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|  | **BACUP AND RAWTENSTALL GRAMMAR SCHOOL**  **JOB DESCRIPTION: Head of Design and Technology** |
| **Post Holder** | TBA |
| **Salary Scale** | MPR/UPR + TLR2b |
| **Job Title** | Head of Design and Technology |
| **Job Purpose** | To provide professional leadership and management for the Design Technology Department to ensure high quality teaching, effective use of resources and improved standards of learning and achievement for all students. |
| **To whom responsible** | The Headteacher |
| **Line manager for** | Technology technician, staff teaching KS3 product design |

**You are required to abide by the conditions of employment of school teachers set out in the relevant paragraphs of the School Teachers' Pay and Conditions Document 2006.** **In addition you are to undertake specific responsibilities for which you are paid the TLR allowance.**

**The role focuses on four key areas:**

* **Securing high quality teaching and learning**
* **Strategic direction and development of the subject area**
* **Leading and managing staff**
* **Efficient and effective deployment of staff and resources**

Within these four key areas, the core responsibilities of the Head of Department are:

**A Securing high quality Teaching and Learning**

* To monitor and evaluate the effectiveness of teaching and learning through ongoing observation and feedback, through analysis of assessment information and through identification of areas for improvement.
* To ensure improvements in teaching and learning by accessing and sharing best practice both within and beyond the subject area.
* To ensure all school policies are adhered to within the subject area.

**B Strategic direction and development of the curriculum area;**

* To establish short, medium and long term plans for the development and resourcing of the subject.
* To use national, local and school data to inform practices, expectations, targets and teaching methods.
* To monitor the progress made towards departmental targets, evaluate the effects on learning and teaching and use this analysis to guide future improvement.

**C Leading and managing staff**

* To provide the appropriate levels of support and challenge for staff working in the subject area in order to provide high quality education for students.
* To lead the professional development of staff through example and support and co-ordinate the provision of high quality professional development
* To ensure that the Headteacher, governors and the SLT are kept informed about the subject area.
* To work with the SENCO, the pastoral team and the Exams Officer to ensure the highest quality of provision for all pupils.
* To ensure that work is set for absent staff.
* To work collaboratively with the Head of Food and Nutrition and Textiles to co-ordinate the delivery of the KS3 curriculum.
* To liaise with School Business Manager regarding the annual safety inspection of machinery.

**D Efficient and effective deployment of staff and resources**

* To advise the Headteacher on the deployment of staff involved in the subject to ensure the best use of subject, technical and other expertise.
* To manage the resourcing of the department, including the departmental budget.
* To ensure that there is a safe and stimulating working and learning environment, including responsibility for Health and Safety in the practical workshop.

**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.**

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| **Agreement / Signature**  **Post Holder** | **Date** | **Signature**  **Headteacher** | **Date** |
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