Bishop Rawstorne
Church of England Academy

Fortiter Et Fideliter

CURRICULUM AREA LEADER OF DESIGN AND TECHNOLOGY(TLR 1A)
Job Application Pack

CURRICULUM AREA LEADER
OF DESIGN AND TECHNOLOGY(TLR 1A)
Required August 2022
Full Time, Permanent

REPORTING TO: LINE MANAGER FROM SENIOR LEADERSHIP TEAM

CLOSING DATE: MONDAY 24TH JANUARY 2022, 12 NOON.

Bishop Rawstorne Church of England Academy has been providing high quality Christian education for over 60 years and we are now welcoming applications for a committed and suitably qualified and experienced candidate to join our talented, friendly and well-established Design and Technology Department. This is a great opportunity to make a significant impact on the direction of the school. The curriculum area of Design and Technology is innovative, high-achieving and ambitious to improve further.

The Successful Candidate will:

- Hold Qualified Teacher Status and be able to take students to the next level of participation and attainment within a very high-attaining school.
- The post would suit a teacher of Design and Technology with 2 years leadership/management experience.
- Be passionate about the outcomes for young people and contributing to the on-going development of Design and Technology at Bishop Rawstorne.

Why Work at Bishop Rawstorne?

We recognise the contribution our valued staff make to the success of our school as a whole and strive to foster a culture where staff feel valued and supported. We offer:
- A calm, purposeful working environment with very low staff turnover and where staff are given opportunities to pursue a high level of professional development.
- Modern dining and sporting facilities set in an attractive rural but accessible location.
- Outstanding behaviour from students who want to learn and progress.
- Free on-site parking and complimentary medical, counselling and wellbeing support services.
- Personal coach and mentor to support your induction and on-going developmental journey.

Further Information

Bishop Rawstorne is committed to the safeguarding of all students. The successful candidate will be required to undertake the Enhanced Disclosure process via the DBS.

We are a vibrant Christian school committed to equality and diversity welcoming colleagues from all backgrounds into our community irrespective of their religion or belief, ethnicity, age, gender, gender identity, disability, sexual orientation, marital or pregnancy status.

Please see the advert for further details on how to apply. Interviews are scheduled to take Thursday 27th January 2022.

JOB DESCRIPTION

JOB ROLE: CURRICULUM AREA LEADER OF DESIGN AND TECHNOLOGY

SALARY GRADE: TLR 1A

REPORTING TO: LINE MANAGER FROM SENIOR LEADERSHIP TEAM

OVERALL RESPONSIBILITIES

- To plan and develop high quality lessons and schemes of learning, using a variety of approaches, to continually enhance teaching and learning.
- To develop the intent, implementation and impact of the curriculum at key Stages 3 and 4.
- To lead the curriculum-area team in enhancing curriculum planning and delivery to raise students' standards of achievement.
- To lead the day-to-day management of the curriculum area.
- To maintain and build upon the standards achieved in the award for QTS (Secondary) as set out by the Secretary of State.
- To identify aims and objectives of the Design and Technology Curriculum Area at KS3 and KS4.

GENERAL TEACHING RESPONSIBILIES

Teaching and Learning

1. Manage student learning through effective teaching in accordance with the subject area's schemes of work and policies.
2. Ensure continuity, progression and cohesiveness in all teaching.
3. Use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of student needs, and ensure equal opportunity for all students.
4. Set and mark homework regularly, (in accordance with the homework policy), to consolidate and extend learning and encourage students to take responsibility for their own learning.
5. Work with Learning Support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
6. Work effectively as a member of the Curriculum Area team to improve the quality of teaching and learning.
7. Set high expectations for all students, to deepen their knowledge and understanding of Computer Science and to maximise their achievement.
8. Use positive management of behaviour in an environment of mutual respect, which allows students to feel safe and secure and promotes their self-esteem.

Monitoring, Assessment, Recording, Reporting, and Accountability

1. Be immediately responsible for the processes of identification, assessment, recording and reporting for the students in their charge.
2. Contribute towards the implementation of Individual Learning Plans as detailed in the current Code Of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets.
3. Assess students' work systematically and use the results to inform future planning, teaching and curricular development.
4. Be familiar with statutory assessment and reporting procedures and prepare and present informative, helpful and accurate reports to parents.

5. Keep an accurate register of students for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the school policy.

Subject Knowledge and Understanding

1. Have a thorough and up-to-date knowledge and understanding of Design and Technology Curricula and specifications for examination courses.
2. Keep up-to-date with research and developments in pedagogy and the subject area.
3. Have a thorough and up-to-date knowledge of current issues and developments in secondary education.

Professional Standards and Development

1. Be a role model to students through personal presentation and professional conduct.
2. Arrive in class, on or before the start of the lesson, and begin and end lessons on time.
3. Cover for absent colleagues as is reasonable, fair and equitable.
4. Be familiar with the school and faculty documentation and support all the school's policies, e.g. those on safeguarding, Health and Safety, PSHE & Citizenship, Literacy, Numeracy and ICT.
5. Establish effective working relationships with professional colleagues and associate staff.
6. Be involved in extra-curricular activities such as making a contribution to after-school clubs and visits.
7. Maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
8. Liaise effectively with parent/carers and with other agencies with responsibility for students' education and welfare, where appropriate.
9. Be aware of the role of the Governing Body of the school and support it in performing its duties.
10. Be familiar with and implement the relevant requirements of the current SEND Code of Practice, Disability Discrimination Act and Access to Work.
11. Consider the needs of all students within lessons (and implement specialist advice) especially those who:
    *   have SEN
    *   are disadvantaged or vulnerable.

Professional Improvement

To be responsible for:

1. Supporting planning work and setting expectations.
2. Continually monitoring performance.
3. Developing the capacity to perform.
4. Periodically rating performance through lesson observations.
5. Rewarding good performance.
6. Identifying the aims and objectives of the Design and Technology curriculum area at KS3 and KS4.

Team Management

1. To lead the Design and Technology curriculum area in the continued evolution and revision of KS3 and KS4 schemes of work.
2. To ensure that future developments are in line with the National Curriculum.
3. To monitor and control the management and organisation of administrative areas.

Resource Management

1. To identify the resource requirements of the KS3 and KS4 courses.
2. To ensure all resources are used effectively to support the curriculum and improvements in teaching and learning.

3. To manage the departmental budget and ensure expenditure is in line with the principles of 'best value' and in accordance with the school's procurement procedures.
4. To administer the KS3 and KS4 assessments and monitor the recording of results on the central database.
5. To manage the setting of KS3 and KS4 students and liaise with other departments and parents regarding changes implemented.
6. To integrate ICT activities in KS3 and KS4 schemes of work and monitor use of ICT resources in the Design and Technology area.

Specific Management Roles

1. Plan for enhancement activities at KS3 and KS4 to support the KS3 and KS4 Curricula and develop cross-curricular links.
2. To develop and monitor student tracking systems at KS3 and KS4 and lead the intervention programme for underachievement at KS3 and KS4.
3. To develop the virtual/remote learning environment for the Design and Technology subject area.

Safeguarding

1. To adhere to the school's safeguarding policies and procedures and undergo safeguarding training.
2.. To review the current 'Keeping Children Safe in Education' guidance and undertake regular refresher training for safeguarding.

Health and Safety

1. Be willing to undergo Basic First Aid training and update courses as appropriate.
2. To be responsible for the implementation and operation of the School's Health & Safety policy within the Design and Technology department, ensuring that staff and students adhere to it.
3. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
4. Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Data Protection and Data Security

1. To ensure strict confidentiality in all areas of work.
2. To work and process personal and sensitive information in accordance with the Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
3. To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records) in line with all school policies relating to data protection and data security.
4. Undergo relevant induction and refresher training in regard to data protection and data security.

Continuing Professional Development

All staff are required to take part in the process of Professional Improvement.

1. In conjunction with the line manager, take responsibility for personal professional learning, keeping up-to-date with research and developments in teaching pedagogy and changes in the school curriculum, which may lead to improvements in teaching and learning.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Professional Learning process - evaluating and improving own practice, if appropriate.
4. Contribute to the professional development of colleagues, especially ECTs and ITTs, if appropriate.

N.B. Every subject teacher will be expected to have pastoral responsibilites

ADDITIONAL DUTIES FOR THIS ROLE

Any additional tasks will be negotiated and agreed at the time of appointment and at annual review. These additional tasks are seen as an important part of the school's professional development programme. This includes the completion of any other reasonable task as directed by the Headteacher.

STAFF CONDUCT

This is a Church of England Academy. All staff are expected to familiarise themselves with our Christian ethos and ensure it is maintained and wherever possible further developed.

We expect our staff to be positive role models for all students, members of staff and visitors to the school and expect professional conduct based on mutual respect, good manners, politeness and common courtesies.

The school expects staff to wear professional business dress mirroring our high expectations of the student dress code.

GENERAL NOTES

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

January 2022

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Qualified Teacher Status as of 22 August 2022. Honours Degree in Design Technology, or related subject. Minimum of 5 GCSEs (A*-C / 9-4) including English and Mathematics, or equivalent.	Leadership training or other National Professional Qualification.
EXPERIENCE	Outstanding teaching experience of students of all abilities in Design and Technology at both KS3 and KS4 level. Keeping up with developments and experience of writing a SEF and Improvement Plan at curriculum-area level. Competent using a range of measures to set targets, and measure and track individual student performance. Ability to monitor, evaluate and review teaching and learning. Successful strategies in raising achievement. Experience of organising and participating in extra-curricular work.	2+ years leadership/management experience in Design and Technology at both KS3 and KS4 level. Experience and evidence of leading, supporting and managing departments in the curriculum area.
SKILLS AND QUALITIES	The ability to organise, plan and prioritise workload effectively. Reliable and conscientious with the desire and ability to learn new skills. High expectations for all students. An enthusiastic, caring and supportive team player. Flexibility, adaptability and creativity.	Effective use of Microsoft Teams and integration of ICT into course content where applicable.
COMMITMENT	To the mission statement and aims of a Christian school. To the safeguarding of all students and staff. To the strategic development of Design and Technology as a core driver in school improvement and to raise the standards and outcomes in teaching and learning. To deliver effective leadership and management of the DT curriculum area, and to develop the intent, implementation and impact of the curriculum. To school INSET days and CPD.	

Evidence will be gathered throughout the application and interview process and on receipt of references.