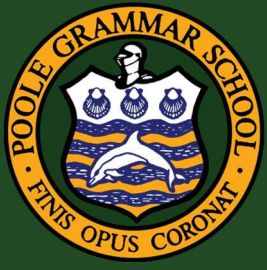


# POOLE GRAMMAR SCHOOL



HEAD OF DESIGN AND TECHNOLOGY

INFORMATION PACK



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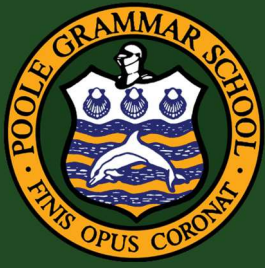
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## **Job description - Head of Design and Technology**

**(MPS/UPS)**

**TLR 2c**

**For September 2022/January 2023 start**

**Full Time, permanent**

### **Job Purpose**

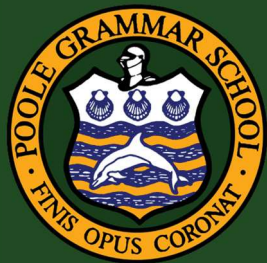
To promote the highest possible standards of student attainment and achievement within the Design and Technology curriculum and to monitor and support student progress and staff development.

Work with the middle and Senior Leadership Teams to secure the strategic vision of the school set out in the school development plan.

The responsibilities of the post holder will include the following areas:

### **Curriculum**

- To be the lead professional in the Design and Technology department, encompassing resistant materials, graphics, electronics and food. Planning and producing the scheme of work for the delivery of the Design and Technology curriculum for students from Year 7 – 13 taking into account national developments in Design and Technology teaching practice and pedagogy
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curriculum policies of the Governing Body and Headteacher
- Teaching Design and Technology from Year 7 to Year 13 as appropriate
- Promote A Level and GCSE Design and Technology courses to potential students e.g. through Open evenings, Sixth form open evenings/fairs etc.
- To generate, monitor, evaluate, review and amend policies and practices to ensure the continued prominence of Design and Technology at Poole Grammar School and in the wider STEM world
- Keep an oversight and actively monitor the work and progress of students, especially those who are gifted or have specific learning needs using appropriate data e.g. ALPS, SISRA
- To be proactive in exploring innovative ways of delivering ICT through Design and Technology and promoting independent learning at all levels
- Organise effective departmental meetings, with agendas, and pass copies of agendas and notes of meetings to the Headteacher
- To be responsible for the entry of students for public examinations with the Director of E-Learning, Systems, Information and Communication
- Co-ordinate contributions to the departmental web site
- To maintain and annually review the departmental handbook
- To keep the SLT apprised of developments in Design and Technology from Key Stage 2 to Post 16 and beyond.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and the aims and objectives of the School Development Plan



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## Examinations

- Ensure that required internal examinations/assessments are set and marked, and results collated and evaluated.
- Ensure, after consultation with colleagues, that students are entered for the correct syllabuses and external examinations.
- Check Exam Board examination / Controlled assessment criteria, for the year in question.
- Distribute all information from the Examination Board to all who need to know and ensure that staff read examiners' reports.
- Ensure that appropriate revision programmes are devised for students in preparation for examinations.
- Ensure that students are well briefed on the requirements and structure of the various examinations.
- Ensure that all coursework/controlled assessments is correctly applied, completed, assessed, recorded and stored and that proper internal moderation procedures are carried out.

## Monitoring

- To be accountable for student progress and development within the Design and Technology department
- Ensure the effective operation of quality control systems across the department, e.g. students focus groups
- Establish and maintain the process of setting targets within the department and to work towards their achievement
- Ensure school quality assurance procedures take place within the department e.g. homework checking, work scrutiny, departmental walk throughs etc.
- Ensure the department's quality evaluation procedures meet the requirements of Self-evaluation and the School Development Plan
- Ensure the maintenance of accurate and up-to-date information concerning the department on the Management Information System (MIS) and make use of analysis and evaluate the performance data provided by the MIS
- Produce an annual department development plan reflecting the School Development Plan and departmental priorities with SMART evaluative outcomes

## Health and Safety

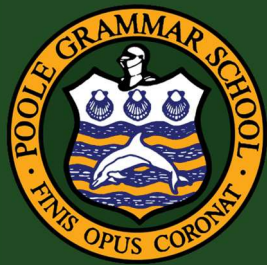
- Monitor and make appropriate recommendations to the Health and Safety policy of the DT department for self and others
- Implement current risk assessments for all DT activities and help in developing additional risk assessments as new practical activities are introduced. Referring to the departmental extensive procedures
- To undertake training for using specialist machinery as necessary, and facilitate training for members of the department.

## Extracurricular

- To promote extracurricular DT within the school, of which there are many clubs at lunchtime and after school
- To promote DT to the wider community
- To develop links with local HE institutions and professional bodies

## Pastoral

- Promote the general progress and well-being of individual students of any classes e.g. through tutor periods and registration
- Help gain access to appropriate advice on educational and social matters and on students' further education and future careers, including information about sources of more expert advice on specific questions; making relevant



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records and reports

- Being aware of the personal and social needs of students, recording information as appropriate and respecting the confidentiality of these records
- Communicating and consulting with the parents, other school staff and students
- Communicating and co-operating with people or organisations outside the school where appropriate
- Participating in meetings arranged for any of the purposes described above within directed time

## **Staffing**

- Take part in the school's continuing professional development programme by participating in arrangements for further training and professional development
- Continue professional development, including subject knowledge and teaching methods
- Ensure the effective/efficient use of classroom support when allocated
- Work as a member of a team and to contribute positively to effective working relationships within the school
- Participating in any arrangements within an agreed national framework for performance management of the teacher and other teachers
- Contributing as appropriate to the professional development of other teachers and non-teaching staff, including the induction, assessment and support of early career teachers

## **Quality Assurance**

- Help to implement school quality procedures e.g. departmental reviews, performance management and to adhere to them
- Contribute to the process of monitoring and evaluation of the curriculum including evaluation against quality standards and performance criteria
- Partake in ongoing reviews of programmes of study as the needs of the school and department evolve

## **Management Information**

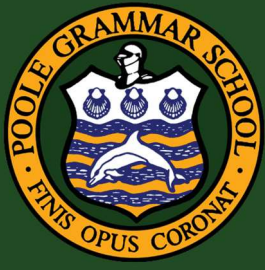
- Maintain appropriate personal records and inform support staff of changes for the school management information system
- Complete the relevant documentation to assist in the tracking of students

## **Management of resources**

- Contribute to the process of ordering and allocation of equipment and materials e.g. suggesting new resources
- Identify resource needs and to contribute to the efficient/effective use of physical resources
- Take responsibility for certain subject rooms and tutor rooms, including providing material for displays connected with the subject

## **Discipline, Health, and Safety**

- Maintain good order and discipline among the students
- Safeguard student health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
- Develop in students the appropriate respect for the ethos of the school through an understanding of student rights and responsibilities

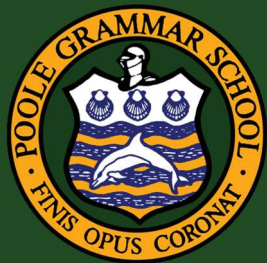


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## **Responsible to: Headteacher**

In drawing up this job description, the Headteacher acknowledges her responsibility, in ways defined for Headteachers in their Conditions of Employment, to enable the holder of each post to carry out the assigned duties and responsibilities. Staff will be consulted as appropriate during any review of such policies. These duties and responsibilities may be altered from time to time after consultation with the Headteacher and the relevant Head of Department in order to meet the changing needs of the school and the interests of the member of staff.

**Dr Amanda Smith**  
**Headteacher**  
**June 2022**



## Person specification: Head of Design and Technology

### Expectations

- Exemplary classroom practitioner with enthusiasm
- Teaching Design and Technology at KS3, KS4 and A level (ideally product design specialising in materials at GCSE/A Level).
- An awareness of curriculum issues relating to Design and Technology from Year 7 - 13
- An understanding of Health and Safety issues relating to Design and Technology
- Meeting the needs of students with Special Educational Needs and gifted and talented
- Awareness and promotion of the use of ICT in the Design and Technology curriculum
- Pastoral work in a school setting

### Qualifications

- Degree in an appropriate Design and Technology related discipline
- Qualified Teacher Status

### In-Service Training

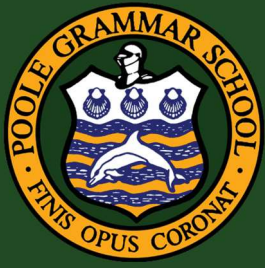
- Up-to-date subject knowledge and skills reflecting the demands of current specifications
- A programme of relevant recent courses undertaken
- Health and Safety certification, preferable

### Skills

- Contribute curriculum development and learning and teaching pedagogy
- An ability to lead and inspire students of all abilities
- Excellent administrative skills
- Ability to establish constructive working relationships amongst staff and students
- Encourage participation in Design and Technology, within and beyond the classroom
- Proven communication, organisational and interpersonal skills
- An ability to work effectively as part of a team but also to be able to work independently
- ICT competence and the ability to and contribute to the department's well-established digital and blended learning

### Personal skills and qualities

- Confidence, tenacity, flexibility and adaptability
- Empathy for students, parents, staff and the community
- Energy, commitment, enthusiasm for teaching within a lively department
- An eye for detail
- A sense of humour and can-do attitude
- High level of emotional intelligence



## The Design and Technology Department

Poole Grammar School offers four distinct subjects at KS4/GCSE:

- Art and Design – Graphic Communication/3D Design
- Design and Technology
- Food Preparation and Nutrition
- Electronics.

At A level, there are three distinct subjects that progress directly from the GCSE courses:

- Art and Design – Graphic Communication/3D Design
- Design and Technology: Product Design
- Electronics

Students gain experience in these subjects throughout KS3 where units get progressively more complicated/in-depth, allowing students to make informed choices at KS4, should they choose to take the subject to GCSE and beyond.

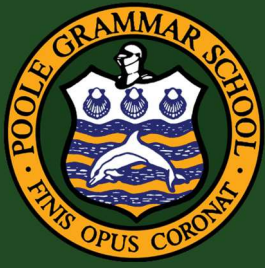
The department comprises of a number of specialist teachers (mainly full-time) along with one full-time and two part-time technicians. All rooms are fully equipped and we have retained traditional equipment whilst embracing modern technologies. All equipment is maintained to high standards by technicians and external providers when required. ICT provision is supported by numerous laptops, desktops and both hard wired and wireless network access.

At KS3, our aim is to teach the basics and then, as students gain confidence, we increase the complexity. As our student intake includes many different schools across Poole and surrounding areas, we find their previous experiences of Design and Technology vary greatly – noticeable more now than ever with the focus of KS2 changing considerably to meet the new curriculum. As a result of interesting and challenging work at KS3 we have a very good uptake in numbers at KS4, with some students taking more than one GCSE D&T subject. We have selected our exam boards carefully to make sure the courses the best for onward progression for our learners allowing them to be both motivated and challenged.

All three A level subjects see very good numbers and we also have students from our partner school, Parkstone Grammar School, with the ability to offer the students many opportunities to produce top-quality work that really pushes the boundaries. Our student outcomes are always extremely good and we support our learners fully through KS3, 4 and 5 to help them achieve their next step in learning. Being a creative subject, we offer a significant practical element and we also link perfectly with the STEAM subjects in every way.

We are looking for an enthusiastic teacher with a passion for Design and Technology. An enthusiasm to work





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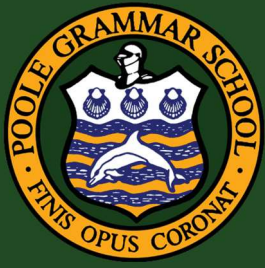
with a lively dedicated team is important and the workshops are always a hive of activity.

The successful candidate will be joining a department in a school situated in an area of outstanding natural beauty with the Jurassic coast and New Forest only a few minutes away. This is coupled with working in a school renowned for the friendliness of its staff and the potential of its students – where students and teachers share their learning experience and make tremendous progress whilst still enjoying life to the full.

The school has a well-structured programme for professional development as well as a successful track record of training aspiring teachers through the local Graduate Teacher Training Programme, the Wessex Partnership. The school is also part of the SIGMA Teaching School Alliance, giving staff access to a range of training opportunities and the chance to network with colleagues in other schools.

Further details of the school and department are available from the school website: [www.poolegrammar.com](http://www.poolegrammar.com)

**Dr Amanda Smith**  
**Headteacher**  
**June 2022**



# POOLE GRAMMAR SCHOOL

## Application procedure

Please visit [www.poolegrammar.com](http://www.poolegrammar.com) and complete the online application form. Once submitted, you will receive an acknowledgement email.

CVs will be accepted in addition to the above but will not be accepted on their own.

Online application forms are preferred but a PDF and word version of the application form can be requested from [pgshrdept@poolegrammar.com](mailto:pgshrdept@poolegrammar.com)

If you have any questions regarding the application process or have not received your acknowledgment email, please contact the HR Department on the above email address.

**Closing date for applications: Midnight, Sunday 4 September 2022**

**Interview Date: w/c 12 September 2022**

Informal discussions are encouraged.

*Poole Grammar School is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to complete an enhanced DBS application. Poole Grammar School also promotes equal opportunities for its workforce.*