

JOB DESCRIPTION
Head of Design and Technology
TLR 1B

Job Purpose

- Support the Senior Leadership Team in carrying out the collective vision for the Academy
- Lead and manage a subject area
- Improve student outcomes across a subject area
- Help set the strategic direction for the Faculty
- Support the Faculty Leader to monitor, evaluate and review the Faculty
- Performance manage identified staff as appropriate
- Promote and deliver high quality extra curricular learning
- Actively participate in activities in support of the aims of the Academy
- To be accountable for the day to day management, control and operation of course provision with the department, including effective deployment of staff and physical resources
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department in-line with national requirements and are updated where necessary and to liaise with the Operations Manager, responsible for the Academy's Health and Safety when required

Specific Duties and Responsibilities

Curriculum

- To ensure the delivery of high-quality learning opportunities for the students of The Joseph Whitaker School
- To prepare and teach appropriate, engaging and challenging lessons
- To review systematically, change and modify the curriculum as necessary
- To establish and maintain schemes of work and programmes of study for Design and Technology
- To ensure that ICT is an integral and effective part of the curriculum
- To keep abreast of current developments in the educational field to enable effective curriculum planning
- To assess students' work and report on progress as required
- To work with other Faculties as appropriate

Other specific duties particular to the post of Head of Design Technology

- To be responsible and accountable for all disciplines within the provision of Technology

Key Accountabilities:

Faculty

- To work closely with all members of the Faculty to achieve Faculty and whole school aims and to assist with whole school projects
- Lead the department as required during INSET, Twilight, Teaching and Learning and Faculty meetings
- To promote student progress and wellbeing with due regard for discipline, health and safety

- To support the Faculty to ensure that the environment of the Faculty and teaching areas are always of a high quality and contribute to the environment of the Academy
- To participate and contribute to appropriate meetings
- Support the Faculty Leader in setting cover for absent colleagues
- Support the Faculty Leader on discipline

Outcomes

- Improve student outcomes across the subject area
- Hold staff accountable for their performance across the subject area
- Work with the Faculty Leader to improve rates of progression
- Work with the Faculty Leader to ensure that staff intervene and, if necessary, other interventions take place at the earliest possible time, to ensure that students make good or better progress across the subject area

Safeguarding

- Be familiar with, and follow, all Academy policies, in particular those related to safeguarding
- Promote the welfare of children

Data and Assessment

- Monitor student outcomes and progression across the subject area
- Co-ordinate assessment across the subject area
- Ensure that assessment protocols are robust across the subject area and that all data provided is accurate

Quality Assurance

- Assist with Quality Assurance across the subject area, including lesson observation, learning walks, work scrutiny and student voice, with the Faculty Leader
- Support staff in following up outcomes of lesson observations and Quality Assurance across the Faculty, with the Faculty Leader
- Assist the Faculty Leader with self-evaluation across the Faculty, specifically in relation to outcomes and provision within a subject area

Meetings

- To lead, participate and contribute to appropriate meetings and staff development as required
- Year 6 Open and Transition evening
- Year 9 Guided Choices evening
- Post 16 Options evening

Schemes of Work

- Embed quality teaching and learning strategies across the subject area through supporting the development of appropriate schemes of work
- Co-ordinate of medium-term Schemes of Work across the subject area

Pastoral

- Take responsibility for the effective care and guidance of a tutor group
- Monitor the academic performance of students within a designated tutor group

Community

- Work closely with parents and other members of the community where appropriate
- Promote the Academy within the community
- Work with partner primary schools, Further Education and Higher Education establishments, to ensure successful transfer of students in conjunction with other staff
- Demonstrate a keen interest in the life of the Academy

As a member of staff at The Joseph Whitaker School you are expected to:

- Work in accordance with, and in support of, the Academy's vision and values
- Contribute to the Academy's ethos by setting a good example to colleagues and young people
- Participate and contribute to staff development and school routines and duties
- Take part in performance management activities and reviews as required by the Academy policy and use the process to develop your personal and professional effectiveness

PERSON SPECIFICATION

Head of Design and Technology

	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> Well-qualified Graduate in Design and Technology Awareness of current developments within education and the subject area 	<ul style="list-style-type: none"> Experience of teaching Design and Technology KS5
SAFEGUARDING	<ul style="list-style-type: none"> Full understanding of the Safeguarding requirements and how teachers promote the welfare of children Enhanced DBS and validated references Eligibility to work in the UK 	<ul style="list-style-type: none"> Child Protection Training
TEACHING EXPERIENCE	<ul style="list-style-type: none"> Outstanding or good teaching ability Experience of Design and Technology at KS3 and KS4 IT literate, making highly effective use of ICT to enhance teaching Strong use of data to inform teaching and improve learning Experience of tutoring students in a pastoral capacity 	<ul style="list-style-type: none"> Experience of Design and Technology at KS5 Potential to contribute to extra-curricular activities in other areas
PERSONAL QUALITIES	<ul style="list-style-type: none"> Good interpersonal skills Commitment to raising achievement An innovative and positive attitude Excellent communicator, both orally and in writing Ability to work as part of a team 	<ul style="list-style-type: none"> Proven leadership experience at middle leadership level. Leadership experience of Quality Assurance across an area Experience of leading staff development Strong line management experience Strong performance management experience