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**JOB DESCRIPTION**

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| **School:** | **Marshland High School part of West Norfolk Academies Trust** |
| **Job Title:** | **Head of Design Technology** |
| **Grade:** | **MPS/UPS plus TLR** |
| **Responsible to:** | **Headteacher****Deputy Heads****Governors** |
| **Working With:** | **Staff****Students****Parents & Carers** |

**Purpose of the Job**

Marshland High School seeks to appoint an inspirational and enthusiastic, full-time Head of Design Technology from September 2021. This involves giving a clear vision and direction to work, identifying key areas for improvement and planning appropriate actions to meet them.

If you are ambitious, inspirational and creative and want to lead our highly successful design technology department, then we would like to hear from you.

**Responsibilities**

* Line manage the teachers within the department
* Monitor the quality of learning experienced by students in all year groups, liaising with teachers and offering support and guidance where necessary.
* Monitor the academic progress of all students studying Art in order to secure and sustain student progress.
* Use assessment data to provide effective support to individual students, classes and subjects as necessary.
* Maintain an overview of the range of barriers to learning that are impacting on student progress, particularly attendance and behaviour.
* Where underachievement has been identified, help to coordinate improvement strategies with teachers and Heads of Year.
* Monitor the effectiveness of any and all interventions and prepare reports, as required by the Head Teacher and Governing body, on the progress being made by students studying Art.
* Liaise with key staff, including the SENCO, Behaviour Manager and Pupil Premium Manager, regarding the achievement of all groups of students in the year group.
* Establish clear and positive links with parents.
* Play an active role in the cross trust development of the Art curriculum.
* To meet all requirements of the Teachers’ Standards.
* Within the designated curriculum area, to implement, deliver and contribute to the published scheme of work.
* To shape the learning experience to motivate and encourage students to achieve their full potential.
* To monitor the progress of students and provide support to ensure personal and academic growth.

**Teaching and Learning Responsibilities**

* To deliver the designated programme of teaching as presented in the published scheme of work.
* To use a variety of delivery methods to stimulate learning, appropriate to student abilities.
* To prepare and update subject materials.
* To ensure a high quality learning experience for students that meets internal and external quality standards.
* Within the guidance presented in the school Assessment Policy and using appropriate I.T. systems, to assess, record and report on the attendance, progress, development and attainment of students.
* To take part in Parent & Carer Evenings.
* Within the school’s marking and homework policy, to set and mark work appropriate to the needs of each student. To provide constructive feedback to facilitate progression.
* To undertake assessment of students as required by internal and external (e.g. examination boards) procedures.
* To apply the school’s Behaviour Policy to ensure that effective learning can take place. To maintain discipline and use appropriate rewards and sanctions in line with school policy.
* To ensure that Literacy, Numeracy and ICT opportunities are optimised within the context of the designated teaching programme.
* To optimise the use of classroom support staff.
* To be willing to participate in the wider requirements of the faculty, such as after school support sessions and enrichment opportunities

**Personal and Professional Conduct**

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes, which set the required standard for conduct throughout a teacher’s career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

* treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position
* having regard for the need to safeguard pupils’ well-being, in accordance with statutory provisions
* showing tolerance of and respect for the rights of others
* not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
* ensuring that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law.

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks, which set out their professional duties and responsibilities.

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy’s financial regulations.

**PERSON SPECIFICATION**

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| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| QTS | **🗸** |  | Appl |
| Relevant Degree | **🗸** |  |
| Evidence of CPD linked to curriculum development |  | **🗸** |

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| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Significant teaching experience | **🗸** |  | Appl/Int/Ref |
| A record of successful teaching at KS3 and KS4 | **🗸** |  |
| Contribution to school beyond the classroom | **🗸** |  |

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| **Skills, Attributes and Knowledge** | **Essential** | **Desirable** | **How assessed** |
| An understanding of the use of data in promoting pupil achievement and attainment | **🗸** |  | Appl/Int |
| Understanding of high-quality teaching, and the ability to model this for others and support others to improve | **🗸** |  |
| Secure knowledge of subject area | **🗸** |  |
| Ability to communicate a vision and inspire others | **🗸** |  |
| Skills and knowledge to deal with student safety and behaviour | **🗸** |  |
| Setting high standards to staff and students by personal example | **🗸** |  |
| Ability to gain parental support and co-operation | **🗸** |  |
| An understanding of the ECM agenda | **🗸** |  |
| Ability to work effectively under pressure, prioritise and meet deadlines | **🗸** |  |
| Ability to build effective working relationships | **🗸** |  |
| Commitment to continued personal development | **🗸** |  |
| Ability to focus on standards and the belief that all students can succeed given the right opportunity and support | **🗸** |  |
| Demonstrate a commitment to equal opportunities | **🗸** |  |
| Ability to achieve value for money within the designated budget | **🗸** |  |

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| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Ambition for self and others | **🗸** |  | Appl/Int/Ref |
| Positive attitude to work | **🗸** |  |
| Genuine concern for others  | **🗸** |  |
| Decisive, determined and self-confident | **🗸** |  |
| Integrity, trustworthy, honest and open | **🗸** |  |
| Accessible and approachable | **🗸** |  |
| Excellent interpersonal skills | **🗸** |  |

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| Appl = Application form | Int = Interview | Ref = Reference |