



West Hatch High School
a Specialist Business and Enterprise School
"THE BEST THAT I CAN BE"

Headteacher: Mrs V Schaefer BA (Hons), MA, PGCE (Cantab), MCCT

HEAD OF DESIGN & TECHNOLOGY

Required September 2025

**We are seeking to appoint an Experienced Teacher
with the additional responsibility for
Head of Design & Technology - TLR2A - £8,279**

West Hatch is seeking to appoint a passionate, well organised and motivated Faculty leader to drive our successful team. The ability to teach a range of D&T subject areas, especially Product Design at KS3, 4 and 5, Textiles at KS3 and Hospitality & Catering at KS3-4 would be desirable. Experience of leading at a Departmental or Faculty level would be welcomed. You will be working with, and supported by a team of experienced, successful and hard-working staff who are committed and passionate about their subjects. The department has a number of modern and well-resourced teaching environments, with recent expansion of the department and its resources further enhancing its success.

We offer the following benefits:

- Newly built sports hall with fully fitted gym available for staff use,
- Swimming pool available for staff use,
- Banked cover scheme allowing staff to build time to take some term time days off,
- The Headteacher is passionate about staff workload and wellbeing and holds regular wellbeing meetings with staff,
- Minimal marking expectations,
- Additional CPD day to allow staff to mark mock internal examinations,
- All our teachers are provided with laptops and staff are welcome to work where and when they wish outside of school hours,
- We offer a significant number of paid development opportunities within departments and also across the school.

For more detailed information please see the additional information pack.

At West Hatch we believe in building strong relationships with students and going the extra mile to support students' successes both in and outside of school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

Further details about this post and an Application Form are available by visiting our School website at www.westhatch.net

If you require additional information, please contact recruitment@westhatch.net

Closing date: Tuesday 22nd April at 9am

Early applications are encouraged as we will review applications as we receive them; and applicants may be contacted before the closing date.



West Hatch High School

JOB DESCRIPTION

POST:

HEAD OF DESIGN & TECHNOLOGY FACULTY

REPORTING TO:

HEADTEACHER
SLT LINE MANAGEMENT LINK

RESPONSIBLE FOR:

The Design & Technology Department
including KS3, 4 and 5 in Product Design & Engineering,
Textiles at KS3 and Hospitality and Catering at KS3 and 4.
Teaching Technology classes and other subject classes as
allocated by the Leadership Team.

PURPOSE OF THE JOB

- a) To be accountable for the highest standards of pupil achievement within the department, monitoring and evaluating pupil achievement, setting targets for improvement.
- b) To lead, develop and enhance the teaching practice of all teachers of Technology, evaluating the quality of teaching, securing and sustaining the effective delivery of the subject.
- c) To be accountable for the strategic direction, leadership and management of Technology and the development and implementation of subject policies, plans, targets and practices within the context of the school's aims and policies.
- d) To effectively line manage teaching and support staff and deploy teaching and support staff in the Technology department effectively
- e) To assist the Headteacher and Leadership Team in the overall management and development of the school.

DUTIES

The Teachers' Pay and Conditions Document specifies the general professional duties of a teacher. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

PARTICULAR DUTIES

Under the overall direction of the Headteacher

TEACHING

- Have a secure and up to date knowledge and understanding of the concepts and skills necessary to teach specialist subjects.
- Plan to achieve progression in pupils learning in line with agreed expectations on targets.
- Set homework, mark and assess in line with school policies. Engage with school-wide learning initiatives.
- Ensure that high quality teaching and learning takes place in all allocated classes.
- Mark, assess, record and report on pupil achievement and maintain records as stated in the schools policy. Maintain accurate records and use assessment data to monitor progress, targets and take action (e.g. SEN, Gifted & Talented, praise and track under achievement).
- Contribute to the development of Schemes of Learning, School and Team policies as requested.
- Maintain a purposeful, orderly classroom environment including neat storage, learning centred display and by employing a range of behaviour management strategies. Monitor targets for pupils on report.
- Undertake specific duties within the Team as agreed with your line manager.
- Attend and contribute positively to meetings and professional development activities.
- Promote and contribute where possible to the school's extra-curricular programme.
- Meet deadlines for progress checks, marking, submission of coursework and other assignments.
- Prepare pupils for examinations and take part in standardisation or moderating exercises as require by the Team or examination boards.
- Provide a welcoming environment to visitors and respond within 24 hours to telephone calls and within 3 days to written correspondence.
- Follow School Policy and support the Leadership Team in the effective operation of the school.
- Carry out the role of form tutor as required.

KEY FUNCTIONS OF THE HEAD OF FACULTY

1. Impact on educational progress beyond your assigned pupils.
 - Contribute to setting and monitoring of School targets. Set and monitor department. targets within school targets. Intervene and act as appropriate.
 - Contribute to the School Improvement Plan discussions. Collaborate with the department to identify Improvement priorities and coordinate the writing and monitoring of the Department Development Plan.
 - Monitor behaviour and ensure that teachers place pupils on report in line with the Schools Behaviour Policy.
 - Maintain an overview of Parental contact within the department.
 - Maintain a central record of assessment data.
 - Organise events that raise the profile of the department.
 - Arrange Intervention and super curricular opportunities for students of all ages

2. Lead, develop and enhance the teaching practice of others.
 - Create and maintain a Department and School ethos
 - Ensure that Subject Teachers have Schemes of work in place and have a responsibility to adapt and modify lessons accordingly
 - Monitor (planning, record keeping, marking, teaching progress, homework and assessment using our Dynamic Reporting System).
 - Maintain a central record of assessment data and have targets for all classes.
 - Lead, coordinate and monitor the Departmental Improvement Plan.
 - Coach colleagues support in behaviour and classroom management where appropriate
 - Use meetings to share good practice, moderate and cascade training
 - Offer and contribute to CPD to the Team and across the school in an area of expertise where appropriate.
 - Ensure praise and postcards home are issued regularly.
 - Mentor and support colleagues including ECT's and ITT's encouraging their professional development.

3. Have accountability for leading, managing and developing the area
 - Balance the holistic whole-school view with the specific needs of the department.
 - Communicate the school vision to members of the Team. Lead, motivate, support and develop all colleagues. Be an agent for change.
 - Innovate in learning. Keep abreast of subject developments and bring these to the School. Engage with school-wide learning initiatives and lead these in the Department
 - Conduct an annual review of the curriculum offered at all levels by the department. Roll out the Hospitality and Catering curriculum at KS3.
 - Identify changes or developments in view of National strategies, curriculum developments or needs of pupils.
 - Prepare and chair departmental meetings – identify the purpose, circulate an agenda and minutes ensuring SLT receive a copy of any issues / action points.

- Represent the department at the Leadership forum meetings ensuring department representation on other school working groups.
- Liaise with the SENCO for the support of pupils who have special needs.
- Following each reporting/progress check cycle, review assessment data and coordinate follow up across the department ensuring assessment practices are fully embedded in the work of the department. Identify appropriate intervention for students.
- Use pupil targets to set targets for teachers of examination classes.
- Manage the delegated budget for the Department to resource the curriculum. Delegate where appropriate to relevant staff.
- Participate in the recruitment and appointment of subject teachers.
- Collect, moderate and prepare coursework/controlled assessments for submission to exam boards.

4. Promote and implement Strategies for underachieving and disadvantaged pupils

5. Line management of the department.

- Draw up a line management diagram for the team.
- Line manage and conduct Performance Reviews of Subject teachers administrative / technician support drawing on others in the department to assist.
- Observe subject teachers each half term, coordinate peer observations and work checks as part of regular monitoring and instructional coaching



Head of Design & Technology Faculty

Person Specification

We seek an enthusiastic, energetic and ambitious leader and teacher who is committed to the highest standards and who can demonstrate leadership and management skills compatible with the school's vision and values, and across a number of Technology disciplines

The successful candidate will have the following:

Essential	Desirable
<p>Qualifications and training</p> <ul style="list-style-type: none"> • QTS status and good honours degree in Product Design, Engineering, Food or relevant subject to this post • Recent and significant experience of teaching and leading both KS3 Design & Technology and GCSE in a large 11-18, or 13-18 comprehensive school. This may include product design, engineering or food • Evidence of your commitment to your own high-quality professional development with exam board CPD training 	<p>Experience of contributing to the wider life of the school</p> <p>DATA/CIEH Health & Safety training in any of the D&T subject areas</p> <p>Recent and significant experience of teaching Product Design to Advanced Level</p>
<p>Skills, knowledge and aptitude</p> <ul style="list-style-type: none"> • Recent knowledge, understanding and teaching of the requirements of the new National Curriculum for Design & Technology at KS3, 4 and 5 • Excellent and proven ICT skills to enhance teaching and learning • Recent knowledge, understanding and teaching of the requirements of National Curriculum for AQA new specification at KS4 and WJEC level 2 Hospitality and Catering • Experience of recording, assessment and reporting processes and the ability to secure achievement through challenge and support, particularly Pupil Premium and High Ability students • Recent knowledge and understanding of developments in the subject both within and without of the school environment. • Recent knowledge and understanding of how safeguarding is met in your subject. 	<p>Experience and recent knowledge, understanding and teaching using CAD software such as Google Sketch up, TechSoft 2D design, prodesktop, autocad</p> <p>The ability to be flexible and proactive to curriculum changes in order to progress and maintain student interest in the subject</p> <p>Knowledge of vocational qualifications and their benefits within D&T</p>

<p>Experience</p> <ul style="list-style-type: none"> • A proven track record of successful teaching and securing outstanding results through ensuring high quality teaching and learning • Proven track record of leading a Department • Personal tutoring and guidance for students showing an ability to establish rapport • Evidence of having a good track record in enriching and developing activities to enhance and promote literacy beyond the classroom • The ability to use data effectively, to monitor and enhance student progress initiating support and intervention for those underachieving 	<p>Experience of teaching and leading a variety of subjects within D&T such as resistant materials, food, textiles, product design or engineering</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Ability to be proactive and initiate action • Ability to work under pressure and meet deadlines • Evidence of the ability to be creative and inspire enthusiasm for your subjects in both colleagues and students • Ability to work productively as part of a team and take part in collective decision making. • A sense of humour and a passion that encourages others to think positively and teach creatively. • The ability to manage a challenging workload and maintain a work life balance 	<p>The ability to teach creatively and take risks in order to challenge both themselves and the students</p>