

**Head of Technology**

**Job Description**

**Post**: Head of Technology

**Responsible to:** Vice Principal

**Job Purpose:** To ensure the effective teaching of Technology so that students can develop the required skills and knowledge.

To provide leadership in the development and management of the subject areas.

To be responsible for raising standards of student attainment within the subject areas.

To be accountable for the provision of an appropriately broad, balanced, relevant and differentiated curriculum.

**Duties**:

The Head of Technology is responsible for improving the quality of the learning and teaching of Technology throughout the Academy. The post holder will be responsible for managing all activities relating to the technology specialisms. The duties will be reviewed annually as part of the Performance Management Review.

**Curriculum**: The Head of Technology will be required to:

1. raise standards of attainment at every key stage in Technology.
2. lead the Department through effective teaching, professional vision and knowledge
3. plan with colleagues for the development of the department and to write a development plan within the framework of the academy’s development plan
4. ensure that the aims of the technology schemes of learning and the knowledge, skills and attitudes to be imparted to students through the department, are in keeping with the general aims of the academy
5. maintain and develop schemes of learning, within the framework of the national curriculum and the requirements of examination boards, working collaboratively with the whole team. The scheme of work should be reviewed annually and revised copies given to the Vice Principal by the end of the Autumn half-term.
6. arrange, in consultation with members of the department, the deployment of these members in the timetable
7. organise the arrangement of classes within the academy’s agreed policies
8. play an active part in ensuring that all students are working to their potential and achieving improved standards
9. ensure that students with special needs, gifted or less able, are catered for appropriately; to liaise with the academy SENCO about students with learning difficulties
10. play an active part in supporting members of the department in maintaining sound discipline, within the Academy’s agreed procedures
11. monitor the quality of teaching and learning within the department
12. oversee assessment of students, including reports to parents, internal records, records of achievement, internal examinations, external examinations; to give advice to students and parents
13. keep abreast of curriculum developments affecting the department and be prepared to discuss matters affecting the curriculum as a whole.
14. ensure that health and safety issues are properly understood and procedures followed.
15. ensure that all safeguarding policies and procedures are adhered to.
16. create, maintain and develop conditions which maximise the achievement of students in the department and the performance of staff teaching in the department

**Staff:** The Head of Technology will be required to:

1. line manage relevant subject co-ordinators
2. enable members of the team to receive appropriate staff development
3. act as performance / review manager
4. induct NQTs as required and support the training of student teachers when they have been accepted into the department and support colleagues new to the academy
5. support supply teachers and teachers doing cover by ensuring that suitable material is available for lessons when members of the department are absent

**Coaching:** The Head of Technology will be required to:

1. Lead professional development in the department.
2. Provide support for, and improve the quality of, teaching and learning across the department.
3. Maintain expert knowledge of teaching and learning and disseminate this to other technology teachers.
4. Support staff teaching in the department to consistently and effectively use a range of appropriate strategies for teaching and classroom management.
5. Support staff teaching in the department such that, as a result of their teaching, their students achieve well in relation to prior attainment.
6. Mentor and coach staff to develop confidence and maintain positive attitudes.
7. Understand and promote the use of effective assessment and feedback to improve the quality of provision and ensure the delivery of high quality teaching

**Communication and meetings:**  The Head of Technology will be required to:

1. run appropriate meetings for the team, ensuring the provision of agendas and minutes
2. support effective communication by forwarding minutes and conclusions of meetings and any other documentation or memos to the relevant members of the Department and to senior management

**Finance:** The Head of Technology will be required to:

1. control the department’s annual budget, to monitor expenditure and keep an inventory of equipment, textbooks and other resources
2. oversee the provision and maintenance of effective resources for learning - textbooks, students’ materials, equipment, rooms.

**Academy specialisms:** The Head of Technology will be required to:

1. demonstrate a commitment to the specialisms of the academy

Note: The duties required of all teachers under pay and conditions ofservice legislation are a necessary part of this description.

**PERSON SPECIFICATION: HEAD OF DEPARTMENT - DESIGN TECHNOLOGY**

The person specification is an indication of the qualifications, knowledge and experience, skills and qualities needed to carry out the role. It will be used in the short listing and interview process for this post. The person appointed to the post of Head of Department will demonstrate:-

**Qualifications**

*Essential:*

Qualified Teacher status

Good relevant degree in the subject to be taught

Evidence of continuing professional development

*Desirable:*

Undertaken middle leadership training or other further qualifications

**Knowledge and experience**

*Essential:*

A good understanding of secondary practice, and experience of teaching across the secondary phase including post 16

A good understanding of how children learn and can actively promote and support developments in teaching and learning

Have high expectations of student achievement and behaviour

Successfully used strategies to improve pupil attainment

Experience of supporting students of differing abilities and backgrounds

An awareness of whole school and wider educational issues and current developments

Demonstrable track record of success

At least 3 years experience of teaching across the age and ability range including teaching Technology ‘A’ level and post-16 courses

Experience of successfully challenging underperformance of staff and students

An understanding of issues related to improving the quality of teaching in schools.

Mentoring/coaching experience

*Desirable:*

Worked in two different schools

Experience of the Ofsted inspection process

**Skills** have clear leadership and management skills which include:

*Essential:*

Outstanding classroom practitioner

Excellent organiser

Good interpersonal and communication skills

An ability to lead a team and also to be a part of a team, to achieve the academy’s aims

An ability to manage a budget

The ability to evaluate colleagues' work and provide supportive feedback securing improvement.

An understanding of issues related to improving the quality of teaching in schools

The ability to inspire, enthuse and motivate all members of the department

An ability to promote strong links with parents and the wider community

A competent user of ICT

*Desirable:*

A willingness to develop knowledge and skills to prepare for further promotion

**Qualities** have clear leadership qualities which include:

A pro-active approach with the willingness to be accountable for delegated areas of responsibility

Enthusiasm

Sense of humour

Good interpersonal skills

Self-confidence and the ability appropriately to challenge the thinking of colleagues and others at all levels

Good interpersonal skills and the ability to make effective links with students, parents, governors and the wider community

The drive to ‘make a difference’ to all students