# JOB DESCRIPTION

Post: Head of Technology

Responsible to: Principal

Salary Range: L1 – L6 (Competitive and Negotiable at Interview)

* To lead, implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate
* To set up, lead and promote the Technology department
* To monitor and support the overall progress and development of students as a teacher, form tutor and leader across the Technology Department
* To lead on a learning experience which provides students with the opportunity to achieve their individual potential in all subjects taught across the department
* To lead on teaching and learning initiatives across the department
* To lead on supporting the work of the department in seeking to continuously improve the quality of classroom teaching
* To lead on the raising standards of achievement and maximising student attainment in all Technology subjects taught at the Academy
* To lead within the department and provide and monitor opportunities for personal and academic growth
* To line manage other leadership positions across the Department as directed by the Principal
* To be committed to the safeguarding of children
* To work with the Principal to effectively manage and deploy staff, financial and physical resources to support the Technology development plan
* To establish good faculty liaison with other schools and education providers

## Areas of Accountability

## High Standards

* To demonstrate expert teaching and learning strategies
* To be proactively reflective and responsive to feedback
* To monitor and evaluate the effectiveness of the curriculum provision for students
* To develop an ethos of striving for excellence and implementing high expectations of students and their participation in Technology
* With the Vice Principal plan and deliver high quality training for staff
* To have a secure knowledge of the developments and the opportunities within the curriculum for students
* Use effective and detailed data analysis to raise the attainment of all students within the curriculum area and in particular targeted groups such as the gifted and talented, students who are looked after and any other group of students needing specialised support
* To assist in the planning and implementation of a personalised learning strategy for students in Technology

## Main Core Duties:

* To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of students
* To lead on the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Department
* To link with other leaders within the Academy in sharing best practice and across the Multi Academy Trust
* To link with other United Learning schools to maximise the departments achievements and standing within the Multi Academy Trust
* To role model and uphold the values and expectations associated with leaders at the Academy and across United Learning
* To represent the Academy at appropriate events put on by the Multi Academy trust
* To lead on the Department’s improvement plan and its implementation
* To lead on the whole Academy planning activities which in turn leads to a consistently high performing classroom experience
* To lead on the Department process of self-review, evaluation and improvement planning activities

## Curriculum Provision:

* To lead on the curriculum provision that provides a range of teaching and learning which complements the Academy’s strategic objectives

## Staff Development:

* To take part in the Academy staff development programme by participating in arrangements for further training and professional development
* To continue personal development in the relevant areas including subject knowledge and teaching methods across all Technology subjects
* To engage actively in the appraisal review process and line manage relevant members of the department in this process
* To ensure the effective/efficient deployment of classroom support
* To work as a member of a designated team and to contribute positively to effective working relations within the Academy

## Quality Assurance:

* To adhere to and to help to implement Academy quality procedures
* To lead on the process of monitoring and evaluation of the department in line with Academy procedures, including evaluation against quality standards and performance criteria
* To identify improvement required to the teaching and learning demonstrated within the department and hold staff to account for the improvement.
* To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy

## Management Information:

* To quality assure appropriate records and to provide relevant accurate and up-to-date information for the Academy management information system
* To track and monitor the careers strategy, including post 16 destinations
* To quality assure and complete the relevant documentation to assist in the tracking and intervention of students across the department
* To track the progress of assigned students and use this information to inform teaching and learning and intervention programmes across the department with the support of other leaders in the department

## Communications:

* To communicate effectively with the parents of students as appropriate
* To communicate and co-operate with persons or bodies outside the Academy, where appropriate.
* To attend United Learning subject leader meetings for Technology
* To follow agreed policies for communications in the Academy
* To attend meetings in accordance with the Academy policy

## Teaching:

* To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere
* To use teaching strategies which will engage and challenge students appropriate to their needs and the demands of the syllabus
* To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
* To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
* To undertake a designated programme of teaching
* To ensure a high-quality learning experience for students which meets internal and external quality standards
* To prepare and update subject materials
* To maintain good order, discipline and respect for others; to promote understanding of the school’s rules and values; to encourage good practice with regard to punctuality, behaviour, standards of work and homework; to safeguard health and safety and to develop relationships with and between students conducive to optimum learning
* To undertake assessment of students as requested by external examination bodies, department and Academy procedures
* To mark, grade and give written, verbal and diagnostic feedback to students of individual work and group work they have undertaken

## Other specific duties:

* To play a full part in the life of the Academy, community, to support its strategic commitment, purpose and intent and to encourage staff and students to follow this example
* To promote actively the Academy policies
* To continue personal, professional development
* To actively engage in the Academy self-review and evaluation processes
* To actively engage in the Academy appraisal processes
* To comply with the Academy Health and Safety Policy and undertake risk assessments as appropriate
* To attend meetings as determined and directed by the Principal
* To undertake any other duty as specified by the Principal not mentioned above
* To comply with the Academy procedures concerning safeguarding and to ensure that training is accessed

United Learning are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be required to apply for a DBS disclosure.