

URSULINE HIGH SCHOOL

HEAD OF T LEVEL (Digital Production, Design & Development)

JOB DESCRIPTION

Post Title: T Level Lead (Digital Production, Design & Development)

Grade: UPS3 [£50,935] plus TLR 2c £7,016

Responsible to: Assistant Headteacher (T Levels)

Date: May 2021

Purpose	To lead the Department to excellence in teaching and learning
Responsibility for student outcomes at	KS5
Line Manager	AHT (T Levels)
Line Management of	T Level (Digital Production, Design & Development)
Performance Management of	Up to 2 staff

Main duties

Strategic direction and development	<ul style="list-style-type: none"> ➤ To contribute to developing the vision and mission statement of the school ➤ To contribute to the development, implementation monitoring and review of the school's SIP to ensure all students achieve high standards and make progress ➤ To develop and implement a vision for the Department in line with the national foci for Technical Education ➤ To collaboratively develop, implement, monitor and evaluate a Department Improvement Plan
Ethos	<ul style="list-style-type: none"> ➤ To contribute to the Ursuline ethos of Service ➤ To work collaboratively and develop collaborative teams across the school ➤ To support and contribute to the development of the Chaplaincy ➤ To continue to develop an understanding of the role of Catholic education and Ursuline education in the 21st C
Outcomes	<ul style="list-style-type: none"> ➤ To ensure students meet their targets at Key Stage 5.

	<ul style="list-style-type: none"> ➤ To ensure all groups of students make progress in line with school trends ➤ To ensure enough students are recruited to sustain the course's viability
Curriculum development/ Teaching and Learning	<ul style="list-style-type: none"> ➤ To ensure and sustain excellence in teaching and learning within the Department that ensures targets for improvement are met ➤ To monitor and evaluate the quality of the curriculum (on and offsite) ➤ To develop the curriculum offer within the faculty to meet the needs of all students ➤ To ensure that the learning needs of students are met within the Department ➤ To implement and monitor student assessment, recording and reporting including the effective use of target setting ➤ To effectively collaborate with the Careers team to ensure the successful organisation of Industry Placements for all students ➤ To ensure that students are effectively monitored and supported whilst on industrial placement
Leading and Managing staff	<ul style="list-style-type: none"> ➤ To secure and lead improvement across the Department ➤ To develop a collaborative team ➤ To provide support, challenge, information and development necessary to sustain motivation and secure excellence in teaching ➤ Participation in selection of new staff ➤ To advise on Threshold, Upper Pay Spine Promotion, induction ➤ To ensure the effective deployment of HLTAs/TAs/Support staff
Deployment of staff and resources	<ul style="list-style-type: none"> ➤ To identify appropriate resources for the Department including those within the community and ensure that they are used efficiently, effectively and safely ➤ To ensure an effective and fair deployment of all staff, teaching and support staff ➤ To be responsible for a high quality learning environment within the Department
Review and Evaluation	<ul style="list-style-type: none"> ➤ To contribute to the review and evaluation of the Department Improvement Plan in order to ensure the implementation of the vision and mission statement of the school ➤ To monitor and evaluate the quality of teaching and standards of students achievement within the Department and lead in the setting of targets or improvements ➤ To contribute/lead on the Dpt/SEF/Self Review/DIP
Communication/Administration	<ul style="list-style-type: none"> ➤ To contribute to the school calendar and staff briefing sheet and school newsletter and web site ➤ To monitor the effective update and access to student records, reports, exam results, attendance and behaviour ➤ To ensure the contribution to Curriculum guides and Sixth Form flyers ➤ To ensure the contribution to Sixth Form Handbook

	<ul style="list-style-type: none"> ➤ To up-date SLT and Governors on T Level progress
Parent Partnership and Wide community developments	<ul style="list-style-type: none"> ➤ To develop links with main feeder secondary schools ➤ To support school functions ➤ To develop supportive relationships with students, staff, governors, LA, relevant agencies, Wimbledon College and St Philomena's ➤ To develop appropriate links with other schools/business/community to enhance and develop the curriculum ➤ To ensure a viable number of students are recruited onto the course each year
Continual professional development	<ul style="list-style-type: none"> ➤ To be committed to self-review, one's own professional development and the professional development of colleagues
Safeguarding	<ul style="list-style-type: none"> ➤ To follow the School's Safeguarding Policy and procedures in order to keep every student safe

Key competencies

Support and Challenge	<ul style="list-style-type: none"> ➤ A commitment to do everything possible for each student and to enable all students to be successful
Developing others	<ul style="list-style-type: none"> ➤ Works to develop the long term capabilities and potential of others
Drive for improvement	<ul style="list-style-type: none"> ➤ Sets and tackles challenging targets
Initiative	<ul style="list-style-type: none"> ➤ The drive to act now to anticipate and pre-empt events
Current knowledge of industry	<ul style="list-style-type: none"> ➤ A commitment to staying up to date with developments in the digital sector and ensuring these are reflected in the curriculum

URSULINE HIGH SCHOOL
HEAD OF T LEVEL [Digital Production, Design & Development]
PERSON SPECIFICATION

All applications will be short listed according to the criteria set out below.

You must complete the Catholic Education Service application form.

On your supporting statement please:

- Write a section for each of the main headings
- Illustrate your points by describing an example/examples of your work
- In each example show how your skills, abilities and understanding contributed to the outcome

Experience

- Qualified teacher status.
- Successful teaching experience across the ability and age range KS3, 4 and 5 of a secondary school.

Leadership

- Ability to express a clear vision for T Levels.
- Motivating and enabling others.
- Pursuing policies through to implementation.
- Developing and evaluating procedures, which promote high standards of energy, resilience, achievement and creativity from students.

Skills in the management of people

- Work collaboratively with staff.
- Ability to develop a collaborative team.
- Ability to listen and be reflective in order to improve own practice and outcomes from students.
- Negotiating, delegating, consulting and co-ordinating the efforts of others.
- Sensitivity, enthusiasm and energy in building consensus and resolving conflict.
- Identifying opportunities.
- Making judgments and taking decisions.

An awareness of quality in education provision

- A knowledge of the T Level curriculum.
- A knowledge and understanding of high standards.
- Identifying strengths and areas for development in teaching and learning through lesson observation/book scrutiny and data.
- Experience of curriculum planning assessment and development.
- Identifying and meeting the needs of students of differing ability levels.

- Commitment to high levels of student development.

An understanding of educational issues

- Keeping up-to-date with educational issues.
- Understanding of student performance data and its use in target setting.
- Commitment to own CPD and that of staff.

Effective communication, both orally and in writing with staff at all levels, students, parents, governors and outside agencies.

Commitment to Equality, Diversity and Inclusion and equal opportunities in principle and practice.

Commitment to safeguarding and equal opportunities in principle and practice.

Commitment to the Catholic Ethos.