

JOB DESCRIPTION

Job Title: Head of Technology

Grade: MPS/UPS + TLR 1a

Reporting to: Assistant Headteacher/Deputy Headteacher/Headteacher

Location: Crofton Academy

Key Outcomes/Activities:

The Role

To support the academy ethos and values of Care, Aspire, Succeed through developing and ensuring high standards of performance, assessment, and progress across Design & Technology.

Job Purpose

To raise attainment in all technology areas including design technology, construction, engineering, graphics, food technology and textiles across Key Stage 3 and 4:

- Provide clear, cohesive leadership and direction in teaching and learning in the subject area and manage and support colleagues in developing innovative teaching strategies to enhance the quality of teaching, learning and achievement.
- Build and develop a subject specialist team, working to enhance the teaching skills of others through ensuring continued professional growth and career development for staff.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum profile.
- Contribute to the strategic development of the Academy by implementing whole school new initiatives, monitoring and reporting on key outcomes, to ensure the department meets academic targets as well as meeting the requirements of every student.
- Be responsible and be accountable for pupil attainment and achievement, by tracking pupil progress and supporting individual pupils' learning needs.
- To take lead on the Design & Technology curriculum, planning resources and monitoring progress.
- Carry out the professional duties of a qualified teacher in line with the school's expectations and the teacher's professional standards at all times.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Committee and Course Co-ordinator (trips and residential) as appropriate.

Effective Leadership

Use Leadership and Management (LM) time effectively to set a high level of expectation, maintaining the highest possible standards and sharing with members of the department plans and processes for department and Academy development.

Strategic

- Develop and articulate a coherent vision for the department showing a commitment to continuous improvement and short, medium and long term planning in line with the Academy Development Plan.
- Be responsible for leading the production of the annual Departmental Development Plan.
- Communicate any developments and educational initiatives /strategies to the department.
- Provide leadership and support in the improvement of high standards of professional practice.
- Provide, develop, monitor and evaluate: a set of departmental aims and objectives; a curriculum and assessment methods which relate and contribute to the overall policies of the Academy and the National Curriculum.
- Delegate, with a view to staff development, specific responsibilities to other members of the department as appropriate.
- Be responsible for the identification of strategic & departmental training needs and individual team members continued professional development.
- To lead and coordinate coaching across the department, ensuring staff are continually utilising the most up-to-date evidence-based research in their teaching practice.

Leadership and Management

- Build and develop a subject specialist team, working to enhance the teaching skills of others through ensuring continued professional growth and career development for staff.
- Contribute to the overall strategic direction and delivery of the Academy's aims and objectives by providing advice, challenge, insights and experience that will be beneficial to the activity and development of the organisation.
- Champion best practice in this area, demonstrating teaching skills and leadership qualities necessary to command respect and encourage commitment to raising standards.
- Scrutinise and monitor the performance and effectiveness of the department in delivering the Academy's aims and objectives.
- Play a major role in the Academy's middle management structure in creating a vision, sense of purpose and pride about the department and its work.
- Contribute to the Academy SEF and ensure the department contributes towards the setting of targets and works towards achieving them.
- Demonstrate strong leadership as a middle manager, through strategic and analytical capabilities, in the development of all aspects of the Academy, including its policies and their implementation.
- Proactively devise and implement departmental rules and procedures within relevant Academy policies.
- Lead, direct and develop staff for the continuous improvements in the quality of teaching and learning by motivating and enabling colleagues to share best practice across the department.
- Be responsible for maintaining discipline in the department, ensuring behaviour management strategies are being followed, including supporting department teaching staff during their lessons if/when appropriate.
- Keep a high profile around Academy, taking command of areas at change of lessons and being visible and active during non-structured time.
- Develop and maintain effective methods of communication with the Headteacher, SLT, other staff, pupils, parents, governors, external agencies and the wider community (including business and industry), etc.
- Identify and celebrate areas of success for individual teachers and the department.
- Help create an effective team by promoting collective approaches to problem-solving and curricular/department development, e.g. consult when writing the department Development Plan and produce resources as a team.
- Chair and produce the agenda for effective department meetings. Ensure minutes are taken and kept secure and others informed as appropriate.
- Attend Subject Leaders meetings and actively contribute to the discussion.
- Implement Academy assessment and target setting policies, and make effective use of data to monitor and evaluate the achievement and attainment of pupils in the subject
- Initiate/maintain the provision of extra-curricular activities, e.g. the use of resources after school/during lunch-breaks or a club, etc.
- Deploy all department staff effectively in order to give department members a good work-life balance.
- Liaise with other staff on the effective deployment of any support staff.

Values

- Promote the work and image of the department to visitors, potential pupils and parents.
- Ensure staff uphold the expectations and standards and principles of good classroom practice; encourage the sharing of good practice.
- Ensure departmental members participate with in-house training programmes to enable personal, professional and institutional development.
- Establish and foster effective working relationships with other departments where appropriate.
- Promote the department in a positive light at appropriate Academy functions including Parents' Evenings, Open Evening, and Presentation Evenings etc. This may include delegating responsibility to your team members to attend certain events.

Teacher Performance

Aspire to high quality teaching (Outstanding) and assessment through a range of relevant learning situations and maintaining the highest possible standards of discipline and pupil/teacher co-operation.

Performance Management

- Monitor and assess staff performance, including planning, marking, classroom practice, take appropriate action if in any way it is inadequate, giving support where necessary; advising staff on their professional development needs.
- Assist with the training and development of NQTs and student teachers.
- Organise the work of support staff where applicable.
- Undertake regular reviews; completing reports and returns, including annual reports to the Headteacher.
- Maintain a stimulating working environment in all areas of the department ensuring a high standard of presentation, tidiness and display; monitors the condition of furniture and fabric, follows up misuse and reports damage, wear and hazards to the premises staff.
- Keep accurate, detailed and up-to-date records of all the work, achievement and plans of the department;
- Oversee accuracy, presentation and completion of reports by set deadlines and any other communication with parents; attend consultation evenings.
- Monitor and evaluate, on a regular basis, the teaching and learning occurring within the department through classroom observation for performance management purposes.
- Promote teaching and learning styles which ensure pupils realise their maximum personal and public examination potential.
- Ensure effective learning by developing and monitoring the appropriate use of marking to include clear target setting in classwork, coursework and homework.
- Ensure that records of pupils' attainment are kept up to date, that samples of work are effectively stored for moderation procedures and are sufficient to justify any teacher assessment for moderation.

Curriculum

- Keep abreast of national developments and take appropriate decisions that maximise the chance of success for every pupil.
- Provide appropriate syllabuses, schemes of work, homework programmes and activities all of which are properly differentiated, stimulating and stretching for each pupil; co-ordinate and monitor delivery to each year group.
- Where applicable, allocate pupils to teaching sets, maintains a pattern of pupil assessment in line with Academy policy, including written and practical tasks and internal examinations; monitors quality and presentation of homework, progress and performance in relation to ability; promotes strategies to encourage excellence.
- Produce schemes of work which relate directly to the programmes of study and syllabuses. These schemes of work must contain information on the knowledge, understanding, skill, attitudes and experiences required of the pupils; how pupils will develop or acquire the knowledge etc. and how acquisition will be assessed.
- Ensure complete familiarity with the range of examination syllabuses in the subject and select of the most appropriate for the abilities of our pupils.
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- Develop departmental strategies for the pupils' spiritual, moral, social and cultural development, including citizenship and Fundamental British Values.
- Develop departmental strategies and procedures (using national and Academy guidelines) for teaching and learning for pupils with special educational needs.
- Ensure the department provides information to the SENCO for IEPs and that the information is used to set subject-specific targets, and match curricular materials and approaches to pupil needs.
- Ensure the department identifies and supports the subject cohort of more able pupils by developing teaching strategies to meet their needs, sharing good practice, tracking pupil progress and setting specific departmental targets for the group.
- Ensure that the department supports the Academy's implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, SEN, Equal Opportunities, Child Protection.
- Create a culture and environment that is conducive to success through innovation, engagement and enthusiastic delivery of vision and through guiding and supporting members of staff and pupils by offering leadership and advice.

Material Resources

Manage the department budget allocation to provide appropriate materials and equipment for promoting and enhancing teaching and learning processes.

Stock/Resources/Budget

- Ensure adequate work/resources are available for teachers who cover members of the department.
- Ensure routine administrative procedures relating to: ordering, stock control and inventories; examination entries and analyses; student attainment records are undertaken.
- Plan and budget the financial activities of the running of the department, oversee ordering of resources, and use support services to monitor the maintenance of an inventory of all department stock items and authorise the annual stock audit.
- Authorise stock disposal in accordance with department and Academy policies and H&S Regulations.
- Devise systems for storing resources in such a way as to enable quick and easy access by all staff (teaching and support) and pupils, where appropriate.

Health and Safety

- Undergo First Aid training and Health & Safety training as required within your role.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with health, safety & welfare.

Effective Liaison/Communication

- Communicate daily with department team members, making positive and constructive comments about work and pupil progress and keeping up to date with personal information, wider aspects of the Academy agenda, recreation opportunities and enjoyment and professional development.
- Meet regularly and work with the SLT Line Manager for professional support and develop effective departmental management.
- Work closely with the SLT to promote the successful image of the Academy in the community.
- Oversee and monitor the accuracy of exam entries/dates working effectively with the exam officer.
- Act as the initial person for others to contact regarding all issues relating to the subject.
- Liaise with colleagues in order to provide a smooth transition between phases for all pupils.
- Liaise with other leaders in order to develop integrated schemes of work, e.g. Numeracy, Literacy, SEN, ICT and Citizenship.
- Manage the provision of information to parent/carers and other staff about curricular choices, and choice of teaching groups for individual pupils and groups of pupils.
- Develop constructive relationships with key members of the Academy and community and provide helpful and accurate responses to parent/carer enquiries.
- Seek information from external sources e.g. subject advisors and strategy managers to support and influence the work of all in the department to ensure best practice is being implemented at all times.

CPD

Personal

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the Academy Curriculum, which may lead to improvements in teaching and learning.
- Undertake any necessary professional development as identified in the Academy Development Plan taking full advantage of any relevant training and development available.
- Develop skills and knowledge for mentoring and coaching colleagues.
- Maintain a professional learning log and portfolio of evidence to support the Performance Management process - evaluating and improving own practice.
- To keep up-to-date in subject knowledge and new developments in Technology.
- Keep up to date with methodologies in Technology teaching to ensure teaching approaches engage those pupils requiring scientific literacy for issues they will encounter through their working lives.
- Be aware of CPD offered through subject specific organisations.

Staff

- Contribute to, and take a leading role in, the provision of high quality professional development through an effective Performance Management programme, making use of, where appropriate, other sources of expertise, e.g. PixL, WLC, outside training agencies, etc.
- Consider the expectations and needs of other members of staff, and in particular ensure that trainees and NQTs are appropriately monitored, supported and assessed in relation to QTS and Induction standards and those of the Academy.
- Review teachers and support staff as required by the Performance Management programme and use the process to develop the personal and professional effectiveness of each member of staff to engage all employees.
- Assist the Headteacher, by providing relevant evidence as requested, in assessing staff for threshold and beyond.
- Through a process of monitoring and evaluation within the Academy Development Plan context and Performance Management system, establish the professional development focus for the coming year for each member of the department.
- Assist staff to identify existing knowledge and practice, guide professional learning by identifying success criteria, and support the process through a programme of reflective practice.
- Work with other teachers to develop practice by:
 - Lead professional development activities;
 - Assist colleagues in matching teaching approaches to learning styles;
 - Provide demonstration lessons for (departmental) colleagues to observe within a framework of mutual trust and support.
 - Establish a professional dialogue with colleagues to ensure staff feel confident to improve their skills.
 - Act as consultant to teams that develop strategies for pupils experiencing difficulties;
 - Support staff in their professional development by being a critical friend, providing constructive criticism and further opportunities to develop teaching skills;
 - Trial teaching procedures, reporting back on successes and areas for further development and be open to colleagues' contributions and judgments.
 - Network with professionals at other / similar / feeder schools to enhance learning opportunities for staff;
 - Mentor and coach members of the team to support and improve practice
 - Support government and local initiatives.
- Lead in the use of 'gained time' by revising teaching, learning and curriculum materials in readiness for new academic year; taking the lead in collaborative planning sessions; provide additional pupil support or any activity directed by the Headteacher.
- Maintain a professional portfolio of evidence and departmental learning log to:
 - Support the Performance Management process.
 - Departmental data, to include public examination, departmental targets, comparative data with similar and national results and historical trends.
 - Lesson observation records and monitoring and evaluation outcomes.

- OFSTED Departmental Report and Development Plan.
- Departmental learning log and Professional Development Record.

Data Protection & Safeguarding

- To work and process personal and sensitive information in accordance with the Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To ensure that you are kept updated with the requirements of Keeping Children Safe in Education and have responsibility for promoting and safeguarding the welfare of children and young people.

General Academy Responsibilities

- Contribute to and uphold the vision and ethos of Crofton Academy.
- Have a responsibility for promoting and safeguarding the welfare of children and young people.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote teamwork within the team, working in partnership to ensure effective working relations.
- To ensure full implementation of the academy's equal opportunities policies.
- To promote teamwork and to motivate staff to ensure effective working relations.
- Treat all users of the academy with courtesy and consideration.
- To be a Group Tutor and teacher PSHE as required.
- Be aware and comply with all Academy Policies at all times.

Candidates must also be willing to undertake and other responsibilities in line with their grade as requested by the academy.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

REQUIREMENTS FOR THE POST		
	ESSENTIAL	DESIRABLE
Qualifications	▪ Qualified Teacher Status. ▪ A degree in Technology (or equivalent) or in a subject related to Technology.	▪ Honours degree in Technology or closely related subject.
Experience	▪ Outstanding teaching practitioner. ▪ Delivery of exceptional attainment of all pupils. ▪ Effective use of AFL. ▪ Developing appropriate SOW at both KS3 and KS4. ▪ Successfully implemented a key departmental project/initiative which involved people management skills. ▪ Working effectively as a form tutor. ▪ Experience of leading a team.	▪ Developing partnerships with other schools and outside agencies. ▪ Experience of successfully leading of a Key Stage. ▪ Experience of writing department policy. ▪ Experience of mentoring ITT Students.
Knowledge	▪ Effective use of assessment and attainment data to improve departmental standards and practices. ▪ Understand the wide variety of courses available for pupils across KS3 & 4. ▪ Understand the H&S regulations within Technology.	▪ An understanding of Key Stage 2 curriculum. ▪ Knowledge of new curriculum and GCSE specification.
Skills and Abilities	▪ Excellent management skills ensuring that areas of development amongst the team are identified and addressed effectively. ▪ Excellent communicator. ▪ Competent user of Technology. ▪ Ability to interpret data effectively and implement intervention strategies where necessary. ▪ Ability to adapt to every changing priorities. ▪ Ability to identify skills within the team and utilise those skills to the benefit of the Academy, individual and department. ▪ Understand and have the ability to differentiate for the wide range of SEND pupils within the academy.	▪ Ability to lead people and motivate others to share and support the department vision. ▪ Ability to plan department priorities with clear milestones of success.

Responsibilities for Resources:

Line Management Responsibilities: The post involves direct line management responsibilities.

Financial Responsibilities: The post involves some direct responsibility for financial resources.

Physical Resources: The post involves some direct responsibility for physical resources.

Responsibility for People: This post has responsibility for teachers and technicians within the technology department.

Responsibility for Policy Development: The jobholder has some direct responsibility for policy development, especially in the area of Health and Safety. All staff are expected to be involved in policy consultation/creation on a whole school basis.

Responsibility for Student Outcomes: The jobholder will support students and teachers on a daily basis, leading encouragement for students to reach their full potential in technology and across a range of other subjects taught at the academy.

Working Conditions: The jobholder will work within the technology department on a daily basis.

Main Contacts: Senior Leadership Team, Teachers, pupils, and other schools/academies within the local area/Trust.

Characteristics of the post:

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Completed: March 2025

Signature of Postholder:

Date:

This is a description of the job as it exists at present; All Academy Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.