



## Job Description

### Lead Teacher of Design and Technology

<b>Purpose:</b>	<p>The Lead Teacher of Design and Technology position is a key role in supporting the strategic leadership of the Academy. You will support the progress of The Kings Academy towards being an acknowledged Centre of Excellence of Teaching, Learning and Assessment by:</p> <ul style="list-style-type: none"><li>• Providing strategic leadership, vision and development of the Design and Technology Department</li><li>• Raising standards of student achievement and to monitor and support student progress across both KS4 and KS5</li></ul>
<b>Reporting to:</b>	Head of Science Faculty
<b>Main Responsibilities:</b>	<p>The Lead Teacher of Design and Technology is the leader and professional manager of their team of teachers and technicians and responsible for the efficient and effective teaching of their subject. The Lead Teacher of Design and Technology will:</p> <ul style="list-style-type: none"><li>▪ Champion best practice in their department area, demonstrating outstanding teacher skills and leadership qualities necessary to command respect and encourage commitment to raising standards and students' engagement and aspiration</li><li>▪ Review and develop appropriate schemes of work, resources and teaching and learning strategies, ensuring they are being implemented by department staff</li><li>▪ Provide day-to-day management and operation of the Design and Technology Department</li><li>▪ Regularly analyse available data to support monitoring and evaluation of curriculum provision and the work and performance of the department</li><li>▪ Collate and co-ordinate the tracking of student data, identifying key groups of students eg, pupil premium, underachieving boys, SEN, child looked after etc. Co-ordinate intervention for underachieving students. This will include regular monitoring, tracking and reporting of student outcome</li><li>▪ Ensure effective teaching of Pupil Premium and SEN students, reviewing and reporting on their progress to improve outcomes</li><li>▪ Implement and evaluate school policies and procedures</li><li>▪ Develop an improvement plan for the Design and Technology Department which is relevant to the needs of students and to the aims of the Academy</li></ul>



<p><b>Communication:</b></p>	<ul style="list-style-type: none"><li>▪ Ensure the delivery of appropriate, high quality courses which meet the needs of students, and complement the Academy's priorities</li><li>▪ Appraise staff, ensuring their development needs are identified and appropriate programmes are designed to meet these needs</li><li>▪ Manage the available resources of staff, accommodation, budget and equipment effectively and efficiently. The Lead Teacher of Design and Technology co-ordinates and monitors the Design and Technology budget</li><li>▪ Take direct responsibility for monitoring the quality of marking, planning, homework, display and classroom learning within the context of the Academy's quality assurance and internal scrutiny procedures</li><li>▪ Ensure homework is being set regularly and marked. A record of homework set must be maintained</li><li>▪ Lead and support on extracurricular activities in the Design and Technology Department</li><li>▪ Ensure the behaviour for learning system is embedded in the department and co-ordinate department detentions when required</li><li>▪ Share good practice across all years in your subject, supporting and mentoring staff where your subject specialism is not their specialised subject</li><li>▪ Monitor and carry out regular assessments of students' written and practical work, implementing strategies to improve practice where necessary</li><li>▪ Co-ordinate the timetable, assessment and exams for the department</li><li>▪ Liaise with colleagues across the Wessex Learning Trust Schools and develop a strategy to ensure a smooth and positive transition for students to the department. Be proactive in promoting Design and Technology to Wessex Learning Trust Schools, using various strategies which will include co-ordination of events eg gifted and talented workshops</li><li>▪ Co-ordinate relevant events to celebrate and promote Design and Technology to students and the wider community, including through attendance at events such as Open Evenings</li><li>▪ Co-ordinate the literacy strategy within the Design and Technology Department</li><li>▪ Be a champion of health and safety in the department ensuring all staff adhere to procedures and policies</li></ul> <ul style="list-style-type: none"><li>▪ To act as a role model for staff and students, to lead by example and by being visually present throughout the department</li><li>▪ Organise and chair regular department meetings, ensuring agendas are issued timely and minutes are produced and distributed</li><li>▪ Liaise with the SENCo and Pupil Premium Lead, to ensure SEN/vulnerable students are supported and that an ethos of inclusion is maintained across the department</li></ul>
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**Additional Duties:**

- Attend meetings/briefings where necessary
- Present at SLT and/or Local Partnership Board meetings when requested
- Liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies
- Ensure the whole team communicate effectively with students and parents
- Ensure that you and the team are aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Head Teacher and/or Designated Safeguarding Lead as necessary

The responsibilities outlined in this job description are in addition to those covered in the generic teachers' job description. All teachers are expected to meet the Teachers Standards to a level appropriate to their experience and pay. Teachers on the upper pay scales are expected to make a significant and sustained wider contribution to the Academy.

To play a full part in the life of Kings Academy, to support its written statement of values and aims, the broad aspirations of Kings Academy and to encourage and ensure staff and students follow this example.

Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. Employees will be expected to comply with any reasonable request from a Leader to undertake work of a similar nature that is not specified in this job description.

***In addition, the Lead Teacher of Design and Technology will have a classroom teacher commitment and therefore the Job Description of the Qualified Teacher forms part of their Job Description – please see below***



## Job Description Qualified Teacher

<b>Purpose:</b>	<p>To contribute to The Kings Academy being an acknowledged centre of excellence of teaching and learning by:</p> <ul style="list-style-type: none"><li>▪ Delivering the curriculum and securing excellent outcomes for students</li><li>▪ Support the Head of Faculty to ensure the development and success of the Department</li><li>▪ Act as an effective member of the Academy teaching staff, carrying out the assigned teaching duties and the assigned responsibilities<ul style="list-style-type: none"><li>- keep up-to-date of relevant curriculum developments</li><li>- keep effective records up-to-date</li></ul></li><li>▪ Acting as a responsible member of the Academy staff with regard to Academy policies, programmes and premises</li><li>▪ Undertaking pastoral and administrative duties in respect of students in the tutor group</li></ul> <p>Tutor Information – Tutors are required to act as an effective member of the House carrying out the duties and responsibilities included in the Tutor role. This will be in liaison with the Head of House or Head of Sixth Form</p>
<b>Reporting to:</b>	Head of Science Faculty
<b>Responsible for:</b>	<p>Delivering the curriculum and securing excellent outcomes for students. There are five aspects which enable the key purpose to be achieved:</p> <ul style="list-style-type: none"><li>▪ Planning, understanding and expectations</li><li>▪ Managing student learning</li><li>▪ Progress, evaluation and assessment</li><li>▪ Relationships – students, staff, parents, community</li><li>▪ Managing performance and development</li></ul> <p><b>Planning, understanding and expectations</b> To ensure</p> <ul style="list-style-type: none"><li>▪ A secure knowledge and understanding of specialist subject, relevant aspects of the National Curriculum and other statutory requirements</li><li>▪ Clear learning objectives, content, lesson structure and sequences appropriate to the subject matter and the students are established</li><li>▪ The setting of appropriate and demanding expectations and targets for students' learning and motivation</li><li>▪ The awareness of students who have special educational needs and/or</li></ul>



Pupil Premium status and to ensure via Academy systems that these students get positive and targeted support

### **Managing Student Learning**

To ensure

- Effective teaching of students so that learning objectives are met, momentum and challenge are maintained and the best use is made of teaching time
- High expectations for students, behaviour and the establishment and maintenance of good standard of discipline through well focused teaching and through positive and productive relationships
- Teaching methods are used that keep students engaged
- Good use is made of textbooks, ICT and other learning resources which enable learning objectives to be met
- Health and safety regulations are observed and safe working practices followed

### **Progress, Evaluation and Assessment**

To ensure

- Assessment of how well learning objectives have been achieved is carried out and that this assessment is used to enhance further teaching
- Marking and monitoring of classwork and homework provides constructive oral and written feedback setting targets for students' progress
- An understanding of the demands expected of students in relation to the National Curriculum, KS4 and KS5 courses
- Progress towards student targets is secured

### **Relationships with Staff, Parents and Community**

To ensure

- Accurate and Informative reports are prepared for presentation to parents
- There is a recognition that learning takes place outside a school context, and opportunities are provided to develop students' understanding by relating to real and work-related examples
- Effective working relationships are established with professional colleagues within our "one staff" ethos
- Participation in the development of schemes of work, materials and syllabuses of the Department and attendance at subject team meetings

### **Managing Performance and Development**

To ensure

- Responsibility is taken by individuals for their own professional development
- A good example is set to students by the way individuals present themselves and by their personal conduct



	<ul style="list-style-type: none"><li>▪ Self-evaluation of teaching takes place and is used to improve its effectiveness</li></ul> <p><b>In addition, staff must ensure</b></p> <ul style="list-style-type: none"><li>▪ They carry out the supervision of students as detailed by SLT</li><li>▪ They participate as required in meetings with colleagues and parents in respect of the duties of the post</li><li>▪ They accept a specific responsibility within the Department team, House or staff as determined by mutual agreement including taking responsibility for an extra curriculum area of the Department</li><li>▪ They carry out the duties of a tutor, to include: the maintenance of discipline and acceptable standards of conduct and appearance of students; the establishment of rapport with students to develop their social and academic potential and be a main source of reference and support for their problems; the timely accurate marking of attendance registers, ensuring absences and lates are accounted for and taking appropriate action where they are not; the compilation of reports, profiles and references on students as required</li><li>▪ The monitoring of homework of students, the teaching of tutor periods, escorting the tutor to assemblies and attending tutor meetings arranged by the Head of House</li><li>▪ Support the Head of Faculty in establishing/maintaining high standards of behaviour in classes using the Academy's Behaviour and Rewards policies</li></ul>
<b>Liaising with:</b>	Headteacher, Deputy Headteachers, Assistant Headteachers, Faculty Leader, Teaching and Support Staff, Parents, Local Partners and outside Agencies where appropriate
<b>Salary/Grade:</b>	TMS/UPR
<b>Operational/Strategic Planning:</b>	<ul style="list-style-type: none"><li>▪ To ensure that the core focus in the school is Learning</li><li>▪ To support the Department in developing appropriate, rich, teaching and learning strategies</li><li>▪ To liaise with the SENCo and Gifted and Talented Co-ordinator in order to extend the curriculum for all students</li><li>▪ To work with colleagues to formulate aims, objectives and strategic plans which have coherence and relevance to the needs of the students and to the aims, objectives and strategic plans of the Academy</li></ul>



<b>Curriculum Development:</b>	<ul style="list-style-type: none"><li>▪ To support curriculum development of the Department</li><li>▪ To set, monitor and support the delivery of targets for use and application within the Department</li><li>▪ To keep up-to-date with national developments within pedagogy and teaching practice and methodology</li><li>▪ To monitor and respond to curriculum development and initiatives at national, regional and local levels</li></ul>
<b>Staff Development:</b>	<ul style="list-style-type: none"><li>▪ To work with all staff to create innovative resources that reflects our desire to be an acknowledged centre of excellence</li><li>▪ To participate in the induction process for NQT teaching posts and to ensure effective induction of new staff in line with Academy procedures</li><li>▪ To promote teamwork and to motivate staff with a 'can-do' philosophy to ensure effective working relations</li></ul>
<b>Additional Duties:</b>	<p><b>All Kings of Wessex Academy staff are expected to</b></p> <ul style="list-style-type: none"><li>• Ensure that the aims, priorities and policies of the Academy and Trust are adhered to</li><li>• Act as a positive representative and advocate of the Academy and its students in all circumstances and at all times</li><li>• Carry out any other duties as reasonably requested by the Headteacher</li><li>• The Kings of Wessex Academy is committed to safeguarding and promoting the welfare of children and young people and all staff working with these groups are expected to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern the Academy agreed child protection procedures will be followed alongside implementation of the Academy disciplinary procedures</li></ul>