Job Description

Post title	Head of Technology
Grade	**MPS-UPS +TLR2B**
Reporting to	Headteacher
Location	Belmont Community School
Disclosure and Barring Service (DBS)	**This post is subject to an Enhanced Disclosure**

Description of role

To ensure high quality curriculum provision and effective teaching and learning within the relevant curriculum area. The role includes responsibility for the assessment of students' needs, group and individual programme planning, curriculum delivery, progress monitoring, recording, evaluation and reporting as well as contributing generally to meeting the aims and ethos of the School.

Duties and Responsibilities

Operation/Strategic Planning	● Develop and implement policies and practices for technology which reflect the school's commitment to high achievement, whereby students are inspired to reach their potential and staff aspire to continuously develop and raise standards, setting stretching targets for students and staff. ● Work with the SLT and the department to establish a clear, shared understanding of the importance of high quality teaching of technology that engages students and enables them to achieve stretching goals. ● Analyse data, ensuring effective progressive plans are in place for individual and groups of students. ● Analyse and interpret national, local and school data, horizon scanning and translating national and local requirements and expectations into policy and practice. ● Ensure data analysis results in an effective action plan that is well communicated and understood, monitored and evaluated, resulting in appropriate outcomes.
Teaching and Learning	● Ensure curriculum coverage, continuity and progression in the subject for all students, including those of high ability and those with special educational or linguistic needs. ● Ensure teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to students effectively. ● Ensure teaching and learning in technology is of a consistently high standard and that best practice is shared across the department. ● Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different students, including the allocation of students to teaching groups. ● Ensure effective development of students' literacy, numeracy and information technology skills. ● Establish and implement clear policies and practices for assessing, recording and reporting on student achievement at an individual and group level, utilising this information to recognise achievement and to assist students in setting stretching targets. ● Ensure that information about students' achievements in previous classes and schools is used effectively to secure good progress in the subject.

	- Provide staff and students with clear direction, expectations and targets in relation to standards of student achievement and the quality of teaching; establish clear targets for student achievement, and evaluate progress and achievement in the subject by all students, including those with special education needs. - Evaluate the teaching of technology in school, utilising this information to identify effective practice and areas for improvement, taking appropriate action to improve the quality of teaching. - Ensure effective development of students' individual and collaborative study skills necessary for them to become increasingly independent in their work and to complete tasks independently when out of school. - Ensure teachers of technology are aware of its contribution to students' understanding of the duties, opportunities, responsibilities and rights of citizens. - Ensure teachers of technology adhere to equal opportunities legislation, recognising and dealing appropriately with stereotyping, creating an environment that values difference and embraces diversity, where students and staff treat each other with dignity and respect. - Establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets. - Develop effective links with the local community, including business and industry, in order to extend the subject curriculum, enhance teaching and to develop students' wider understanding.
Staffing	- Establish clear expectations and positive, healthy working relationships amongst staff involved with the subject, encouraging collaboration, team working and mutual support, devolving responsibilities and delegating tasks, as appropriate; evaluating practice; and an accountable culture. - Performance manage staff as required to develop personal and professional effectiveness, recognise high performance and tackling inadequate performance, ensuring staff have access to appropriate training, learning and development opportunities. - Lead the professional development of staff through example and support. - Ensure trainee and ECTs are appropriately trained, supported, monitored and assessed against the national and local standards and expectations. - Work directly with the SENCo and any other staff with special educational needs expertise, to ensure that individual education plans are used to set subject specific targets and match work well to students' needs. - Ensure the SLT and governors are well informed about subject policies, plans and priorities, the success in meeting objective and targets, and subject related professional development plans. - Work collaboratively with others, valuing diversity, utilising strengths and aspiring to achieve stretching objectives as a team, recognising the input of others. - Establish staff and resource needs for the subject and advise the SLT and other senior managers of likely priorities for expenditure, allocating available subject resources with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money and high quality outcomes. - Support the SLT in the appropriate deployment of staff and ensure the effective and efficient management and organisation of learning resources, including information and communications technology. - Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school. - Utilise accommodation to create an effective and stimulating environment for the teaching and learning of technology. - Ensure there is a safe working and learning environment in which risks are properly assessed.

Form Tutor Responsibilities	● Complete the register accurately ● Monitor attendance and punctuality, including follow up ● Monitoring standards of dress and personal appearance and address any issues as they arise. ● Escort groups to assembly and (normally) attend assembly. ● Responsible for the coordination of reports and other records. ● Respond to disciplinary problems as required, referring serious misconduct to the Head of Year as appropriate. ● Share information from Head of Year to the tutor group in a prompt manner. ● Be available to meet parents as appropriate.
Additional Duties	● Carry out other reasonable tasks from time to time as directed by the Headteacher.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

Person Specification

Attributes	Essential	Desirable
Qualifications	- Qualified to degree level and above within a relevant subject - Qualified to teach in the UK - Right to work in the UK - Understanding of role regarding safeguarding and child protection - Knowledge of KS3 and KS4 curriculum in technology - Understanding of assessment and monitoring of technology - Specific and up to date knowledge appropriate to lead technology in the school	
Experience	- Recent teaching of technology at KS3 & KS4 - A proven track record of excellent outcomes for students	- Experience of leadership - Experience of raising attainment
Leadership	- Effective organisational skills including the ability to meet deadlines - Effective leadership skills - High expectations for accountability and consistency - Belief in the potential of individuals - Ability to work independently and as part of a team - Commitment to take a lead in promoting innovations that raise students' levels of attainment and progress	
Personal Qualities	- Commitment to own professional development - Able to work in ways that promote equal opportunities - Self-aware, empathic, able to manage feelings, motivate and effective social skills - The ability to influence and motivate others - Excellent health and attendance record - Able to demonstrate resilience, motivation and commitment to driving up standards	