**ROKEBY SCHOOL**

**JOB SPECIFICATION**

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| **Head of Design Technology**  |

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| **Role outline:** |
| The Head of Design Technology will be responsible for developing the subject throughout the school from the Foundation Stage to Year 8 but with particular emphasis on the Y3–8 part of the school. The Head of DT is the main teacher of the subject and will be an inspiring and capable leader. |

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| **Key responsibilities:** |
| A subject coordinator has responsibility for ensuring that their subject area is properly organised and managed. The Head of Design Technology will liaise regularly with the Head of Art.  |
| The role includes the following:* Being available for advice and guidance to other teachers of the subject or those covering lessons.
* Cooperating with the school’s appraisal and review programme as required.
* Investigate possible CPD opportunities with a view to attending approximately two courses per year.
* Planning for the subject within each year group and throughout the school by producing the relevant programmes of study and schemes of work and reviewing these at regular intervals.
* Preparing development plans on an annual basis.
* Maintaining a budget and ordering equipment, resources and materials as required.
* Keeping abreast of any changes in the curriculum and within the world of Design Technology, and where necessary, updating it to keep it current and relevant.
* Keep up-to-date with Health and Safety requirements within the DT department, being solely responsible for risk assessments and the yearly updating of them.
* Responsible for the checking, maintenance and replacement of all tools and equipment within the department, ensuring all are safe and fit for use.
* The informal tracking and monitoring of each student to enable appropriate feedback and next steps to be communicated.
* Organise and run at least one lunchtime and one after-school DT club.
* Maintaining good communication and arranging meetings as required.
* Holding meetings with relevant Lower School staff in order to provide effective support and guidance as well as to ensure the proper continuation of the syllabus.
* Liaising with other HoDs, where appropriate, towards possible cross-curricular activities and preparing for participation in school events.
* Establishing and maintaining links with corresponding Heads of DT in other prep and senior schools in order to compare and exchange ideas and also make the Rokeby curriculum support possible Senior school curricula.
* Give support to the organisation of Arts Week and, in particular, to the sourcing of appropriate workshops for the DT element.
* Annually observe DT lessons in the Lower School to ensure consistency in DT teaching and also to provide useful and appropriate feedback and advice.
* Select potential candidates for the DT Scholarship programme by the end of Year 6 for them to begin in Year 7. These boys are then to be prepared and guided through Year 7 and 8 towards their scholarship interviews with appropriate projects and portfolio.
* Be involved with community based projects in connection with the rest of the Arts team.
* Provide yearly support to the Drama production with the designing and making of props and stage sets.
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| **Copies of:** |
| Development Plans to: Line Manager and HM (via HM’s PA)Minutes of meetings to: Line ManagerLesson Observations/ work scrutiny to: Deputy Head/Individual learningProgrammes of Study to: Deputy Head and departmental members\*Schemes of Work to: Deputy Head and departmental members\* (\* in departmental handbook)  |
| **Line Management** |
| As set out in the line management schedule, revised annually |
| **Standards and Expectations** |
| A member of the teaching staff is expected to meet or exceed the school’s standards and expectations. |
| **Responsible to:** |
| Head of Art |

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| **Jason R Peck** **Headmaster** |
| **March 2020** |