

# Job Description: Second in D&T Department

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| Salary range: | MPS/UPS plus TLR 2a |
| Responsible to: | Head of Department |
| Purpose of role: | To develop D&T and to raise the profile of the department within the school. To support the Head of Department and hold accountable, develop and lead a team ensuring high standards of teaching and learning and the well-being of staff and pupils. |
| Specific departmental responsibilities: | |
| * To deputise for the Head of Department in their absence * Specific responsibility for the development of Food and Textiles * Coordinate the extracurricular programme * To be an appraisal reviewer in a way which recognises good practice and supports their progress against appraisal objectives resulting in a clear and tangible impact on pupil learning * To engage all subject staff in the creation, consistent implementation and improvement of schemes of work, which encapsulate key school principles of great teaching and best suit the development of the subject’s curriculum * To monitor and evaluate the standards of teaching and the quality of education within the department * To agree, monitor and evaluate the subject pupil progress targets to make a measurable contribution to whole school targets including data management and catch-up and extension workshops * To ensure all subject staff understand, and are actively implementing, the key aspects of the school’s behaviour and inclusion policies including the celebration of pupil success e.g. Positive Behaviour, assemblies, displays, awards, rewards, publicity * Have the ability to oversee the induction and development of ITT students and NQTs in the subject area * To ensure effective communication/consultation as appropriate with the parents of pupils including the monitoring and evaluation of subject reports to parents * To adhere to and work within the school’s child protection and safeguarding policies * To adhere to and work within the school’s health and safety; security; confidentiality and data protection policies and procedures. | |
| Generic responsibilities: | |
| Prepare and teach lessons of a high standard to the pupils assigned to them   * Following designated programmes of study * Carrying out the necessary assessments * Providing information/comments for records * Monitoring pupils in accordance with agreed departmental strategies * Maintain discipline in accordance with school policies and demonstrate good practice in the classes taught with regard to attendance, appearance, uniform, punctuality, behaviour, homework etc. * Participate in the applications of the school homework policy which includes setting, making of homework and monitoring homework diaries * Engage in continuous self-professional development in relevant areas. | |