

**JOB DESCRIPTION – Design & Technology Teacher**

**(Main Pay Scale or a TLR for a suitably qualified candidate)**

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| **Post Title** | Teacher of Design & Technology  |
| **Salary/Grade** | Main Pay Scale or a TLR for a suitably qualified candidate |
| **Reporting to** | Assistant Headteacher for Creative Arts |
| **Responsible for** | The provision of a full learning experience and support for students |
| **Purpose** | * Carry out the professional duties of a teacher.
* To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students.
* To monitor and support the overall progress and development of students as a class teacher and a Form Tutor.
* To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
* To contribute to raising standards of student progress and attainment.
* To share and support the Academy’s responsibility to provide and monitor opportunities for personal and academic growth.
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| **DBS Disclosure level** | Enhanced |
| **Main Duties and Responsibilities****Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified within the following information.** |
| **Teaching** | * To plan, prepare work for and teach students according to their educational needs, including the setting and marking of work to be carried out by the student when in the Academy and elsewhere.
* To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
* To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students in accordance with Academy policies and guidelines.
* To ensure that ICT, Literacy and Numeracy are reflected in the teaching / learning experience of students.
* To undertake a designated programme of teaching.
* To ensure a high quality learning experience for students that meets both internal and external quality standards.
* To prepare and update subject materials.
* To use a variety of delivery methods which stimulate learning, appropriate to student needs and demands of the syllabus.
* To maintain discipline in accordance with the Academy’s procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
* To undertake assessment of students as requested by external examination bodies, departmental and Academy procedures.
* To mark, grade and give written / verbal and diagnostic feedback as required.
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| **Curriculum Provision and Development** | * To assist the Head of Department and Senior Leader for Curriculum in ensuring that the Design & Technology curriculum provides a range of teaching that complements the Academy’s strategic objectives.
* To assist in the process of Design & Technology curriculum development and change so as to ensure the continued relevance to the needs of students.
* To assist in the development of appropriate syllabuses, resources, schemes of learning, marking policies and teaching strategies within the Design & Technology department.
* To contribute to the Design & Technology departmental development plan and its implementation.
* To plan and prepare courses and lessons.
* To contribute to the whole Academy’s planning activities.
* To participate as appropriate in meetings at the Academy which relate to teaching, the curriculum, administration or organisation of the Academy.
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| **Staffing** | * To take part in the Academy’s staff development programme by participating in arrangements for further training and professional development.
* To continue personal development, including subject knowledge and teaching methods.
* To review from time to time your methods of teaching and programme of work.
* To participate in arrangements for further training and professional development as a teacher as appropriate, including undertaking training and professional development which aim to meet needs identified in appraisal objectives or in appraisal statements.
* To engage actively in any arrangements made in accordance with the statutory regulations for the appraisal of your performance and the Performance Management Review process.
* To ensure the effective / efficient deployment of classroom support.
* To work as a member of a team and to contribute positively to effective working relations within the Academy.
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| **Management of Information** | * To maintain appropriate records and to provide relevant accurate and up-to-date information, e.g. class registers.
* To complete the relevant documentation to assist in the tracking of students.
* To track student progress and use data information to inform teaching and learning.
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| **Communication** | * To communicate effectively with the parents / families of students as appropriate.
* To take part in liaison activities such as Open Evenings and Parents Evenings according to the Academy calendar.
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| **Management of Resources** | * To assist the Head of Department in identifying resource needs and to contribute to the effective / efficient use of physical resources.
* To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department and the students.
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| **Pastoral Duties** | * To be a Form Tutor to an assigned group of students.
* To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
* To liaise with appropriate staff to ensure the implementation of the Academy’s Pastoral System.
* To ensure that the register is marked punctually and kept up to date as required by the law. All absence should be accounted for by notes from parents or guardians and any problems reported to the Headmaster or delegate.
* To register the attendance of students and supervise them in accordance with academy policy, whether these duties are to be performed before, during or after usual session times.
* To accompany students to assemblies unless a dispensation has been granted; encourage students’ full attendance to all lessons and their participation in other aspects of Academy life.
* To evaluate and monitor the progress of students and keep up-to-date student records as required.
* To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
* To communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate Academy staff.
* To contribute to PSHE according to Academy policy.
* To apply the Behaviour Management systems so that effective learning can take place.
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| **Other Specific Duties** | * Organise in-house and extra-curricular activities to support students studying Design & Technology (e.g. Design & Technology homework clubs)
* Support the promotion of excellence within the Design & Technology department.
* To safeguard the health and safety of students both when they are authorised to be on the Academy premises and when they are engaged in authorised Academy activities elsewhere.
* To play a full part in the life of the Academy community.
* To comply with the Academy’s Health and Safety policy and undertake risk assessments as appropriate.
* Subject to the provisions of the School Teachers' Pay and Conditions Document, the associated statutory guidance and the Academy 's arrangements for cover, supervising and so far as practicable teaching any students whose teacher is not available to teach them.
* To deal with other returns and requests for information about children in the form as required.
* To contribute to, and assist as required in, the keeping up to date the student records for each student in the form.
* To contribute to references, reports to outside agencies and the like, in consultation with colleagues.
* To implement the Academy policy on personal appearance, uniform and behaviour of the students.
* To help students with individual guidance as necessary
* To undertake any other duty as specified by the School Teachers' Pay and Conditions Document not mentioned in the above.
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| **Line Management - Responsibility To And For** | * Required by the School Teachers’ Pay and Conditions Documents to carry out the professional duties of a teacher under the reasonable direction of the Headmaster, and to report for the purposes of day to day management to the Head of Department.
* Responsible for the management, direction and supervision as appropriate of designated employees and other people as specified by the Headmaster
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| **Conditions Of Employment** | * The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation, also any local agreements, local authority circulars and guidelines giving interpretations of teachers’ conditions of employment
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| **Special Conditions** | * A teacher on the upper pay scale should be highly competent in all aspects of the Teachers’ Standards.
* The duties required of a teacher under this job description shall be such as require the exercise of a teacher’s professional skill and judgement
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| **Review And Amendment** | * This job description is normally subject to annual review. It may be amended at the request of the Headmaster or the post holder but only after full consultation.
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