ARTHUR MELLOWS VILLAGE COLLEGE
Helpston Road, Glinton, Peterborough PE6 7JX

JOB DESCRIPTION	
Post Title	**Key Stage 3 Coordinator of Technology TLR2D**
	This college is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment
Purpose	To support the Head of Technology and to deputise when and where appropriate. • To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the Key Stage, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school. • To raise standards of student attainment and achievement within the Key Stage Technology area and to monitor and support student progress for this Key Stage. • To develop and enhance the teaching practice of others who teach Technology at this Key Stage. • To be accountable for student progress and development within Technology at this Key Stage. • To be accountable for leading, managing and developing Technology at this Key Stage. • To work with the Head of Technology to improve the quality of teaching. • To work with colleagues in joint planning and teaching within an identified area. • To effectively manage and deploy teaching/support staff, financial and physical resources within the Faculty to support the Key Stage curriculum in consultation with the Head of Technology.
Reporting To	Head of Technology
Responsible For	Students' learning outcomes within Technology this Key Stage. Other post holders within the key stage, teaching staff and other relevant personnel within the Faculty.

Liaising With	Head/Deputies, Head of Technology, Teaching staff, relevant non-teaching support staff, LA representatives, external agencies and parents.
Working Time	195 days per year. Full time.
Disclosure Level	Enhanced

MAIN (CORE) DUTIES	
Operational / Strategic Planning	• To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, within the Key Stage.
	• Collaboratively contribute to the Technology area improvement plan for the Key Stage area under the leadership of the Head of Technology.
	• The day-to-day management, control and operation of course provision with the Key Stage, including effective deployment of staff and physical resources in consultation with the Head of Technology.
	• To assist in monitoring and following up student progress within the Faculty by overseeing it within the Key Stage.
	• To assist in the implementation of School Policies and Procedures, for example Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.
	• To work with colleagues to formulate aims and objectives for the Key Stage which have coherence and relevance to the needs of students and to the aims and objectives of the school
	• To support the Head of Technology in the application of ICT in the Curriculum area.
	• To attend subject meetings relevant to the Key Stage to keep abreast of latest developments in the subject (external) and to support colleagues with the delivery of the subject at this Key Stage (internal).
	• To look for and encourage opportunities for extra-curricular and extension/enrichment activities such as visits, competitions, speakers, Technology week to enrich learning
	• To plan for intervention when required to improve teaching and learning.
	• To monitor progress of key groups for the Key Stage area such as pupil premium, gifted and talented, SEN and EBacc students.
	• To liaise with the other Key Stage coordinator and sixth form subject staff to inform progression.
Curriculum Provision	• To liaise with the Head of Technology to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.
	• To be accountable for the development and delivery of Technology this Key Stage throughout the College.

Curriculum Development	• To lead curriculum development for Technology at this Key Stage. • To keep up to date with national developments in the subject area and teaching practice and methodology. • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. • To liaise with the Head of Technology to maintain accreditation with the relevant examination and validating bodies.
Staffing **Staff Development** **Recruitment/Deployment of Staff**	• To work with the Head of Technology and to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To support the Head of Technology for the efficient and effective deployment of the area's technicians/ support staff as appropriate. • To undertake performance management reviews and to act as a reviewer for a group of staff within the faculty. • To support the Head of Technology by making appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Faculty liaising with the Cover Manager/ relevant staff to secure appropriate cover within the Key Stage. • To promote teamwork and to motivate staff to ensure effective working relations. • To ensure the effective efficient deployment of classroom support • To participate in the schools ITT programme
Quality Assurance	• To assist in the process of the setting of targets within the department and to work towards their achievement. • To help develop the effective teaching and learning styles in all subject areas within the Key Stage. • To contribute to the School procedures for lesson observation. • To implement school quality procedures and to ensure adherence to those within the department. • To participate in the monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria**.** • To seek/implement modification and improvement where required within the Key Stage area.
Management Information	• To ensure the maintenance of accurate and up-to-date information concerning the Key Stage area on the management information system. • To assist in the use of analysis and evaluation of performance data. • To help produce reports within the quality assurance cycle. • To assist in the production of reports on examination performance, including the use of value-added data. • To assist in the identification of exam entries within the department / Key Stage area. • Administration of examinations for the Key Stage area, and to give advice and support over entry related to predictions and targets.

Communications	• To ensure effective communication as appropriate with the parents of students. • To liaise with partner schools, higher education, industry, Examination boards, Awarding bodies and other relevant external bodies where necessary.
Marketing and Liaison	• To contribute to the development of effective links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events in partner schools and the wider community. • To actively promote the development of effective subject links with external agencies.
Management of Resources	• To assist the Head of Technology to identify resource needs and to contribute to the efficient/effective use of physical resources • To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the students. • To set priorities for expenditure and with the Head of Technology, manage budgets in line with the department improvement plan.
Pastoral System	• To monitor and support the overall progress and development of students within the curriculum area. • To help monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description. • To contribute to PSHE, citizenship and enterprise according to school policy. • To assist in the implementation of the Behaviour Management system in the Department so that effective learning can take place.
Teaching	To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties	To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

Other Specific Duties:

You are to carry out the duties of a <u>school teacher</u> as set out in Pay and Conditions Document 1994 and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Headteacher.

• To support the school in meeting its legal requirements for worship.

• To promote actively the school's corporate polices.

- To continue personal development as agreed

- To actively engage in the staff review and development process.

- To undertake any other duty as specified by STPCB not mentioned in the above

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Head of College to reflect or anticipate changes in the job commensurate with the grade and job title.

Date