



Head of Faculty

Design & Technology

Job Description

Purpose of the job

To lead learning in Design & Technology and act as a model of good professional practice within the Faculty.

To be a proactive member of our wider middle leadership team, supporting the day to day and strategic leadership of the Academy.

To uphold and be a role model of the Teachers’ Standards.

Reporting to

Senior Leader

Leadership responsibilities

- To lead teaching and learning across the faculty, demonstrating best practice and supporting colleagues to deliver challenging and engaging lessons.
- To ensure a purposeful learning environment, in line with the Behaviour for Learning Policy.
- To lead the faculty’s curriculum development, including the creation and implementation of course outlines, syllabuses and well sequenced schemes of work.
- To lead the assessment, monitoring, recording and reporting of student progress in line with Academy policy; including moderating reports and attending parents’ meetings.
- To ensure that data is used effectively to secure good progress across the Faculty.
- To ensure effective development of students’ literacy, numeracy and information technology skills through the curriculum.
- To assist in the identification of student special educational needs, and support the work of the SEND Team, including participation in the writing and review of individual education plans.
- To work with the SENDCO and other staff with special educational needs expertise, to ensure that individual education plans are used by teaching staff to set subject-specific targets and match work well to students’ needs.
- To actively support and participate in the museum learning programme.
- To monitor, challenge and support the work of all members of the team.
- To ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed.
- To lead the development of a Faculty Improvement Plan as part of the whole academy improvement work, to encompass staff development and training implications.
- To ensure timely and ongoing of Faculty self-evaluation, using appropriate review including the calendared QA cycle.

Management responsibilities

- To manage the Faculty budget and resources, effectively establishing staff and resource needs for the subject ensuring value for money.
- To provide Faculty timetable information to the Timetable Lead and liaise with them to ensure the best use of subject and other expertise.
- Within the context of the academy's aims and policies, to develop and implement Faculty policies, plans, targets and practices.
- To ensure that the Faculty meets the requirements of the examination boards with respect to syllabus, moderation and marking.
- To liaise with HR on Faculty vacancies and subsequent appointment procedures.
- To participate in and support the Professional Development Appraisal policy.

Safeguarding responsibilities

- Promote and safeguard the welfare of all children and young people within the Trust.
- Uphold public trust and maintain high standards of ethics and behaviour, within and outside school by:
 - treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the school environment;
 - promoting and safeguarding students' wellbeing;
 - showing tolerance of and respect for the rights of others and promoting a culture of inclusion.

General responsibilities

- Have a proper and professional regard for the ethos, policies and practice of the Academy and Trust.
- Have an understanding of, and always act within, the relevant professional standards and statutory frameworks. This includes those relating to Health & Safety, security, confidentiality and data protection.
- To undertake other duties as reasonably required by the Headteacher.

Please note that this is illustrative of the general nature and level of responsibility of the role and not a comprehensive list of all tasks. The postholder may undertake other duties appropriate to the role. This job description may be subject to amendment at any time after consultation with the postholder.

Person Specification

Qualifications and experience		Essential	Desirable
1	QTS, Degree or equivalent teaching qualification	✓	
2	Relevant CPD training courses		✓
3	A first-class teacher with at least 3 years successful teaching experience (all ability, 11-18 age range)	✓	
4	Experience of leading/managing a staff team		✓
5	Proven track record in raising standards of student achievement	✓	
6	Experience of managing a dedicated budget		✓
7	Experience of managing student behaviour	✓	
8	Evidence of continuing personal and professional development and self-evaluation processes		✓
9	Current developments in the teaching of related subjects	✓	
10	Effective use of ICT		✓

Professional Knowledge & Understanding		Essential	Desirable
11	Effective practice and approaches to teaching and learning	✓	
12	How to lead change		✓
13	Current educational trends and thinking	✓	
14	How to use data and information to effect improvement	✓	
15	Ofsted framework for school inspection/self-evaluation		✓

Personal Qualities and Skills		Essential	Desirable
16	Can lead, motivate, enthuse and inspire staff and students, and win the confidence of parents and governors	✓	
17	Has the ability to think strategically with imagination, vision and originality	✓	
18	Is reflective, self-critical and open	✓	
19	Is self-confident, motivated and ambitious	✓	
20	Has passion and believes that every student can succeed	✓	
21	Is an effective communicator and presenter	✓	
22	Can plan, organise and delegate effectively	✓	
23	Possess excellent interpersonal skills	✓	
24	Has sound judgement, especially when working under pressure	✓	

Last review date: April 2022