

## Head of Product Design – Job Description

<b>Responsible to:</b>	Head of Department
<b>Paid:</b>	TLR2(1)
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>To lead, monitor and evaluate the innovation and development of learning and teaching strategies in the subject</li> <li>To be accountable for student attainment and progress and ensuring every student achieves and exceeds their potential</li> <li>To take a full role within the school community as a subject leader</li> <li>To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential</li> </ul>
<b>Strategic Development and Managing Resources:</b>	<ul style="list-style-type: none"> <li>Support the development and implementation of the vision and strategic direction of the school which reflects its educational and moral aspirations and values</li> <li>Contribute to the School Development Plan with regards to development of learning and teaching in conjunction with the leadership team</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>To undertake a designated programme of teaching across all key stages</li> <li>Teach consistently high quality lessons and act as a role model through an open door policy to lessons and modelling best practice in lessons</li> <li>To maintain appropriate records and to provide relevant accurate and up-to-date information for Progresso, registers</li> <li>To complete the relevant documentation to assist in the tracking of students</li> <li>To lead the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies</li> <li>To follow the school policies and procedures and ensure the subject area does as a whole</li> <li>To ensure the effective/efficient deployment of classroom support</li> <li>To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework</li> </ul>
<b>Assessment, Feedback and Tracking:</b>	<ul style="list-style-type: none"> <li>Organise subject tracking of student progress and use information to inform learning and teaching</li> </ul>
<b>Staff Development:</b>	<ul style="list-style-type: none"> <li>To continue personal development in the relevant areas including subject knowledge and teaching methods</li> <li>To engage actively in the Performance Management process</li> <li>Provide regular feedback for colleagues in a way which recognises good practice and results in tangible impact on student learning</li> <li>Establish clear expectations and constructive relationships among staff</li> </ul>
<b>Student Support and Progress:</b>	<ul style="list-style-type: none"> <li>To be a Form Tutor to an assigned group of students if and when required</li> <li>To promote the general progress and well-being of individual students and the Tutor Group as a whole.</li> <li>To liaise with the relevant pastoral leaders to ensure the implementation of the Student Support system.</li> <li>To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life</li> <li>To alert the appropriate staff to problems experienced by students</li> <li>To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• To apply the Behaviour for Learning policy so that effective learning can take place Providing support to colleagues in all matters relating to teaching including classroom management and student behaviour</li></ul> |
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Name:

Signature:

Date:

## Person Specification: Head of Product Design

**Job Title:** Subject Teacher  
**Reporting to:** Head of Department  
**Salary / Grade:** UPS/MPS + TLR2(1)  
**Disclosure Level:** Enhanced

Specification	Essential	Desirable	Evidence
<b>Qualifications</b>	A Level in subject specialism  Good Honours degree in a related subject.  Qualified Teacher Status.	Post graduate qualification.	Application form
<b>Experience</b>	Successful teaching practice experience.	Experience of teaching across the age and ability range. Experience of contributing to enrichment activities.	Reference and interview
<b>Philosophy</b>	Commitment to self-evaluation and Continuous improvement.  Commitment to sharing best practice.		Application letter and interview
<b>Professional knowledge / understanding</b>	Understanding of current initiatives and developments in education.  Awareness of how to use comparative data for benchmarking and target setting.  Understanding of the pastoral role of schools and the work of external agencies.  Understands their responsibility for promoting and safeguarding the welfare of children.	Understanding of the potential of e-learning.	Application letter and interview
<b>Community links</b>	Commitment to working in partnership with parents.  Commitment to working in partnership with businesses and the wider community.	Experience of liaising With parents.	Application letter and interview
<b>Skills, attributes and personal qualities</b>	Ability to inspire the confidence of students, parents and colleagues.  Excellent interpersonal skills.  Ability to explain ideas clearly and succinctly.  Competent user of ICT.  Self-motivating with a positive outlook.  Excellent attendance and punctuality record.		Interview

Name:

Signature:

Date: