**JOB DESCRIPTION**

**Head of Technology**

### **Core Purpose**

To provide leadership and direction for technology and ensure that it is managed and lead to meet the aims and objectives of the department.

### To support the securement of high standards of teaching and learning as well as playing a significant role in the development of departmental policy and practice.

### All teachers are responsible for safeguarding and promoting the welfare of children.

### **Key Areas**

### **Strategic Direction and Development of the Subject**

* In discussion with the SLT link for technology, develop and implement policies and practices for technology which reflect whole school aims and objectives
* Create a climate which enables other staff to develop and maintain positive attitudes towards the subject and teaching it
* Demonstrate both enthusiasm and high standards of teaching to members of the department and students
* Participate in the establishment of short, medium and long term plans for the development and resourcing for technology which contribute to whole-school aims, policies and practices and identify realistic targets for the development of the subject.

### **Teaching and Learning**

* Keep up to date with new initiatives in technology
* Ensure that teachers are aware of the requirements of current and imminent technology examinations at KS4 and updates to KS3 curriculum and assessment
* Ensure the appropriate Schemes of Work are developed and updated
* Ensure that teachers are clear about the teaching objectives in lessons, provide guidance on the choice of appropriate teaching and learning methods, and after evaluation of the teaching of technology, take action to improve if necessary
* Ensure that all student have access to appropriate material through a range of resources and teaching strategies
* Ensure that appropriate ICT resources are developed and available and that teachers are supported in their deployment.
* Support the establishment of high expectations and ensure that clear targets are set for student achievement
* Establish clear policies for assessing, recording and reporting on student achievement, including those the SEN and the gifted and Talented, and use these to set targets for further improvement
* To instigate, monitor and evaluate intervention strategies where appropriate.
* Use data effectively to identify students who are underachieving in the subject and establish a system for effective targeting and monitoring within the Subject
* Support staff in their management of students, both academically and behaviourally with advice and strategies
* Establish a partnership with parents to involve them in their child's learning
* Offer opportunities for extended curriculum activities

### **Leading and Managing Staff**

* Help staff to achieve constructive working relationships with students and establish clear expectations and constructive working relationships among staff involved with teaching technology
* Ensure that all new teachers are appropriately supported and effectively inducted in the requirements of each technology subject

#### Efficient and Effective Deployment of Staff and Resources

* Inform SLT link for technology of likely priorities for expenditure in close connection the school polices and subject development plans
* Ensure the effective and efficient management and organisation of learning resources in technology including ICT

### **Communication and Liaison**

* Communicate effectively with members of the department through formal and informal meetings and briefings
* Meet regularly with SLT link for technology

**Examinations and Administration**

* Manage and administer technology external examinations
* Devise and administer appropriate internal tests for technology
* Manage coursework moderation for each of the technology subjects
* Debrief the department on technology results.