**Job Description: Head of Design and Technology**

|  |  |
| --- | --- |
| **Post Details** |  |
| **School/setting:** | Twynham TGS |
| **Post type:** | Teaching Staff |
| **Grade/Pay Level:** | Main/Upper Pay Scale + TLR 2.3 |
| **Weeks per year:** | Full calendar year |
| **Duration:** | Permanent |
| **Responsible to:** | DHT or AHT as appropriately identified |

|  |
| --- |
| **Main Purpose** |
| To lead and inspire excellence throughout the schools.  The Head of D&T is required to develop the Twynham Learning Secondary D&T Curriculum that is exciting, ambitious and challenging and that meets the needs of all students.  To be responsible for improving student outcomes across the schools. Fostering a team commitment towards, and consistent adoption of, a “deep green” approach and ethos that inspires aspiration towards excellent standards of progress for all our students.  The Head of D&T will provide inspirational leadership to the members of the department and ensure the effective recruitment, retention and deployment of staff within the D&T department.  The Head of D&T is expected to champion the suite of D&T subjects in both schools, ensuring D&T is seen as a vibrant and enjoyable subject.  As a leader with Twynham Learning, the Head of D&T will be committed to supporting the ongoing development of school and trust priorities. |

|  |
| --- |
| **Duties and Responsibilities** |
| * Create a culture of continuous improvement and embed an ethos of collaboration across TS and TGS, maximising all opportunities for the schools to share the benefits of sharing ways of working, expertise and efficiencies of scale with a shared vision for excellence in D&T. * To be responsible for the design and effective implementation of a world class Twynham Learning Secondary D&T curriculum at both TS and TGS. * To develop and maintain an exciting suite of Post 14 and Post 16 qualifications that enable students to progress in associated fields. Currently these include Design and Technology, Food and Nutrition and Engineering Post 14, and Product Design and Engineering Post 16. * To be the lead colleague for the secondary schools for any inspection, review or visit related to D&T. * To maintain an up to date Curriculum Handbook documenting that details the curriculum as well as subject specific pedagogy. * To set aspirational standards of students in D&T and ensure that teachers maintain high expectations in both schools. * To be the lead person accountable for a shared understanding of the curriculum design in D&T at both schools. * To ensure an equity in provision across both schools and the aligned implementation of the curriculum. * To ensure all teachers in the department set relevant homework and adhere to all departmental policies. * To effectively evaluate and quality assure curriculum implementation across both schools and to shape subsequent reviews and intervention as required. * To closely track and monitor students in all key stages and use relevant data to identify students for whom supportive intervention is needed to ensure gaps in cohort progress are closed. * To be responsible for the development and implementation of the Excellence Plan for D&T ensuring that improvement priorities are accurately identified and that the action plan is regularly reviewed and updated. * To maintain up to date documentation demonstrating regular evaluation and further action planning for the department. * To ensure the subject area of the student gateway is kept up to date, relevant and is easily accessible to students providing excellent opportunities for independent learning. * To ensure the effective day to day running of the department including maintaining resourcing and equipment. * To be responsible for the D&T capitation budget ensuring that resources are managed effectively and efficiently. * To ensure health and safety practices, including risk assessments, are in-line with national requirements and updates, liaising with the Operations Manager and site team as required. * To provide accurate and timely evaluation of the D&T curriculum and staffing as required by senior leaders across the trust. * To ensure robust analysis of curriculum impact, using internal and external data alongside qualitative measures to ensure excellent outcomes for all our student. * To work closely with senior leaders to drive school-specific improvement strategies. * To work closely with other curriculum leaders and areas to promote cross-curricular links and develop additional opportunities for students. * To be responsible for the performance management of departmental staff as directed by the DHT (Academic). * To line-manage the Assistant Head of Department. * To line-manage departmental staff as directed by the EHT. * Actively monitor and respond to developments and initiatives in D&T at national, regional and local levels. * Ensure every teacher in D&T has a thorough appreciation of the relationship that exists between curriculum, teaching and learning and assessment and including the role each plays in improving our student outcomes. * As required to support the work of the SISS (Self-improving school system) Board as directed by senior Trust leaders. * To teach key student groups, which, at times and as required, may require teaching on both the TS and TGS campus. * To promote an effective subject-specific CPD programme for all teachers of D&T so that they have access to high quality training and development based on evidence informed and research-led thinking. * To actively support and encourage a collaborative, wide-ranging and ambitious approach to extra-curricular D&T activities which encourage students from across both schools to actively participate in D&T. |

|  |
| --- |
| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies. |

|  |  |
| --- | --- |
| **Twynham Learning Attributes for all Staff** | |
| * Ambition for excellence * Professionalism * Humility * Championing change | * Inclusiveness * Positivity * Community-mindedness * Being collaborative |

|  |
| --- |
| **Knowledge, Skills and Attributes** |
| Knowledge and Skills - Essential:   |  | | --- | | * An honours degree (or equivalent) in a Technology related discipline * Qualified Teacher Status (QTS) * Proven experience of improving outcomes for students in D&T as a classroom teacher * Successful experience of teaching D&T across Key Stage 3-4 in a state 11-16 or 11-18 school * Experience of leading staff and responsibility for outcomes of a cohort of students beyond your own classroom * Understanding of the current Ofsted framework and the application of the Quality of Education judgement within the D&T curriculum. * An understanding of effective pedagogy * Successful experience of curriculum design * Excellent classroom management skills | | * Knowledge and Skills - Desirable: * First class or Upper second-class degree in a Technology related discipline * Knowledge and understanding of Level 2 and/or Level 3 Engineering qualifications * A background of working in a department with” above average” progress data * Successful teaching experience of A-level a Technology related discipline * Evidence of further leadership development * Experience of working across a range of school environments * Experience of involvement in successful (good or outstanding) Ofsted inspection * Experience of leading school trips and a commitment to the encouraging extra-curricular activities * A knowledge of the changing national education agenda * Ability to drive and access to own car   Personal Attributes |  * High-energy and passionate individual with a clear moral purpose which is driven by a desire to improve the life chances of young people. * Highly emotionally resilient * A reflective practitioner with a history of expertise in classroom pedagogy and the ability to improve outcomes for students * An ability to inspire and relate well to the whole community. * An emotionally intelligent colleague who can adapt to a range of situations and communicate with various stakeholders including students, parents and other colleagues and professionals. * An aspirational colleague who is ambitious for future whole-school leadership * A team player who is comfortable in both providing and responding to professional challenge. * A commitment to and evidence of professional development of both yourself and others * A commitment to engaging with evidence and research to inform practice * Outgoing and enthusiastic with a positive “can-do” attitude and a solution-focused approach. * A sense of humour |

|  |
| --- |
| **Other Duties** |
| **School-specific**   * To support other senior leaders in the recruitment process, organising interview lesson observations and providing accurate feedback to selection panels where appropriate. * To be responsible for the line management and effective deployment of technicians associated with D&T. * Working closely with the EHT and DHT (Academic) to provide accurate evaluation of the quality of teaching and development and recruitment needs within D&T. * Provide accurate and timely reporting on the quality of teaching in D&T across the schools using effective tracking and monitoring systems. * To support the TL Performance Management and appraisal processes, being an appraiser for identified staff and ensuring that high standards of performance are both set and met in line with Trust policy.   **Trust- wide collaboration**   * To support the work of Twynham Learning MAT which at times may require supporting other schools within the MAT as agreed in consultation with the post-holder. * Contribute to the TL Trust Excellence strategy for a world class curriculum provision. * To support the work of Two Rivers Institute which, at times, may require supporting schools locally or delivering CPD through TRI as agreed in consultation with the post-holder. * To promote actively the Trust’s corporate policies * To play a full part in the life of the Trust community, to support its vision, mission and values. * To comply with the school’s health and safety policy and undertake risk assessments as appropriate * To undertake any other duty as specified by STPCD not mentioned in the above   All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time. |

|  |
| --- |
| **Notes** |
| This job description may be amended at any time in consultation with the postholder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. |

|  |  |
| --- | --- |
| **Key to Acronyms Used/Glossary of Terms Used in this Job Description** | |
| * TL = Twynham Learning * D&T = Design and Technology EHT = Executive Headteacher * DHT = Deputy Headteacher * AHT = Assistant Headteacher | MAT = Multi-Academy trust  TRI = Two Rivers Institute  HoD = Head of Department  STPCD = School Teachers Pay and Conditions |