



Head of Design and Technology

Position Description

Role Description

The Head of Design and Technology is responsible for leading and developing the 7 – 12 Design and Technology curriculum at the Queenwood Senior School. The Head of Design and Technology is expected to contribute to the broader life of the School.

This is a full-time position for a term of three years, renewable, and carries a teaching load of 0.8FTE with Leadership Level 2 allowance. This position commences in Term 1, 2018. There may be the opportunity to combine this role with the position of Art and Design Campus Manager, which attracts an additional 0.1-0.2 FTE teaching load release and a Leadership Level 1 allowance. Experience teaching HSC Textiles and Design and/or Design and Technology would be an advantage.

Reporting Relationship

The Head of Design and Technology is ultimately responsible to the Principal in all aspects of the position and directly responsible to the Director of Curriculum.

Role Responsibilities

- Provide inspiring leadership of the Design and Technology program 7-12, so as to build the breadth, depth and quality of the study of Design and Technology at Queenwood.
- Advise the Principal on the growth and development of the Design and Technology curriculum in accordance with the School's strategic objectives.
- Implement a consistent approach to the development, programming and teaching of Design and Technology for Queenwood students 7-12.
- Ensure that Design and Technology at Queenwood is a beacon of excellence, developing the abilities and interests of Queenwood students.
- Lead and manage the Design and Technology staff.
- Develop policies and procedures to ensure the smooth running of all aspects of the Design and Technology curriculum.
- Work collegially to support the academic and cultural life of the School.
- Work collaboratively with the Head of Visual Art to develop cohesion and integration where appropriate.
- Provide a role model of professional behaviour including quality teaching, positive approach, appropriate professional conduct and high level administration duties.
- Manage and administer budgeting requirements for the Design and Technology curriculum.
- Manage the planning and set up of exhibitions for display of 7 – 12 Design and Technology works as required.
- Oversee the development and implementation of the 7 - 12 Design and Technology program in compliance with NESA requirements.
- Ensure that the day-to-day administration of Design and Technology is efficient and that systems, resources and equipment are well maintained.
- Develop and document the scope and sequence of the Design and Technology program across the senior school 7 - 12.
- Collaborate with teachers in planning, teaching and evaluating teaching.
- Participate in the determination of educational goals, policies and programs for the school.



- Lead and supervise the Queenwood professional review and development process for the Design and Technology staff on an annual basis.
- Supervise the NESA teacher accreditation process for any Design and Technology teacher seeking Proficient Teacher accreditation.
- Keep abreast of current teaching and learning strategies, curriculum developments and technologies.

Experience and Expertise

- Outstanding record as a classroom Design and Technology and/or Textiles and Design teacher.
- Demonstrated ability to develop Design and Technology programs, managing the associated administrative requirements and managerial demands.
- Demonstrated ability to adapt to changing circumstances in order to lead a Design and Technology team through change in strategic direction.

Qualifications

- Extensive experience as a Design and Technology teacher.
- Appropriate formal qualifications in teaching of Design and Technology.

Personal Attributes

- Infectious passion for Design and Technology in education.
- Excellent communication skills both written and oral.
- Engenders mutual respect with students, staff and parents.
- Flexible and responsive to the needs of the school community and driven to achieve the best outcomes for the school.
- A collaborative, team player balanced with the ability to be decisive and directional where situations demand.
- Model and promote lifelong learning.
- Highly motivated individual with a strong 'can do' attitude.
- Dedicated to creating opportunities for the development of Design and Technology as a central component of the Queenwood curriculum and beyond.

Closing date for applications is Monday 28th August at 3pm.

PLEASE NOTE THAT QUEENWOOD ONLY ACCEPTS ELECTRONIC APPLICATIONS

Applications should include:

- Your WWCC number as per new regulations as at 15th June 2013
- Application for Employment - see Queenwood website Employment page: <http://www.queenwood.nsw.edu.au/about-queenwood/employment/>
- Resume & cover letter addressing the criteria / position requirements
- Your email address
- Names and phone numbers of three confidential referees
- Applications that are not accompanied by the Queenwood Application for Employment form will not be considered.
- Applications to be emailed to: Assistant.to.DoC@queenwood.nsw.edu.au