



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title

Head of Design and Technology

Responsible to

Headmaster and Deputy Head - Academic

Functional links

All members of the department, other academic staff, pastoral team, administrative functions across the whole school

Contract

Permanent, Full-time

Salary

Competitive based on skills and experience

Purpose of the Role

Responsible for the overall quality of teaching and learning in the subject. Lead and manage the delivery of Design and Technology within the curriculum, overseeing the teaching and practice within the department ensuring that all teaching is in line with the school's ethos.

As well as teaching responsibilities, the Head of Department is expected to lead the Department through effective planning, communication, resource management and organisation of the curriculum.

Key Duties and Responsibilities

Management

- Lead and manage all teaching and practice within the Department, ensuring that teaching is differentiated according to the needs of all pupils and in line with the school's ethos and policies
- Monitor, evaluate and consistently develop Schemes of Work with particular emphasis on short, medium and long term planning
- Monitor, develop and embed high quality teaching and learning within the department, ensuring the department would be seen as outstanding by any external inspection
- Manage, develop and motivate staff within your department ensuring that Senior Management are aware of any staff issues as they arise and work with the team to resolve these

- Highlight training needs for staff within the department and take a lead role in the induction of new staff, liaising with the Deputy Head
- Develop and implement practices for the subject area which reflect the school's commitment to effective teaching and learning
- Liaise closely with, and follow the direction of, the Assistant Head Teaching and Learning
- Ensure there is an efficient marking scheme in place for the subject
- Manage and oversee the departmental budget, including the auditing of departmental resources on an annual basis
- Develop cross-curricular links wherever possible
- Taking responsibility for other staff associated with the department i.e. technicians, assistants, volunteers and any other relevant provisions which come within the remit of the subject area
- Work closely with all parts of the School to clearly understand each other's roles in the School's vision for educational provision
- Build positive relationships with independent and maintained feeder schools
- Organise and chair departmental meetings, with agendas and minutes recorded
- Liaise with other departments where joint interests arise

Pupils and Parents

- Lead as an outstanding classroom teacher with the ability to teach their specialist subject throughout the age ranges, fulfilling all duties and responsibilities of School Teaching staff
- Ensure that assessment procedures are effective and beneficial to pupils, staff and parents
- Monitor pupils' work and evaluate against national standards
- Ensure the effective dissemination of information regarding pupils' progress both within the department and across the staff body
- Liaise with parents at formal meetings, and also informally as required
- Oversee the writing of pupil reports, ensuring that they are completed on time
- Promote the use of technology and ensuring the department is aware of the latest initiatives within the subject

Whole school responsibilities

- Be an effective tutor and be involved in the pastoral care of those pupils
- Communicate with subject staff, other tutors, and the School's Safeguarding team with reference to safeguarding of pupils
- Take part in co-curricular activities in the School
- Attend full staff meetings, parents' evenings and any assemblies or school meeting as required.

The duties and responsibilities shown above are not intended to be exhaustive, and you will be required to undertake such additional duties as may be reasonably required and as commensurate with the level of responsibility within the school. All actions are to be discharged within the regulatory and legislative requirements to which the school is subject.

Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Relevant qualifications 	<ul style="list-style-type: none"> Demonstrable record of CPD Leadership/ Management qualification
EXPERIENCE	<ul style="list-style-type: none"> Demonstrable experience of working at management level Demonstrable experience of being the subject matter lead Proven track record of developing, monitoring and evaluating the quality of teaching and learning within the department Experience of working with children of a wide ability range Experience of enhancing development of skills and talent 	<ul style="list-style-type: none"> Experience of operating as a Head of Department Experience of working in an Independent School CAD/ CAM experience (Autodesk Fusion 360 / 2D Design Essential, Adobe Photoshop / Illustrator)
SKILLS	<ul style="list-style-type: none"> Knowledge and understanding of H&S issues and criteria within a D&T environment Competent in the use of Resistant Materials (wood, metal, plastics and composites) Competent use of a range of woodworking, metalworking and plastic forming processes Competent in the use of graphical techniques both traditional and contemporary A competent design practitioner able to embrace new technologies and integrate ICT in their teaching Leadership, coaching and management skills A team player and the ability to work flexibly with a range of stakeholders Ability to lead and inspire pupils of all ages and levels Excellent communication skills Excellent interpersonal skills Excellent organisational skills Excellent administration and record keeping Excellent delegation skills Ability to prioritise workload and comply with tight deadlines Good classroom management skills 	

	ESSENTIAL	DESIRABLE
ATTITUDES & APPROACH	<ul style="list-style-type: none"> • Professional manner • Desire for continual development and improvement, ensuring excellence in Design and Technology • Collaborative and team-working approach • Shared responsibility approach • Positive “can do” attitude • A desire to develop and help others • Resilient • Personable and approachable • A willingness to enter into the spirit of the school, and contribute to the wider life and work of the school • Committed to safeguarding 	