### ST. BARTHOLOMEW’S SCHOOL



**JOB DESCRIPTION**

**Post: Head of Vocational & Technical Qualifications**

**Responsible to: Deputy Headteacher – Teaching and Learning**

**Salary: TLR2b**

**Job Purpose:**

To be responsible for all aspects of Technical/Vocational Qualifications across the school, including quality assurance and all associated administration.

**Main Duties and Responsibilities:**

**Technical Qualifications Coordinator**

* To quality assure the teaching and learning of technical/vocational qualifications across the school.
* Work with Heads of Faculty to ensure robust adherence to procedures are followed for all technical/vocational qualifications.
* To work closely with the Examination Officer to ensure that all administrative tasks are being met with regard to technical/vocational qualifications.
* To organise the moderation of technical qualification work across the school.
* To act as the Quality Nominee for the Trust.
* Coordinate with Lead Internal Verifiers from each subject area to ensure high standards are maintained
* To maintain appropriate levels of training, qualifications and competence to carry out the role to the highest standard

**Teaching and Learning**

* To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
* To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
* To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
* To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
* To undertake a designated programme of teaching.
* To ensure a high quality learning experience for students which meets internal and external quality standards.
* To prepare and update subject materials.
* To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
* To maintain discipline in accordance with the school’s procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
* To undertake assessment of students as requested by external examination bodies, curriculum and school procedures.
* To mark, grade and give written/verbal and diagnostic feedback as required.
* To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and subject
* To contribute to the Curriculum Area and subject’s development plan and its implementation.
* To plan and prepare courses and lessons.
* To contribute to the whole school’s planning activities.
* To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
* To complete the relevant documentation to assist in the tracking of students.
* To track student progress and use information to inform teaching and learning.
* To communicate effectively with the parents of students as appropriate.
* Where appropriate, to communicate and co-operate with persons or bodies outside the school.
* To follow agreed policies for communications in the school.
* To be responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy
* To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* To support the school in meeting its legal requirements for worship.
* To promote actively the school’s corporate policies.
* To continue personal development as agreed.
* To comply with the school’s Health and safety policy and undertake risk assessments as appropriate.
* To undertake any other duty as specified by STPCB not mentioned in the above.

**Staff Development and Recruitment/ Deployment of Staff**

* To take part in the school’s staff development programme by participating in arrangements for further training and professional development.
* To continue personal development in the relevant areas including subject knowledge and teaching methods.
* To engage actively in the Performance Management Review process.
* To ensure the effective/efficient deployment of classroom support
* To work as a member of a designated team and to contribute positively to effective working relations within the school.

**Other Specific Duties**:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

*This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher, J Mortimore

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder

### ST. BARTHOLOMEW’S SCHOOL



**PERSON SPECIFICATION**

**Post: Head of Vocational & Technical Qualifications**

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| \* E = Essential Criterion (required at point of recruitment)  D = Desirable Criterion (can be developed over time) | |  |
| **KEY CRITERIA \* E/D ?** | | |
| **Qualifications & Experience**  Qualified teacher status  Experience of teaching technical/vocational courses/qualifications  Experience of leading and managing a team/area within a setting  Experience of working with Governors  Relevant higher professional qualification  Quality Nominee status | E  E  D  D  D  D | |
| **Knowledge**  A thorough understanding of successful teaching and learning strategies for technical and vocational qualifications  A clear understanding of the administrative procedures associated with technical and vocational qualifications.  Wide knowledge of technical/vocational qualifications  Good understanding of performance data and target setting  Thorough understanding of ICT and experience in its use in management and educational contexts  Budget management | E  E  E  E  E  D | |
| **Work-related Personal Qualities**  Personal impact, presence and ability to set standards and provide a role model for staff and students  Adaptability to changing circumstance and new ideas  Ability to promote and secure the success of students of all abilities and needs  Ability to contribute to the development of a high performing team  Ability to contribute to strategic planning and management of school priorities  Ability to communicate effectively and constructively with a wide audience, including staff, governors, the Local Authority, students and parents, both orally and in writing  Ability to use appropriate leadership styles in different situations  Ability to recognise and secure outstanding teaching and learning  Ability to deal sensitively with a range of people and resolve conflict  Ability to identify improvements and initiate and manage change  High- level organisational skills | E  E  E  E  E  E  E  E  E  E  E | |
| **Other Work-related Requirements**  Suitability to work with Children | E | |