**Head of Creative Technologies Job Description**

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| **Job Description Position Title**  | **Head of Creative Technologies**  |
| **Employer**  | Chulmleigh Academy Trust  |
| **Main Location**  | Chulmleigh Community College  |
| **Reporting to**  | Executive Headteacher, Designated member of SLT  |
| **Effective date of JD**  | March 2021  |

**PURPOSE OF ROLE:**

The Head of Creative Technologies will be expected to lead and co-ordinate all work in the curriculum relating to Technology and ICT. Pupils follow a differentiated course based around the National Curriculum requirements. Candidates should be able to teach the full ability range. It is essential s/he is able to take a broad view of the curriculum and can lead the team in developing appropriate whole college policies. There is also an expectation regarding the development of the subject and related clubs and activities.

**RESPONSIBILITY** **FOR:**

The leadership of people, including pupils, teachers and ancillary staff; the management of curriculum development and implementation; and the management of resources, including equipment, accommodation and finances.

**MAIN ACCOUNTABILITIES**

The Head of Creative Technologies should be a well-qualified teacher with a proven organisational ability and a good track record of curriculum development. S/he should be committed to developing the College’s provision for study in the subject area and be able to respond effectively to current issues concerning the curriculum, development and teaching and learning..

1. Maintain a positive ethos within the curriculum area, which values each individual and contributes to a learning community.
2. Development of teachers’ skills and professional qualities.
3. Management of curriculum opportunities for pupils of all abilities, aptitudes and interests.
4. Management of resources - human, physical and financial, including those from sources other than from the School Budget Share.

**MAIN TASKS**

The Head of Creative Technologies will undertake his/her duties in accordance with the School Teachers Pay and Conditions Documentation and is responsible to the Executive Headteacher and Deputy Executive Headteacher for the following:

1. The internal well being and running of the area in accordance with the aims and policies of the College.
2. The development, implementation and evaluation of the annual department improvement plan.
3. The spending of general allowance within the College guidelines.
4. The production of statements of policy, syllabuses, handbooks and Schemes of Work operating and required throughout the curriculum area.
5. Lesson preparation, standards, marking and assessment, reporting, profiling and record keeping of teachers within their team, including supply teachers.
6. Ensuring high standards of pupil work and behaviour in their curriculum area and adjacent corridors to include corridor displays.
7. The content, appropriateness, legibility, quality of teaching materials, worksheets and examination papers in the curriculum area.
8. All matters to do with student progress and assessment within the curriculum area, to include internal and external examinations.
9. Ensuring that the requirements of the National Curriculum are fulfilled.
10. The induction and training of teachers within their team, including Initial Teacher Education, and other students.
11. Liaise, as appropriate, with primary and post 16 education.
12. Fulfil the role of Form Tutor.

**This document outlines the duties required of the post-holder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list and from time to time duties may be varied.**

**LOCATION**

**The post holder may be required to work at any school which is currently within or in the future joins the Chulmleigh Academy Trust chain of academies, either on a temporary or permanent basis according to the operational needs of the Trust.**