

## Job Description



**THE  
HESSLE  
ACADEMY**



THE CONSORTIUM  
ACADEMY TRUST

### Head of Department – Design and Technology

Shaping Positive Futures

We know from experience that things change throughout the lifetime of a role and so this JD isn't a list of everything you will do – this gives our people the chance to play to their strengths.

#### How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart in to their work. We have some core values that run through everything we do, and we'd love it if they resonate with you too.

#### About the role...

##### Main Purpose of the Job

To be responsible for raising the standards of attainment for all students in Design & Technology, through a well-planned curriculum and high standards of teaching and learning. To uphold the values of the Hessle Academy and the principles of ethical leadership in all interactions with colleagues, students and parents.

##### Core Accountabilities:

1. Responsibility for standards of attainment and progress
2. Responsibility for strategic development
3. Responsibility for staff and staffing
4. Responsibility for student achievement and welfare
5. Responsibility for resources

##### Key Tasks

1. Responsibility for standards of attainment and progress
  - a. Ensure that all students follow a well-planned and strategically-intentioned curriculum which challenges and inspires students to develop a thirst for learning
  - b. Ensure that the quality of learning is the main focus for all work in Design & Technology, supporting the implementation of whole school improvements to teaching and learning
  - c. Ensure that appropriate targets for student attainment and progress are met in line with performance indicators (school and national)
  - d. Maintain accurate and comprehensive records of student progress
  - e. Report on student progress to internal and external groups, including senior leaders in school and, on request, to Governors/Trust
  - f. Consistently evaluate the quality of education within Design & Technology using a wide range of strategies to collect evidence, including student voice and work scrutiny
  - g. Implement intervention strategies as appropriate to ensure all students make progress towards their targets
  - h. Ensure that assessment procedures in Design & Technology are robust, follow agreed school policy to support student learning and achievement and are used consistently by all staff
  - i. Ensure that appropriate data and information is prepared for examination and test entries in good time
2. Responsibility for strategic development of department
  - a. Liaise with SLT Link as agreed to plan and develop the Design & Technology Department
  - b. Conduct an annual review of the curriculum keeping abreast of, and implementing, school and national initiatives
  - c. Update and publish annually, schemes of learning and curriculum plans for each year group ensuring appropriate differentiation of material for Most Able and SEN students
  - d. Ensure the integration of school policies into schemes of learning and monitor delivery by all staff
  - e. Evaluate and report on the impact of all improvement activities on teaching and learning
  - f. Produce, cost and implement an annual Development Plan for Design & Technology that is in line with the core priorities of the School Development Plan
  - g. Ensure all students have access to an appropriately challenging and supportive enrichment programme
  - h. Be proactive in seeking out best practice internally, from within the Academy Trust as well as externally
3. Responsibility for department staff
  - a. Maintain personal expertise in Design & Technology and share it with others
  - b. Act as a role model of good classroom practice for other teachers by being effective and proactive in implementing high quality teaching and learning

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|--|--------|------|------|--|
| <ul style="list-style-type: none"> <li>c. Plan the deployment of staff expertise to achieve school improvement objectives in the most effective way including appointment of new staff as appropriate</li> <li>d. Monitor and evaluate standards of teaching and learning, identifying areas for improvement. Undertake, in line with school policy, appropriate lesson observations of colleagues within the department</li> <li>e. Plan and implement strategies to improve teaching and learning, where needs are identified</li> <li>f. Support the development needs of all staff in the Design &amp; Technology area and target CPD as appropriate</li> <li>g. Induct, support and monitor new staff in the department</li> <li>h. Have full consideration for staff well-being and developing morale</li> </ul>   |        |      |      |  |
| <p>4. Responsibility for students in the department</p> <ul style="list-style-type: none"> <li>a. Ensure that the work of the department is stimulating and engaging to all students</li> <li>b. Provide for the learning needs of all students through appropriate differentiation for SEN and More Able</li> <li>c. Liaise with Learning Support through the SENCO to ensure support staff are deployed efficiently and that resources are used effectively</li> <li>d. Maintain a safe and productive learning environment for all students, dealing with discipline issues following the school's Behaviour, Discipline and Rewards policy to avoid disruption to learning</li> <li>e. Seek opportunities to develop the behaviour management skills of the staff</li> <li>f. Instil a sense of pride, worth and achievement</li> </ul>  |        |      |      |  |
| <p>5. Responsibility for resources in the department</p> <ul style="list-style-type: none"> <li>a. Use the accommodation available to create an effective and stimulating environment for the teaching and learning of the subject with available resources. Plan future development</li> <li>b. Monitor use of Design &amp; Technology teaching areas to ensure a high standard of condition is maintained reporting defects as appropriate</li> <li>c. Be responsible as the Budget Holder for the learning resources allocation for the department. Administer the budget to ensure the principles of best value at all times and that resources are deployed to meet the teaching and learning needs of the department</li> <li>d. Ensure the annual audit of all equipment is undertaken and any irregularities are investigated.</li> <li>e. Ensure the asset register is kept up to date by liaising with the appropriate support staff</li> <li>f. Contribute to the school health and safety file as appropriate</li> </ul> |        |      |      |  |
| <p>This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.</p>   |        |      |      |  |
| <p><b>Core Purpose of a Teacher</b><br/> All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.</p>   |        |      |      |  |
| <p><b>As a member of the Trust</b></p> <ul style="list-style-type: none"> <li>• Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance</li> <li>• Role model high levels of literacy and numeracy including modelling appropriate language</li> <li>• Aspire to develop own professional skills and qualifications</li> <li>• Use all forms of social media appropriately</li> <li>• Contribute to systems of evaluation and performance of the organisation positively</li> </ul> <p><i>The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.</i></p>   |        |      |      |  |
| <table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Signed</td> <td style="width: 40%;"></td> <td style="width: 20%;">Date</td> <td style="width: 20%;"></td> </tr> </table>  | Signed |      | Date |  |
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## Person Specification



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### Teacher

Shaping Positive Futures

| About you...  |           |   |
|---|-----------|---|
| This is the job for you if you hold the following qualifications, experience, knowledge, skills and values: |           |   |
| <b>Qualifications/Training</b>  | Essential | Degree/Equivalent in relevant subject/key stage<br>QTS status<br>Commitment to continue own personal development  |
| <b>Experience/Knowledge/Skills</b>  | Essential | Effective experience as secondary teacher or trainee teacher<br>Proven record of exemplary teaching which has ensured good/outstanding progress and achievement for pupils across the full ability range<br>Good understanding of the National Curriculum and recent changes<br>Good understanding of curriculum developments<br>Excellent subject knowledge<br>Potential to contribute to the development of courses<br>Excellent behaviour management skills<br>Experience of assessment and students' progress<br>Experience in the role of form tutor |
|   | Desirable | <ul style="list-style-type: none"> <li>Ability to articulate and share the vision of The Hessle Academy</li> <li>Experience of leading and implementing whole school initiatives and managing change, developing strategies for raising achievement</li> <li>Ability to teach across the key stages</li> <li>Excellent ICT skills</li> <li>Experience of working with students with learning difficulties/disabilities</li> <li>Experience of use of English through business, research or industry</li> </ul>  |
| <b>Values/Personal Competencies</b>   |           | Committed to the values and vision of the Trust<br>The desire to convey interest in subject to young people<br>Excellent interpersonal skills; energy and enthusiasm<br>Self-motivation<br>Organisational and time management skills<br>Ability to question<br>Flexibility and adaptability<br>Ability to effectively evaluate own performance<br>Team focused with the ability to work independently and take initiative<br>Committed to equality, diversity and inclusion<br>Strong morals, ethics and sound judgement.                                 |