



THE ROMSEY SCHOOL JOB DESCRIPTION

CURRICULUM LEADER – DESIGN TECHNOLOGY

TLR 2c

Responsible to: The Head teacher and designated SLT line manager.

Responsible for: The leadership, management and oversight of the work of Design & Technology.

Principal Purpose: To raise the profile of Design Technology in the school, increasing participation in related activities and introduce new courses in both key stages. To develop a coherent approach to education across all Design Technology related subjects.

MAIN CURRICULUM LEADER DUTIES

- 1 To be responsible for the management, development and organisation of the faculty within the whole school framework. To be responsible for the oversight of the working environment in key parts of the faculty areas.
- 2 To be accountable for high standards of academic outcomes within the Design Technology team ensuring all students make significant progress over time.
- 4 To be responsible for the quality of teaching in two areas of the faculty to all ability and age ranges. This to be carried out through the process of course development, supporting staff, monitoring, evaluating, reviewing, setting objectives, chairing meetings, etc.
- 6 To set challenging pupil performance targets based on available data and to monitor progress towards those targets.
- 7 To select appropriate examination syllabuses for two of the Technology subjects which will encourage high quality learning and good levels of success. To enter pupils at appropriate levels.
- 8 To be responsible for record-keeping and assessment procedures within the faculty in accordance with National, local and school policies.
- 9 To manage the allocated budget and be responsible for the organisation and administration of resources within the faculty area.
- 10 To co-ordinate the production of an annual faculty action plan in line with the school action plan and ensure delivery of the action plan and its associated targets.
- 11 To evaluate the effectiveness of teaching and learning and pupil progress in the faculty and produce an annual faculty self-review document.
- 12 To support, along with the second in department, the professional development of staff within the faculty, acting as a role model of good teaching as reflected in the

National Standards for Teachers. To undertake the performance management of some of the faculty staff in line with school procedures.

- 13 To develop a positive learning environment by supporting subject staff in the behaviour management of pupils in the faculty.
- 14 To be responsible for the faculty's participation in whole school working groups as required.
- 15 To be responsible for the oversight of the promotion of cross-curricular links within the school
- 16 To be responsible for curriculum liaison at both primary and tertiary as required. To liaise with outside agencies as required.
- 17 To promote the development of literacy and ICT to enhance learning across the faculty.
- 18 To encourage faculty staff to initiate and participate in extra-curricular activities.
- 19 To ensure that all school and trust safeguarding policies are adhered to and concerns are raised in accordance with these policies.
- 20 To contribute to the development of school policies and procedures. To follow these policies and procedures and to ensure that faculty staff follow them too.

MAIN TEACHING DUTIES

- 1 To promote and be a role model of, The Romsey School ethos and be an active participant of a self-improving teacher.
- 2 To carry out the duties of a teacher as outlines in National agreements.
- 3 To assist the Headteacher in delivering the school's policy in respect of legal, moral and educational obligations placed upon it by Education Acts.
- 4 To participate in the school's performance management processes
- 5 To participate in the school's pastoral programme
- 6 To work within agreed school and Faculty policy guidelines regarding teaching, record keeping and assessment of pupils.
- 7 To teach throughout the age and ability range, following appropriate schemes of work for all years and ability levels.
- 8 To attend various school meetings as required within directed time.
- 9 To participate in relevant INSET activities and review methods of teaching and learning, and programmes of work.
- 10 To participate in the development of schemes of work and resource material for the faculty.

- 11 To participate in cross-curricular developments within the school.
- 12 To contribute to and promote community activities within the ethos of a community school.
- 13 To contribute to the programme of extra curricular activities.
- 14 To undertake additional duties under the reasonable direction of the Headteacher.

Individuals have a responsibility to promote and safeguard the welfare of children and young person's that they are responsible for, or come into contact with.