

JOB PROFILE

JOB TITLE:	Head of Design and Food Technology
PROJECT:	High Close School
BARNARDO'S REGION:	South East
SCALE:	MPS/UPS + SEN Allowance
RESPONSIBLE TO:	The Principal through the Assistant/Deputy Principal

SECTION 1

JOB DESCRIPTION - GENERAL:

- To carry out the general and specific professional duties of a DT/FT teacher as required by the current School Teachers' Pay and Conditions Document.
- Within the designated area of responsibility the post holder should demonstrate an awareness and understanding of the social and academic needs of all pupils within High Close, working in close consultation with other teaching staff and day unit/residential workers to implement the policies of the school to help to achieve its Mission Statement, Aims and Objectives.
- To take responsibility for teaching and leading DT/FT.
- To take responsibility as a form tutor for ensuring good practice is followed with regard to meeting the academic and social needs of all pupils within High Close.
- To maintain the positive ethos and core values of the school both within and outside the classroom.
- To contribute to constructive team building amongst teaching and non-teaching staff.
- To participate in the evaluation of your own performance within the school's performance management system.
- To ensure that current national standards for school teachers are met.
- To undertake any in-service training as agreed with the Deputy Principal or Principal.
- To support the development of colleagues by delivering training when requested or directed.
- To understand the school aims, targets and action plans especially with respect to the priorities set out in the School Development Plan.

As a subject leader you will

- Provide up to date long and medium term plans/schemes of work reflecting both current DfE requirements (e.g. NC coverage or exam specifications) and the particular needs of pupils at High Close School.
- Be responsible for overseeing a curriculum which is clearly sequenced through the school, including an understanding of the KS2 Creative curriculum.

- Monitor the quality of teaching and learning in your subject area through activities such as scrutiny of planning, lesson observations and work scrutiny and use your findings to support staff in raising standards.
- Provide support and guidance for teachers delivering your subject including non-specialists, seeking additional input, if necessary, from the school's Middle Leadership Group.
- Monitor pupil progress at least half termly at subject meetings, identifying any pupils falling behind, their issues, the range of interventions and the impact of these, raising with senior leadership any wider concerns about individuals.
- Evaluate the effectiveness of your subject area on an annual basis using the school's Audit Document and from this identify areas for inclusion in your Subject Development Plan.
- Maintain and develop your own expertise both in your subject area and as an exemplary practitioner.

SECTION 2

PROFESSIONAL TASKS AND RESPONSIBILITIES:

- The curriculum
- Pupils
- Staff
- Communication and consultation
- Resources
- Professional development (personal)

The Curriculum

- Teach a timetabled commitment across year groups, preparing young people for external examinations and assessments where appropriate.
- Ensure that planning, preparation, recording, assessment and reporting meet pupils' varying learning, social and behavioural needs through appropriate differentiation.
- Prepare, implement and evaluate personalised education programmes for pupils, according to their needs.
- Set clear targets, based on prior attainment, for pupils' learning and behaviour.
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils.
- Monitor, assess and maintain appropriate and efficient records on pupils' progress, both academic and behavioural, and use them to inform planning and teaching.
- Report on the development, progress and attainment of pupils.
- Lead subject department meetings.

The Pupils

- Working with day unit/residential staff, maintain pastoral responsibility for those within their tutor group.
- In the role of tutor, use pupils' Education, Health and Care Plans to set realistic 'smart' targets which will encourage academic, behavioural and social progress.
- Prepare, implement and evaluate personalised social and behavioural programmes for pupils, according to their needs.

- Participate in the Pupil Review process as appropriate and as required by the Principal or Deputy Principal.
- Record attendance on a daily basis for a designated group of pupils.
- Through the use of baseline evidence and regular monitoring of progress, ensure that pupils make measurable academic progress.
- Contribute to reports and liaise with other professionals and consultants to ensure that individual pupils receive specific help where required.
- As required, supervise classes whose teachers are not available.
- Maintain good order and discipline among the pupils and safeguard their health and safety, both when on the school premises and when engaged in authorised school activities elsewhere according to the school's behaviour management policy and health and safety procedures.
- Work to Barnardo's Safeguarding and Child Protection policy and procedures, as well as statutory Safeguarding and Child Protection Guidance.

Staff

- Participate in meetings which relate to the curriculum, organisation or administration of the school, including pastoral and care arrangements.
- Lead, organise and direct the work of designated Learning Support Assistants (LSAs).
- Follow the High Close Staff Code of Conduct and Local Safety Rules.

Communication and Consultation

- Liaise with teachers, LSAs and day unit/residential staff in setting targets for pupils' behavioural and social development.
- Communicate with pupils in a constructive and facilitative way that involves them in reviewing their progress and develops their self-esteem.
- Communicate and consult on a regular basis through written reports, online portals, annual reviews and parents' evenings with parents and/or those persons who have responsibility for the pupil so that they are kept informed of targets set and academic, behavioural and social progress.
- Communicate both orally and in writing with other professionals in and out of school who contribute to the pupils' overall development and wellbeing.
- Present prepared reports at meetings as required.

Resources

- Ensure the effective and efficient management and organisation of learning resources, including digital technology.
- Identify opportunities to develop new resources (within the delegated budget) from a wide range of sources inside and outside the school.
- Be accountable for the annual departmental budget and how it is spent
- Use accommodation and resources to create an effective and stimulating environment for teaching and learning.
- Ensure that all resources have been properly risk assessed and are appropriate for use by pupils with emotional and behavioural difficulties.

Professional Development (personal)

- Participate in the school's Performance Management system.
- Attend training courses and in-house Inset as required, to maintain awareness of developments in areas of curriculum and pastoral responsibility. Share information gained with colleagues as required.

- Participate in Therapeutic Crisis Intervention training and take responsibility for practising the techniques taught.
- Keep up to date with current thinking, research and developments in mainstream and special education by reference to professional journals, the internet, professional groups and in other appropriate ways.

HEALTH & SAFETY

Follow safe systems of work at all times in accordance with your responsibilities as an employee of Barnardo's in line with Health and Safety and Fire policies and procedures. Inform the line manager of any defects in Health and Safety arrangements in the workplace or in workplace activities, so that remedial action can be taken to prevent an accident or ill health.