicants:

- A commitment to our school improvement process
- A growth mindset
- High standards of professionalism and courteousness
- Record of or potential to be an outstanding teaching
- The potential to be an exceptional leader

You will become part of a close knit professional community of enthusiastic colleagues who benefit from the training, guidance and support from both the Ark network, one of the country's top performing school groups and our North London region of schools where we work closely with four outstanding schools; Ark John Keats Academy, King Solomon Academy, Ark Academy and Isaac Newman Academy.

We are a large non-selective secondary school in the London borough of Brent, with excellent transport links to central London.

**This month we moved into our long awaited brand new school building with state of the art facilities. We know that with the right people we can use these to drive the success our pupils deserve.**

We passionately believe in our six pillars and they drive all our thinking and our school improvement at Elvin:

#### **Strong Discipline**

Calm, purpose and order are established through the consistency of expectations and explicit teaching of discipline.

#### **High Quality Teaching**

Teachers are subject experts with an excellent understanding of the intellectual journey they are taking their pupils on and have mastery in effective teaching skills.

#### **Mastery Curriculum**

Our curriculum design enables pupils to make rapid progress and develop a framework of knowledge and understanding in each subject area that provides a solid foundation for further study.

#### **Raising aspirations and enrichment**

Pupils understand the opportunities that a school and university education will afford them in terms of careers and quality of life. Pupils develop their passions and interests through our extensive enrichment programme.

#### **Character development**

Pupils develop the characteristics that support their academic achievement, create thoughtful citizens and allow them to make reflective choices over their personal lives.

#### **Developing leaders**

All members of staff see themselves as leaders within an aligned community of professionals and are systematically trained in best practice. We create high performing teams to drive our school improvement.

**Ark Elvin is on an exciting improvement journey – join us and be part of that change.**

We encourage and welcome you to visit our school; to arrange a visit, please contact Anita Amaning on [a.amaning-ampong@arkelvinacademy.org](mailto:a.amaning-ampong@arkelvinacademy.org) or 020 8902 6362.

To apply for the role, go to [www.arkelvinacademy.org/vacancies](http://www.arkelvinacademy.org/vacancies),

<b>Closing date:</b>	31 January 2018
<b>Interviews:</b>	Week commencing 5 February 2018
<b>Start date:</b>	September 2018
<b>Salary:</b>	Ark Main Pay scale AM1- AM6 (£29,377 - £39,982) and TLR2B

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced DBS check*

# Job Description: Head of Design & Technology Department

<b>Reports to:</b>	<b>Vice Principal</b>
<b>Start date:</b>	<b>September 2018</b>
<b>Location:</b>	<b>London</b>
<b>Salary:</b>	<b>Ark Main Pay scale AM1- AM6 (£29,377 - £39,982) and TLR2B</b>

## The Role

As Head of Department, you will lead, develop and manage the effective delivery of an outstanding curriculum which enables the highest level of student progress and attainment. You will lead the professional community of Design & Technology to ensure high attainment of DT across the school.

## Key Responsibilities

### Leadership and Management of the Subject Team

- Build and lead a high performing team
- Support, develop and line manage the department's staff, through the provision of CPD, inset training days, supervising NQTs, ITT students and support staff, etc.
- Monitor, evaluate and continually improve the quality of planning, teaching, and assessment of all members of the D&T team
- Manage departmental budget, resources and learning environment
- Lead behaviour management in the department, securing strong routines for learning, consistent with the school's policy, and liaising with tutors and parents when necessary
- Develop strong partnerships and ensure regular communication with parents

### Improving Teaching and Learning

- Be accountable for student progress in D&T across the school at all key stages, ensuring that all students achieve results in line with, or better than, value-added predictions
  - Lead joint practice development across the department subject teams, ensuring that outstanding practice is shared with all staff in the department and the wider school
  - Model outstanding teaching and lead collaborative planning and development, including the sharing of resources and best practice within the department
  - Monitor the work of the department through rigorous and regular lesson observations, work scrutinies, and provide detailed, constructive feedback
  - Monitor the identification of and provision for students with individual needs, and develop differentiated learning and teaching methods and schemes of learning
  - Liaise with other department heads on a regular basis to ensure curriculum and learning goals are met across all subject areas and to exploit cross-year and cross-curricular links
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- Keep up to date with any changes in learning and teaching related to D&T, DfE guidance, assessment regulations, etc. and ensure staff are kept informed

### **Curriculum and Assessment**

- Be responsible for maintaining and tracking student progress across the department, analysing all relevant data to make data-driven changes to the curriculum design and intervention strategies and using the data to monitor the performance of subject staff
- Plan, deliver, monitor and evaluate the curriculum provision and enrichment for all year groups within the department
- Predict student outcomes and set ambitious targets

### **Teaching Responsibilities**

- Set high expectations so that all students are inspired, motivated and challenged to reach their full potential, and in doing so meet their progress and attainment targets
- Plan and teach well-structured, differentiated lessons that are aligned to the school and/or network curriculum and cultivate every student's intellectual curiosity
- Use data to inform teaching and learning, identify areas for intervention and provide feedback to students, staff and families in order to promote progress and outcomes
- Manage behaviour effectively to create a safe, respectful and nurturing environment so that students can focus on learning
- Work collaboratively with both school and network colleagues as a committed team member, building successful, high performing teams
- Participate actively throughout the network, by attending relevant meetings, and, as appropriate, delivering network-wide training and initiatives
- Work with colleagues, students and families to develop a strong school community

### **Other**

- Carry out other reasonable tasks as directed by Principal

# Person Specification: Head of Design & Technology Department

## Qualification Criteria

- Qualified to teach and work in the UK
- Degree in an applicable subject

## Knowledge, Skills and Experience

- Experience of raising attainment in a challenging classroom environment
- Experience of leading a team and/or developing others
- Experience of having designed, implemented and evaluated effective, imaginative and stimulating Schemes of Work
- Experience of improving the quality of teaching and learning through the development of schemes of work and high quality resources
- Experience of leading successful enrichment which inspire and motivate learners
- Experience of interpreting complex student data to drive lesson planning and student progress
- Excellent understanding of both subject and general teaching pedagogy
- Effective and systematic behaviour management
- Knowledge of the national secondary education system, examinations and curriculum

## Personal Characteristics

- Genuine passion for and a belief in the potential of every student
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- Excellent interpersonal, planning and organisational skills
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice
- Commitment to and understanding of professionalism in line with the National Teaching Standards

## Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*