

**Head of Design and Technology**

Overseeing the provision for Design and Technology with the responsibility of line managing the teachers within the department and their corresponding subjects together with the Design and Technology Technician.

The post holder would be responsible to the Assistant Vice Principal (Teaching and Learning) and would be accountable for the oversight and progress of all subjects with Design and Technology.

**Job purpose:**

Primary responsibilities of this post are to:

* Oversee the consistency and running of the subjects within the faculty:
* Ensure quality in all aspects of provision within the subjects in the faculty
* Ensure that every student achieves the highest levels of academic success
* Monitor systematically all aspects of provision

The post holder will need to work closely with all other teams across the Academy such as:

SEN, Attendance, Post 16 and Student Well-Being to fulfil their responsibilities.

**Line management:**

The line manager for Design and Technology is the Assistant Vice Principal (Teaching and Learning).

**Review:**

This job description is subject to annual review and / or change at other times in response to identified needs.

In addition to the duties and responsibilities contained in the ‘teacher’s tasks’ the further specific teaching and learning responsibilities apply to this post.

**Leadership and Management:**

* Provide dynamic and proactive leadership
* Complete on a rolling plan, a thorough self-review of all aspects of provision to feed into the annual SEF timetable of the Academy
* Produce an annual development plan
* Create and lead a team with a shared sense of identity and vision
* Ensure that all elements of best practice Assessment for Learning (AfL) are embedded in all classrooms

**Curriculum and Students:**

* Systematically track student progress to inform target setting, review of teaching programmes and the use of intervention strategies and targeted support.
* Co-ordinating and leading intervention strategies
* Translate data analysis to subject level intervention actions with classroom teachers and Teaching Assistants
* Ensure that assessment of student progress is used to inform lesson planning
* Co-ordinating target setting
* Lead the area in the latest national developments and ensure that effective and appropriate use is made of these initiatives, to include, but not limited to, ICT
* Encourage and disseminate good practice in all classrooms
* Monitor and appraise the effectiveness of individual staff performance and ensure effective resource management
* Ensure effective collaborative arrangements with partner providers

**‘Extra-curricular’, Specialist Provision and Community:**

* Encourage and publicise a full programme of extra-curricular opportunities for students and staff to develop enthusiasm and skills
* Develop active partnerships with local groups, local businesses and educational institutions, especially universities, to enhance the opportunities available to students
* Contribute to the aims and activities of the Academy Specialisms

**Generic responsibilities:**

* To adhere to the Academy’s stated standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management and ICT
* To set a personal example that contributes to the positive ethos of the Academy
* To agree annual performance targets with the line manager with the intention of continuous professional development
* To take responsibility for their own learning and development
* To represent and uphold the values of the Academy at relevant events
* To undertake any other duties that may be reasonably required by the Principal