JOB DESCRIPTION

TEAM LEADER FOR DESIGN TECHNOLOGY

Responsible for: Key stage lead teachers, teaching staff DT technicians.
Disclosure: Enhanced
Code of Conduct: All staff are expected to adhere to our dress code which is a professional appearance and our strict NO SMOKING policy.

The School Teachers' Pay and Conditions Document gives details of the professional responsibilities. Within that framework the purpose of the post is to:

- raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress;
- impact on the education progress of students other than your assigned classes;
- be accountable for student progress and development within the subject area;
- lead, develop and enhance the teaching practice of others;
- ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the team, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school;
- be accountable for leading, managing and developing the curriculum area;
- effectively line manage and deploy teaching/support staff, financial and physical resources within the curriculum area to support the designated curriculum portfolio.

DUTIES
The main areas of the role and responsibilities of the Team Leader have been identified as:

Strategic Planning
- To evaluate schemes of work to ensure effective teaching and learning.
- To lead the development of appropriate syllabi, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the curriculum area.
- The day-to-day management, control and operation of course provision, including effective deployment of staff and physical resources.
- To actively monitor and follow up student progress
- To implement school policies and procedures, e.g. Equal Opportunities, Health and Safety, etc.
- To work with colleagues to formulate aims, objectives and strategic plans which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.

- To lead and manage the planning activities of the team, ensuring that the plans reflect the needs of students within the subject area and the aims and objectives of the School.
- To ensure that Health and Safety policies and practices, including risk assessments, throughout the Team are in-line with national requirements and are updated where necessary, therefore liaising with the named person responsible for Health and Safety in the school.
- To ensure review of teachers' planning.

Curriculum Provision
- To liaise with the Leadership Group and Line Manager, to ensure the delivery of an appropriate,

comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.
- To be accountable for the development and delivery of the agreed range of Design Technology courses.

Curriculum Development
- To lead curriculum development for the whole Team.
- To keep up to date with national developments in the subject area and teaching practice and methodology, ensuring that the development of Design Technology subjects are in line with national developments.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Leadership Group and Line Manager, to maintain accreditation with the relevant examination and validating bodies.
- To ensure that the development of Design Technology and associated subjects is in line with national developments.

Staff Development
- To work with the Leadership Group, to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To undertake Performance Management Reviews for both teaching and support staff.
- To establish the process of the setting of performance targets within the team and to work towards their achievement, for both teaching and support staff.
- To participate in the interview process for teaching posts, when required.
- To ensure effective induction of new staff in line with school procedures.
- To participate in the school's ITT programme.

Staff Management
- To promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management of staff within the designated team and act as a positive role model, delegating tasks and responsibilities as appropriate.
- To be responsible for the efficient and effective deployment of the staff you are responsible for.

- To monitor and improve teacher effectiveness including instigating use of the disciplinary or capability process if necessary, in liaison with the Headteacher and personnel.
- To monitor attendance, providing support and guidance, and carry out return to work interviews, when necessary.
- To organise the team's involvement in parents' evenings, prospective parents' evening, awards evenings, new intake day etc.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the team liaising with the relevant staff to secure appropriate cover within the team.

Standards and Effectiveness
- To establish common standards of practice within the team and develop the effectiveness of teaching and learning styles in all subject areas within the team, encouraging teachers to review and improve their practice.
- To contribute to the school procedures for lesson observation.
- To establish a system of sampling students' work.
- To implement school quality procedures and to ensure adherence to those within the team.
- To produce a team handbook, keeping this up to date and ensuring implementation by members of the

team.
- To monitor and evaluate the team in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the team's quality procedures meet the requirements of Self Evaluation and the School Improvement Plan.
- To ensure conformity with the school's policies.

Management Information
- To ensure the maintenance of accurate and up-to-date information concerning the team on the management information system.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To ensure production of reports within the quality assurance cycle for the team.
- To produce reports on examination performance, including the use of value-added data.
- To manage the team's collection of data.
- To manage and ensure the team's examination entries are correct in accordance with school procedure.
- To provide the Governing Body with relevant information relating to the team performance and development.

Communication
- To ensure that all members of the team are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To attend Team Leader meetings.
- To meet, on request, with the Link Governor for the subject area.
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies as necessary.
- To represent the team's views and interests.

Marketing and Liaison
- To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective subject links with partner schools and the community, including team representation, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at open days/evenings and other events.
- To actively promote the development of effective subject links with external agencies.

Management of Resources
- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the team budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with the Leadership Group, in order to ensure that the team's teaching commitments are effectively and efficiently time-tabled and roomed.

Student Support
- To monitor and support the overall progress and development of students within the team, including

targeting underachieving students.

- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role.
- To contribute to PSHE, citizenship and enterprise according to school policy.
- To ensure the Behaviour for Learning is implemented in the team so that effective learning can take place.
- To liaise with the SEN team and the Gifted and Talented Lead Teacher regarding individual students, when necessary.

Teaching
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

Other Duties
- To manage any budget allocated to you with regularity and propriety, as required when dealing with public money.
- To play a full part in the life of the school community, to support its ethos and to encourage and ensure staff and students follow this example.
- To establish a suitable environment in which all students can learn and are valued.
- To continue personal development as agreed.
- To engage actively in the performance review process.
- To develop and maintain programmes of extra curricular activities.
- To undertake any other duty as specified by STPCB not mentioned in the above.
- Provide information to the Head/Governors on any aspect of the role as required.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified.