



## **Job Description**

<b>Job Title:</b>	Head of Design Technology Department
<b>Reporting to:</b>	Assistant Headteacher
<b>Responsible for:</b>	Teachers within the department team

### **Description:**

To be accountable for, and to provide professional leadership and management for the subject.  
To secure high quality teaching, effective use of resources and improved standards of learning and progress/achievement for all students.  
To contribute to the development and maintenance of whole school strategy, policies and ethos.  
To comply with the range of duties and responsibilities of teachers as set out in the Teacher Standards

### **Key Responsibilities:**

#### **Strategic Direction and development of the subject:**

- To have an enthusiasm for the subject which motivates and supports other subject staff and encourages a shared understanding of the contribution the subject can make to all aspects of students' lives.
- To develop and implement policies and practices for the subject which reflect the school's commitment to high achievement through effective teaching, learning and assessment.
- To use data effectively to identify students who are underachieving in the subject and, where necessary, create and implement effective plans of action and interventions to support those students.
- To analyse and interpret relevant national, local and school data, plus research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods.
- To create and implement the annual Department Development Plan in collaboration with all department colleagues.
- To monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvements.
- To regularly review the progress towards the targets set in the Department Development Plan and provide regular progress updates to Line Manager to ensure that they are fully aware of all successes, issues and concerns.

#### **Teaching and Learning**

- To model outstanding teaching.
- To lead collaborative planning and development, including the sharing of best practice in the department.
- To be accountable for student progress at both key stages, ensuring that the achievement of KS3 and KS4 groups is at least in line with in with school expectations.
- To evaluate quality of teaching within the department to identify effective practice and areas for improvement, and take action to improve further the quality of teaching and to address any issues.

- To engage all subject staff in the creation, consistent implementation and improvement of schemes of work.
- To ensure curriculum coverage, continuity and progression in the subject for all students through effective curriculum planning.
- To ensure that examinations and TWAs are devised and applied at appropriate times.
- To ensure that all tests, examinations and assessments are based on the department's specifications and marked according to a scheme common to the whole year group.
- To initiate and, where appropriate, organise extra-curricular and educational enhancement activities related to the subject.
- To establish and implement clear policies and practices for assessing, recording and reporting on student outcomes, and use the data to identify areas of achievement and development.
- To provide regular feedback to the Line Manager to help the school evaluate its practice.
- To assist the Line Manager in the regular review of the standards of leadership, teaching and learning in the subject area.
- To participate fully in HoD and subject leader meetings and events.

#### **Leading, Developing and Managing Staff**

- To support staff to achieve constructive working relationships with students, parents and colleagues.
- To establish clear expectations and constructive working relationships among staff in the department, including through team working and mutual support; devolving responsibilities and delegating tasks as appropriate; evaluating practice and accepting accountability.
- To be responsible for inducting NQTs and new staff in the department.
- To adhere to the appraisal process of staff (in accordance with the school policy) to ensure the personal and professional effectiveness and development of staff.
- To lead behaviour management in the department, demonstrating high expectations and implementing sanctions and rewards in line with school policy, liaising with parents, tutors, HoYs when necessary.
- To work with the SENCO, Head of VI and any other specialist staff to ensure that individual education plans are used to set subject specific targets and match work well to students' needs.
- Ensure the Headteacher, SLT members and governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets, and subject-related professional development plans.
- To monitor and evaluate the contribution and impact of other staff to school improvement.

#### **Efficient and Effective Deployment of Staff and Resources**

- To establish staff and resources needs for the subject and advise the Headteacher and SLT of likely priorities for expenditure and allocate available subject resources with maximum efficiency to meet the objectives of the school and subject plans to achieve value for money.
- To help in the employment and deployment of staff within the department, advising the Headteacher/ Line Manager on the most beneficial deployment of staff involved in the subject to ensure the best use of subject, technical and other expertise.
- To maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside school.
- To use accommodation to create an effective, well ordered, attractive and stimulating environment for the teaching and learning of the subject.
- To ensure that there is a safe working and learning environment in which risks are properly assessed and reviewed and that procedures are in place to protect both staff and students from unnecessary risk.