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| **Job Description** | |
| **Job Title:** | Teacher of Design Technology |
| **Salary/Grade:** | Mainscale 1 – Upper Payscale 3 |
| **Academy Name:** | University of Wolverhampton – Wednesfield Academy |
| **Location/Address:** | Lichfield Road, Wednesfield, Wolverhampton, WV11 3ES |

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| **Purpose of the Post** |
| To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.  To monitor and support the overall progress and development of students as a teacher/form tutor.  To facilitate and encourage a learning experience which provides students with the opportunity to achieve their personal excellence.  To contribute to raising standards of student achievement and attainment.  To share and support the academy’s responsibility to provide and monitor opportunities for personal and academic growth.  To promote actively the academy’s corporate policies by engaging in teamwork in pursuit of the academy’s goal of corporate excellence  **The University of Wolverhampton Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.**  **This post is subject to satisfactory references which will be requested prior to the interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.** |

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| **Relationships: Associate Assistant Headteacher (Creative Vocations Faculty)** |

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| **Duties and responsibilities attached to this post are as follows:** |
| To assist in the development of appropriate specifications (syllabuses), resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.  To contribute to the Curriculum area taught in, and the department’s development plan and its implementation.  To plan and prepare courses and lessons.  To contribute to the whole academy’s planning activities.  To assist the Leadership Team to ensure that the curriculum area provides a range of teaching which complements the Academy’s aims.  To assist in the process of curriculum development and change to ensure the continued relevance to the needs of students, examining and awarding bodies and the academy’s Vision Statement and aims.  To take part in the academy’s staff development programme by participating in arrangements for further training and professional development.  To continue professional development, including subject knowledge and teaching methods.  To engage actively in the Performance Management Review process.  To ensure the effective/efficient use of classroom support  To work as a member of a designated team and to contribute positively to effective working relations within the academy.  To help to implement academy quality procedures and to adhere to those.  To contribute to the process of monitoring and evaluation of the curriculum area/department. To seek/implement modification and improvement where required.  To regularly reflect and evaluate methods of teaching and programmes of study.  To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy.  To maintain appropriate records and to provide relevant accurate and up-to-date information for Management Information Systems (MIS), registers, etc.  To complete the relevant documentation to assist in the tracking of students.  To track student progress and use information to inform teaching and learning.  To communicate effectively and professionally with the parents of students as appropriate.  Where appropriate, to communicate and co-operate with external agencies.  To follow agreed policies for communications in the academy.  To contribute to the process of the ordering and allocation of equipment and materials.  To assist the Head of Faculty to identify resource needs and to contribute to the efficient/effective use of physical resources.  To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department and the students  To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.  To contribute to the development of effective subject links with external agencies.  To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the academy and elsewhere.  To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.  To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.  To ensure that ICT, Literacy, Numeracy and academy subject specialism(s) are reflected in the teaching/learning experience of students  To undertake a designated programme of teaching.  To ensure a high quality learning experience for students which meets both internal and external quality standards, and provides a stimulating environment throughout.  To prepare and update subject materials.  To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the course.  To apply the Behaviour Policy so that effective learning can take place, and to encourage good practice with regard to punctuality, standards of work and homework.  To undertake assessment of students as requested by external examination bodies, departmental and academy procedures.  To mark, grade and give written/verbal and diagnostic feedback as required.  To be a Personal Tutor to an assigned group of students. To promote the general progress and well-being of individual students and of the Personal Tutor Group as a whole.  To liaise with a Pastoral Leader to ensure the implementation of the academy’s Pastoral System.  To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of academy life.  To evaluate and monitor the progress of students and keep up-to-date student records as may be required.  To contribute to the preparation of Action Plans and progress files and other reports.  To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.  To communicate as appropriate, with the parents of students and with persons or bodies outside the academy concerned with the welfare of individual students, after consultation with the appropriate staff  To contribute to PHSE and Citizenship and enterprise according to academy policy  To play a full part in the life of the academy community, to support its distinctive vision statement and ethos and to encourage staff and students to follow this example.  To support the academy in meeting its legal requirements for worship.  To comply with the academy’s Health and Safety Policy and undertake risk assessments as appropriate.  To undertake any other duty as specified by the latest STPCD not mentioned in the above.  All UWMAT post holders may be requested to work within a different location/academy at the request of the Executive Headteacher and/or Head of School.  **Safe Working Practices for Adults working with Children**- It is the responsibility of each employee to carry out their duties in line with UWMAT’s ethos and culture of safe working practices for Adults working with Children, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.  **General Data Protection Regulations -** The post holder is required to comply with GDPR regulations ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018). The postholder is to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.  **Fluency** - This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.  **Equality and Diversity –** There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department/unit.  **Health and Safety -** The post holder must at all times carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.  **Flexibility -** All staff within the UWMAT Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.  The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post’s grade and whenever reasonably instructed. |

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| This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented. |

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| **Developed by:** | Shaun Millington | **Date of issue:** | 11/10/2021 |
| **Signature of Postholder** |  | **Date of signature:** |  |