



City of London Academy (Southwark)
Head of Food Technology
Job Description

Grade	Up to UPS3 (Inner London) plus TLR 2B £4,945
Responsible to	SLT Lead
Job purpose	To hold responsibility for the leadership and management of the Food Technology department at the City of London Academy
Key Accountabilities	<ul style="list-style-type: none">• To advise the SLT Lead on the effective delivery of the Food Technology curriculum across all key stages.• To be accountable for the standards of pupil achievement within the department.• To track pupil progress, and evaluate pupil attainment, on a regular basis ensuring progress is made across all key stages towards whole-school targets.• To lead on the organisation of interventions for individuals and groups of students.• To lead, develop and enhance the professional practice of all teachers of Food Technology evaluating their quality of teaching and securing and sustaining the effective delivery of the subject.• To work with the SLT Lead in developing the strategic direction, leadership and management of Food Technology through engaging in regular self-evaluation and subsequent development planning within a whole-Academy context.• To keep updated subject policies, plans, targets and practices within a whole Academy context.• To hold responsibility for reviewing and updating schemes of work and teaching programmes through all key stages.• To effectively line manage teaching staff and deploy teaching and support staff in the Food Technology department.• To ensure that all health and safety regulations and guidelines are implemented and followed by all within the department. <p>Team Leadership</p> <ul style="list-style-type: none">• To adopt a coaching style of leadership which balances support and challenge in order to influence and motivate staff and students to achieve their objectives and those of the Academy.• Use coaching skills to engage in the faculty and Academy-wide programmes of lesson observations in order to improve own, and departmental practice.• Create an open culture and climate of continual improvement which fosters, and values dialogue between students, parents and teachers and other key stakeholders.• Working proactively with the SLT Lead to create an open, valuable working relationship that thrives on using the knowledge and expertise of individuals and groups to produce optimal outcomes• Advising the SLT Lead about the recruitment and retention of high calibre staff• Implementing 'best practice' Academy performance management processes so as to provide a positive framework for staff development and achievement• Assisting the SLT Lead to ensure that the staff development programme is implemented, monitored and evaluated.

	<ul style="list-style-type: none"> • In conjunction with all staff, organising and participating in activities/processes that encourage team development (including parents and commercial partners) • Ensuring that all staff, including short and long term temporary staff, receive appropriate departmental induction and fully understand all relevant policies and their implementation. • Mentor and support colleagues including NQT's, GTP's and TF trainees encouraging their professional development. • Ensuring that effective, caring policies concerning a broad range of pupil and staff welfare matters are implemented • Ensuring that the policies and processes for assessing pupils and for setting, monitoring and evaluating attainment goals for pupils are implemented by all staff within Food Technology department • To work with the SLT Lead to identify improvement priorities and coordinate the writing and monitoring of the Food Technology department development plan. • Monitor student behaviour and ensure that teachers work within the Academy behaviour policy. • Maintain an overview of parental contact within the department. • Ensure homework is given and assessed regularly in line with Academy policies. • Ensure that subject teachers work to the agreed schemes of work. • Identify changes or developments in view of National strategies, curriculum developments or needs of pupils. • Collect, moderate and prepare coursework for submission to exam boards. • Manage and maintain the department budget, ensuring the department is fully resourced and offers value for money.
<p><i>The City of London Academy (Southwark) is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.</i></p>	



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Person Specification

QUALIFICATIONS

No	Description	Rating
1.	Good First Degree in Technology based subject	Essential
2.	Teaching Qualification	Essential
3.	Practical/Commercial qualification in technical area	Desirable

SKILLS & EXPERIENCE

No	Description	Rating
4.	Strong leadership skills	Essential
5.	Capable of initiating and maintaining innovative curriculum design and delivery	Essential
6.	Able to deliver teaching of Food Technology and Catering at all ability levels	Essential
7.	Proven ability to transfer enthusiasm and application of the subject matter, to pupils and departmental staff	Desirable
8.	Experience of teaching specialist subject to 'A' Level Standard	Desirable
9.	Excellent understanding of the strategic importance of ICT to raising standards and a commitment to e-learning across the curriculum	Essential
10.	Ability to research, adopt and appropriately integrate practices from the business sector into the curriculum and departmental management	Desirable
11.	Self-motivated with exceptional organisational and planning skills	Essential
12.	Ability to produce required outcomes with minimal supervision	Essential
13.	Creative problem solver with first-rate practical ability	Essential
14.	Excellent communication and user ICT skills	Essential
15.	Commercial experience	Desirable
16.	Involvement in networking and sharing of best practice	Essential
17.	To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the Academy	Essential