



## **Job Description – Head of Design & Technology (MPS/UPS + TLR2B)**

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**Accountable to:** Senior Leadership Team, Headteacher

**Purpose:** To be responsible for:

- The quality of teaching, learning and student progress, analysing outcomes and planning for improvement.
- Undertaking a process of annual self-review and leading department to raise subject standards.
- Monitoring performance and working to improve performance of department members, including appraisal process.
- Managing resources available to the department, including the deployment of staff and rooms.
- Ensuring schemes of work are up to date.
- Organising student grouping.
- Keeping abreast of initiatives and new policies relating to the subject.
- Promoting the safeguarding and welfare of children and young people across the subject.

### **Duties and Responsibilities**

#### **Schemes of Work:**

- To ensure schemes of work are developed and reviewed. To ensure that these meet all statutory requirements and meet the needs of students in an innovative and engaging way.
- To ensure that effective liaison occurs between key stages (including between KS2 and KS3) to provide proper progression.

#### **Effective Teaching:**

- To set exemplary standards in teaching and learning for members of the team to model.
- Monitor and enhance effective teaching amongst team members – to include lesson observation and feedback at least annually.

#### **Student Progress:**

- To ensure student progress is monitored and analysed at all levels and to report on this to the Leadership Team and Headteacher as required.
- To draw up plans to improve student progress with subject staff.
- To monitor the implementation of those plans.
- To monitor student progress through work sampling, report sampling and moderation and to take necessary action based upon this process.
- To ensure that progress and targets are effectively communicated by department members to parents through the reporting system.

#### **Examinations:**

- To make examination entries as required.
- To ensure that appropriate examinations and tests are set at all levels.
- To support the management of examinations through liaison with the Exams Officer.

#### **Department Responsibilities and Management:**

- To manage the department members in an open and consultative way, affording members of the team the chance to participate and have an input into developments.
- To provide direction and leadership for the department.
- To care for the wellbeing of members of the department.
- To manage the performance of allocated staff, including support staff, in line with school policy.

- To ensure that appropriate staff development is undertaken by department members to continually improve their effectiveness.
- To support the induction of new staff and the training of PGCE/GTP students where appropriate.
- To carry out the process of subject self-review and draw up the Subject Improvement Plan.
- To engage students in giving feedback about subject and teaching in subject (including your own), in order to inform the Improvement Plan.
- To ensure that actions in the Subject Improvement Plan are carried out effectively, and to monitor their impact.
- To work with the Leadership Team on the deployment of staff and rooms.
- To manage resources (including text books and equipment) in the most effective way.
- To attend subject leader meetings as required.
- To contribute to the development of whole school policies as required.
- To ensure that adequate work is set when department staff are absent.
- To work with members of the department to support and develop enrichment activities.
- To ensure that working practices in the department address all Health and Safety issues adequately.
- To carry out any other duties as appropriate.

#### **Behaviour for Learning:**

- To ensure that student behaviour in lessons is of the expected standard.
- To ensure that all members of the department adhere to school policies on behaviour and to provide support where necessary.

#### **Duties and Responsibilities as a Teacher**

To be read in conjunction with the School Teacher's Pay and Conditions Document Part XII and the Teachers Standards document.

- To teach effective lessons and be responsible for this to the Head through SLT.
- To ensure that lessons are well prepared, all work marked regularly, and homework set according to agreed policy.
- To maintain records of student attainment, and to be aware of standards achieved, so enabling assessments to be provided whenever necessary.
- To produce effective reports on student progress and targets for improvement.
- To ensure high standards of behaviour from students.
- To work as a member of a team, seeking to implement its aims and objectives, extending knowledge and understanding of the curriculum, recognising the need for change, and contributing where necessary to the writing/development of new material and schemes of work.
- To attend all team meetings (subject and pastoral).
- To promote the general progress and personal and social well-being of any assigned group of students through the school's tutorial and PSE programme.
- To participate in the appraisal process – identifying areas for development and accessing appropriate training and professional development.
- To provide work for classes (whenever possible) when absent.
- To communicate and consult with the parents of students through attendance at Parents' Evenings.
- To have regard to the school Health and Safety policy.
- To promote and safeguard the welfare of children and young people across the subject.

This job description, which is subject to review, has been agreed between the Post-holder, the Line Manager and the Headteacher.

Teacher:

Line Manager/Headteacher:

Signed

Signed

Date

Date