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Second in Charge of Design and Technology

School: Thornden

Job Description

**Salary:** MPS or UPS (plus TLR 2A £3,017.00)

**Hours:** Full Time 32.44 hours (part-time may be considered for the right candidate) **Contract:** Permanent

**Responsible to:**  Head of Design & Technology

**Start date:** April 2024

Job Purpose

* To teach Design and technology to an outstanding standard to all Key Stage 3 and 4 year groups
* To lead (as second in charge) the raising and maintaining standards of student attainment and achievement in the Design and technology department
* To promote learning and to monitor, support and be accountable for student progress in Design and technology.
* To ensure consistently high level of professionalism are maintained.
* To promote the school’s belief in creating a safe environment for students through robust safeguarding practices and maintaining an environment where students feel confident to approach any member of staff with a concern.

Primary Roles

**Professional Standards -**

* To maintain the Teachers’ Standards at all times
* To support the aims and ethos of the school as defined through school policies
* To set a professional example in terms of punctuality and attendance
* To consistently and fairly apply the school’s reward and sanctions procedures
* To continue your own personal development in accordance with the School’s Performance Management cycle
* To contribute, where appropriate, to the professional development of other teachers

**Teaching Responsibilities –**

* To teach Design and technology to an outstanding standard to students of all abilities in Key Stage 3 and 4
* To ensure that all lessons are planned with clear aims and objectives
* To ensure that all lessons are delivered in line with department schemes of work and school policies
* To scaffold work according to the different abilities of students
* To encourage students to be actively engaged in their own learning and to review their progress against set targets
* To ensure a positive classroom atmosphere
* To encourage and foster intellectual curiosity.
* To deal with inappropriate behaviour quickly and effectively in accordance with the school behaviour policy
* To set appropriate tasks for homework, and to ensure that the work is regularly marked with constructive feedback.
* To keep careful records of student progress in line with departmental and school policies
* To attend departmental and staff meetings
* To work closely with Learning Support Assistants and other colleagues to personalise learning wherever reasonably possible to meet the needs of specific students.
* To advise and work with the Head of the Design and technology Department and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, and methods of teaching and assessment.
* To participate in Design and technology events, such as trips and open days

**Pastoral Responsibilities –**

* To act as a tutor and to monitor and support the overall progress and development of students in your tutor group
* To foster the overall progress and wellbeing of students in general
* To take an interest in the personal and social needs of students, and to communicate as is appropriate with the relevant Form Tutor or Head of Year

**Communication and Management Information -**

* To ensure effective communication and consultation with parents and carers of students
* To ensure the maintenance of accurate and up-to-date information on the school’s management information system

**School Ethos -**

* To play a full role in school life, to support the ethos of the school and of the HISP Multi Academy Trust, and to encourage all students to follow this example

Other

* To undertake supervisory duties as is required
* To attend assemblies
* To undertake all training as required
* To work co-operatively with others towards shared goals
* To be aware of and to comply with policies and procedures including those relating to child protection and safeguarding, health and safety, and security and confidentiality
* To promote and ensure the health and safety of students, staff and visitors at all times