**HURSTMERE SCHOOL**

**Head of Department**

**Job Description for:**

**Post:** Head of Design and Technology

**Accountable to:** Senior Leadership Member who line manages the Design and

Technology Department

**All staff at Hurstmere School are expected to:**

* actively contribute to the School’s culture of high ambition and achievement;
* share our common values of Ambition, Integrity, Leadership, Resilience, Respect, Teamwork and Self-belief in the face of challenges;
* be committed to maintaining a safe a secure environment for all students and a “culture of vigilance” to safeguard and protect all in the school’s care.
* make a commitment to achieving the highest possible standards in all areas of their work;
* contribute to the development of the School’s culture and ethos;
* uphold the Staff Charter.

**Core Purpose**

To ensure the continued delivery of high quality teaching and learning within their specialism.

Heads of Departments are responsible for line managing staff within their area, to ensure sustained educational progress by all pupils within the specialism. Lead, develop and enhance teaching practice of others. To be accountable for leading, managing and developing your curriculum area and pupil development across the curriculum.

**Specific Responsibilities**

* To ensure that high standards of teaching and learning take place within your specialism.
* To ensure that all members of your department have an annual teaching and learning review in line with the school’s policy.
* To ensure that all members of your department are conversant with the procedures, policies and expectations of the school.
* To ensure that rigorous and robust targets are set for the departments to ensure sustained and substantial improvement.
* To ensure that schemes of work are annually reviewed to reflect developments and changes leading to higher standards of teaching and learning.
* To co-ordinate appropriate CPD to enhance the teaching practice of others.
* To lead, co-ordinate, monitor and evaluate the work of the department in relation to curriculum and pastoral aspects of students learning and achievement.
* Undertake all reasonable precautions to safeguard the health and safety of students and staff at all times within the departmental area.
* Keep departmental members up-to-date on national, local and school curriculum developments.
* Take active responsibility for formulating fair and consistent standards of discipline within the departmental area and follow up concerns according to the school’s procedures.
* Be a key figure in the professional development of the department’s staff, the appointment and induction of new staff and the supervision of student teachers in close liaison with the responsible Senior Leadership Team.
* Ensure that good communication between the department and parents is developed and maintained.
* Implement and undertake effective processes of self review and development. These should focus on:-

Standards of attainment

Progress of students

Pupils’ attitudes and behaviour

Planning

Teaching and learning

Assessment

Management of the subject

* To manage departmental cover work.
* To promote and manage inclusion within the school.

**Community and Ethos**

To ensure and develop high standards of behaviour in order to promote academic achievement.

**Team Tasks**

* Liaise closely with SENCo with regard to implementing SEND policy.
* Liaise with Careers Staff in the career guidance of students throughout the school.

**Administrative Systems**

* To organise and manage the effective use of administrative support to assist with the smooth running of your curriculum area.
* To provide an environment that stimulates learning.
* To oversee curriculum displays, to promote learning and achievement.
* To ensure effective record-keeping and data entry takes place.
* To monitor the effective implementation of the school’s ARR Policy.

**Administrative Tasks**

* Manage efficiently and cost-effectively the resources available to the department.
* Keep accurate records of the year’s spending.
* Provide information and data as required by the school’s administration, DfE, OFSTED, QCA or other relevant bodies.
* Review and prepare annually the Department Improvement Plan in relation to the School Improvement Plan.

Form Tutor – see generic Job Description

Subject Teacher – See generic Job Description

Please note that the above tasks are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties and the post holder will be expected to undertake other duties considered commensurate with the role.

Duties may involve access to information of a confidential and sensitive nature which may be covered by the General Data Protection Regulation (GDPR). All employees of Hurstmere School will be expected to comply with GDPR when handling any personal data. Confidentiality must be maintained at all times. In addition to the above, the post holder must be committed to safeguarding and promoting the welfare of children and young people.

**Review and Amendment**

This job description should be seen as enabling rather than restrictive and will be subject to regular review. As such:

* Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description.
* This job description may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title and in order for the school to meet its statutory and general obligations regarding service provision.

There will be a full review of all job descriptions during the Summer term 2021.

Principal: ..........................................................................

Member of Staff: ................................................................

Date: ...................................................................................

March 2021