

## Job Description

<b>Title of post</b>	<b>Head of Technology</b>
<b>Salary</b>	Main Scale / Upper Pay Scale + TLR 2.2 (£5,702)
<b>Hours of work</b>	Full Time, All Year Round
<b>Line manager and responsible for reviews</b>	Assistant Headteacher

### Purpose of the Post

- Northern Star Academies Trust seek to recruit the very best people to work across our Trust Partnership. To fulfil the professional standards expected of all teachers and thereby create effective and stimulating opportunities for learning that enables the development and progression of all learners.
- Leadership and management of the Technology Department (including any department assistants and technicians).

### Key Responsibilities

- To provide strategic and subject leadership for the department.
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students.
- To provide high quality leadership and management of the department. Provide personal support to teachers and support staff in the department.
- To develop and enhance the teaching practice of others.
- To monitor and support the overall progress and development of students as a manager within the subject.

### Curriculum and Department

- To contribute towards continuity and progression within the school curriculum
- To outline a clear curriculum vision that is reviewed annually (intent, implementation, impact).
- To regularly review the exam boards used to ensure that they are personalised to the student cohort.
- To oversee the department Action Plan, its implementation and the part it plays in the whole school development.
- To develop comprehensive schemes of work which include a range of teaching and learning styles providing a rich experience for pupils and to incorporate a variety of assessment methods at key points to enable accurate judgements on pupil progress.
- To develop departmental strategies for the pupils' spiritual, moral, social and cultural development, including citizenship and British Values.
- To monitor and evaluate the teaching and learning within the department; take the initiative in identifying strategies to support consistency of practice and be a lead practitioner in the team.
- To develop departmental strategies and procedures (using national and school guidelines) for teaching and learning for pupils with special educational needs.

- To develop departmental strategies and procedures (using national and school guidelines) for teaching and learning for disadvantaged pupils.
- To contribute to the whole school procedures for monitoring.
- To ensure that Technology subjects are delivered effectively with fidelity to the curriculum through different provisions within the school such as The Hub, The Bridge etc.
- Liaise with the Exams Officer to ensure all aspects of internal and external exams are managed effectively.

### Teaching and Learning Responsibilities

- To plan and prepare lessons in line with department schemes of learning, for all key stages.
- To adhere to the school's homework and marking policies.
- To take part in arrangements relating to work scrutiny and moderation.
- To maintain up to date subject knowledge in order to meet curriculum needs for students at each key stage.
- To be accountable for the progress of all students studying the appropriate subject disciplines by monitoring target grades with attainment.
- To adopt education plans for students with particular learning difficulties.
- To ensure that lessons and homework are effectively differentiated in order to meet the educational needs of students.
- To ensure compliance with all school policies, relating to behaviour, assessment, marking, homework, rewards and reporting.
- To maintain good order and discipline of students, applying appropriate and effective measures in cases of misbehaviour.
- To safeguard the health and safety of students, both when on school premises and when they are engaged in authorised activities elsewhere.

### Leading and Developing

- To inspire department members by personal example and hard work.
- To create a vision, sense of purpose and pride in the department.
- To coordinate the production and maintenance of Department Action Plans and to implement, monitor and evaluate all of its policies and documentation.
- To be responsible for continuously improving the quality of teaching and learning and outcomes in the department.
- To be responsible for implementing effective strategies to drive the progress of key groups within the school (Disadvantaged/SEND - others as appropriate).
- To be responsible for implementing effective intervention strategies.
- To play a major role as a middle leader in the development of all aspects of the school, including its policies and their implementation.
- To develop and maintain effective methods of communication with the Head, SLT, other staff, pupils, parents, governors, external agencies and the wider community.
- To identify and acknowledge areas of success for individual teachers and the department.
- To help create an effective team by promoting collective approaches to problem solving and curricular/department development, e.g. consult when writing the development plan and produce resources as a team.
- To implement school assessment and make effective use of data to monitor and evaluate the achievement and attainment of pupils in the subject.
- To initiate/maintain the provision of extra-curricular activities, e.g. the use of resources after school/during lunch-breaks or a club, etc.
- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies within the department.
- The day-to-day management, control and operation of the department provision.
- To monitor and follow up student progress.

- To lead colleagues in formulating aims and objectives for the subject area which have coherence and relevance to the needs of students and to the aims and objectives of the school.
- To manage the planning function of the subject area, and to ensure that the planning activities of the department reflects the needs of the students and the aims and objectives of the school.
- To lead whole school training as appropriate within Teaching and Learning.

### **Additional Duties**

- To support the education and welfare of students in accordance with national conditions of service and employment of teachers, Teachers' Standards, the national curriculum and the vision, aims, objectives, schemes of learning and policies of the school.
- To keep up to date with developments in the subject area e.g. new resources, methods and national changes.
- To share and adhere to the school's responsibility for progress, wellbeing and managing the behaviour of students.
- To support the personal and social development of each student.
- To instil high standards of attainment and behaviour, embedding ambition in students.
- To participate in departmental meetings, parents' information evenings, open evenings and days and whole school training events.
- To liaise and network with other professionals, parents and carers, both informally and formally.
- Provide outreach to those students unable to access the curriculum within school.
- Carry out administrative tasks related to courses and attend meetings as required by Senior Leadership Team.
- To participate in the school's performance management programme for teachers and to undertake associated training.
- To engage in evidence informed research to enhance teaching and learning.
- To share classroom practice, including observation of lessons to improve practice.
- Be aware of and comply with all school related policies and procedures and in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support the Senior Leadership Team in all health and safety matters and take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.
- Support the marketing of courses including attendance at open events.
- Undertake all duties and responsibilities in accordance with Harrogate High School policies and relevant legislation, inclusive of Equal Opportunities, Health & Safety, Data Protection, Child and Vulnerable Adult Protection, Financial regulations and Quality frameworks. To report any concerns to the appropriate person.
- If required, act as a personal tutor for groups of learners
- Cover classes for absent colleagues if/when required.
- Undertake any other duties consistent with the objectives and level of responsibility of the post as may be required by the Senior Leadership Team.

### **Equality and Diversity**

We are committed to and champion equality and diversity in all aspects of employment. All employees are expected to understand and promote equality and diversity in the course of their work.

### **Safeguarding Children**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

## Health and Safety

Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety Policy and Procedure.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

This job description will be reviewed annually.

*This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.*