



THE LATYMER SCHOOL

Founded 1624

Job Description

Job Title:	Design and Technology Teacher
Grade:	Scale M1 – UPS3
Responsible to:	Headteacher and Head of Design and Technology
Working Hours:	32.5 hours per week, 39 week a year

Main roles and responsibilities:

- Be aware of and play an appropriate part in implementation of all school policies, including the school rules and any regulations relating to safety.
- To contribute to the teaching of the subject.
- To participate with HoD and other colleagues to the development of appropriate specifications, materials and schemes of work.
- To prepare lessons and deliver the curriculum in a manner appropriate to the age and ability of the pupils concerned, following the agreed specification or scheme of work.
- To keep up with developments in the subject area.
- To ensure good order prevails in the classroom so that learning can take place.
- To contribute to the department's system of assessment of pupils, including where applicable the setting, marking and moderation of coursework tasks, tests, and examinations.
- To set and mark assignments in accordance with the published homework timetable and any agreed departmental procedure.
- To inform HoD of any difficulties in any teaching group, e.g. pupils for whom the specification is not sufficiently demanding or too demanding.
- To contribute to the school's and departments extra-curricular programme either within the department or wider school.
- To keep records of books and other resources issued.
- To participate in the school's system of reporting on pupil progress and behaviour at appropriate times.
- To participate in appropriate meetings with colleagues and parents, including House meetings.
- To carry out a share of supervisory duties and cover arrangements in accordance with published rosters.
- To set and keep high standards of punctuality and courtesy and of appropriate dress for self and pupils.
- To attend assemblies and other formal occasions as required.
- To participate in the performance management strategy according to agreed procedures

The duties may be varied by the Headteacher and/or Director of Finance and Operations and/or Head of Design and Technology to meet changed circumstances in a manner compatible with the post held.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Signatures:

Line Manager: _____ **Date:** _____

Employee: _____ **Date:** _____

DESIGN AND TECHNOLOGY TEACHER

Person Specification

Key to assessment methods: (A) application form, (I) interview, (R) references, (C) recruitment checks

	Essential	Desirable
Qualifications Assessed by: (A) (R)	• DfES recognised Qualified Teacher • Good Honours Degree.	• Evidence of continuing professional development. • Awareness of current syllabus development.
Commitment to safeguarding Children. Assessed by: (A) (I) (R)	• Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people. • Displays commitment to the protection and safeguarding of children and young people. • Values and respects the views and needs of children and young people.	
Experience Assessed by: (A) (I) (R)	• Proven record as a teacher whose students reach high standards of learning and achievement. • Able to enthuse and motivate students. • Experience of teaching across the full age and ability range of an 11-18 school. • Experience in the use of ICT in the classroom with the skill to impart that expertise to others.	• Experience as a Form Tutor.
Special Aptitudes	• Ability to teach to KS3, GCSE , and A Level. • Commitment to improving student learning and raising achievement. • Enthusiasm to inspire in students a desire to learn and participate.	• Interest in innovation in the classroom including interactive whiteboard skills. • Experience and understanding of helping high and low achievers.

Interpersonal Skills Assessed by: (A) (I) (R)	• Good ICT, oral and written communication skills. • Ability to work effectively as part of a team. • Ability to work on own initiative. • Ability to take responsibility for planning own workload and commitments. • Ability to work under pressure and keep to deadlines. • Ability to be sensitive to the needs of others. • Ability to be supportive. • Professionalism. • Good record of attendance and punctuality. • Willingness to reflect upon his/her experiences in a critical and constructive manner. • A strong commitment to developing your making skills and experience and knowledge of different types of equipment and processes.	
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