**Job Description**

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| **Post Title:** | **Second in Department : Design Technology** |
| **Job Purpose:** | To teach across KS3 and KS4 within Design Technology. A primary focus on Engineering as well as Product Design, Graphics, Resistant Materials and Electronics. |
| **Responsible to:** | HoD |
| **Responsible for:** | Faculty Members and Students |
| **Hours of Work:** | Full Time Teach |
| **Grade and Range of Post:** | MPS plus TLR 2B |
| **Responsibilities** | |
| * To deliver quality teaching and learning experiences within the DT subject composites. * To implement and deliver an appropriately broad, balanced, personalised and differentiated curriculum for students and to support DT. * To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential * To contribute to raising standards of student attainment * To share and support the academy’s responsibility to provide and monitor opportunities for academic and personal development * To monitor and assess the progress of students as a teacher * To support the overall development of students as a Form Tutor * Lead, challenge and support colleagues to achieve the highest possible standards * Demonstrate high levels of ambition and optimism regarding what the academy and its students will achieve * Exemplify and model academy expectations * Help develop faculty/ academy improvement plans * Set challenging targets for themselves * Set challenging targets for students and monitor their progress closely * Take responsibility for all aspects of their area of operations by identifying areas for improvement and instigating action on their own initiative * Ensure teaching in lessons is engaging and effective such that it motivates and inspires students * Ensure that all lessons in the department are well planned in accordance with the academy’s teaching and learning policy and that plans are both saved on the academy network and available for monitoring in the classroom * Contribute to high quality progression plans * Evolve and implement schemes of work within specialisms * Ensure that students make good or outstanding progress towards individual, faculty and academy targets * Ensure that all students receive high quality feedback and that this is evident in teaching, learning and the marking of books * Using data to inform planning, target setting and raising achievement * Ensure that subject-based intervention plans are implemented for under-achieving students * Monitor and evaluate own teaching and learning practice * Provide high quality provision for students of all abilities * Contribute to the development of the academy improvement plan * Meet deadlines for the submission of assessment data, information, reports and other returns * Under take the main professional duties of a teacher as set out in the Schools Pay and Conditions of Service document * Undertake other tasks as reasonably directed by the Headteacher   **Additional Duties**   * To work in accordance with the Financial Regulations and procedures of the Academy * To be responsible for the safe use and maintenance of equipment * To adhere to the Academy’s rules and regulations to the use of ICT, email, social media and internet/intranet access * To assist, where required, in the supervision of young people during breaks and lunchtimes   (within contracted hours) encouraging safe, positive and social behaviour   * Fully support and at all times uphold the policies and positive ethos of the academy and the E-ACT Trust * To have an understanding of and work within the requirements of GDPR at all times and comply with E-ACT policy in terms of data protection * Contribute to the Health & Safety of pupils and other staff in accordance with Health & Safety regulations and School Policy * The post holder will have a commitment in identifying and undertaking their own professional and personal development in accordance with the Academy’s performance management framework * To undertake any other duties and responsibilities as appropriate to the role and grade, as requested   The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Management Team.  This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Senior Management Team as required. Trade union representation will be welcomed in any such discussions. | |

E-ACT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As an employee of E-ACT you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

**Person Specification**

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| *Qualifications and Experience* | | | | |
| ***Essential*** | ***Desirable*** | ***Application*** | ***Interview*** | ***Task /Observation*** |
| Maths and English GCSE grade 9-4 (A-C) |  | √ |  |  |
| Qualified Teacher Status | Higher professional qualification | √ |  |  |
| Educated to degree level |  | √ |  |  |
| Evidence of participation in professional development or study | Successfully undertaken Middle Leadership training | √ | √ |  |
| Current/recent responsibility post within Science department | Range of coaching qualifications | √ | √ |  |
| Experience of teaching Science across the full age and ability range of an 11-16 school, including GCSE Science | Working in a socially and culturally diverse school community | √ | √ |  |
| Experience of a form tutor role | Working in a socially and culturally diverse school community | √ | √ |  |
| Knowledge of the National Curriculum requirements | Awareness of factors affecting Science and learning across the curriculum | √ | √ | √ |
| Understands and is familiar with teaching and learning strategies |  | √ | √ |  |
| Experience of child protection/safeguarding with up to date training or willingness to undertake training |  | √ | √ |  |
| Experience of leading a successful team |  | √ |  |  |
| Experience of working in a target-driven environment using data analysis to implement effective strategies and intervention |  | √ |  |  |

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| *Abilities and Skills* | | | | |
| ***Essential*** | ***Desirable*** | ***Application*** | ***Interview*** | ***Task / Observation*** |
| Teaching to a high standard |  | √ |  | √ |
| Relates to and motivates pupils |  | √ | √ | √ |
| Works well within and contributes to team development |  | √ | √ |  |
| Good classroom management |  | √ | √ | √ |
| Evidence of a commitment to an equal opportunities policy both in service employment |  | √ | √ |  |
| Good written and oral communication skills |  | √ | √ | √ |
| Capacity to use and model ICT/E-Learning as integral part of teaching. |  | √ | √ |  |
| Skilled in conflict resolution |  | √ | √ |  |
| Be a professional role model |  |  | √ | √ |
| Commitment to improving student learning and raising achievement at all levels |  | √ | √ |  |

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| *Knowledge and Understanding* | | | | |
| ***Essential*** | ***Desirable*** | ***Application*** | ***Interview*** | ***Task / Observation*** |
| Understanding of relevant policies/codes of practice and awareness of relevant legislation |  |  | √ | √ |
| Understands and values the processes of planning monitoring and evaluation as an aid to raising standards | Understanding of particular needs of pupils with SEND | √ | √ |  |
| Have strategies to monitor and evaluate developments |  | √ | √ |  |
| Knowledge of safeguarding and child protection issues. |  | √ | √ |  |
| Knowledge of current issues in the teaching Science |  | √ | √ |  |
| Understanding of equal opportunities issues and their application to work in Science | Knowledge/involvement in other cross curricular initiatives/projects or whole school developments | √ | √ |  |
| Knowledge and understanding of the value added agenda, including levels of progress. |  | √ | √ |  |
| Ability to lead initiatives, support the process of change and work effectively in a team, devolve responsibilities and delegate task as appropriates. Ability to prioritise, plan and organise. |  | √ | √ |  |
| Secure commitment to a clear aim and direction for the subject |  | √ | √ |  |
| Enthusiasm and commitment to lead all aspects of Science including extra-curricular activities |  | √ | √ |  |
| Expertise in assessment and intervention strategies |  | √ | √ |  |
| Know and understand accountability measures |  | √ | √ |  |
| Ensure a safe working and learning environment in which risks are properly assessed |  | √ | √ |  |

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| *Personal skills and attributes* | | | | |
| ***Essential*** | ***Desirable*** | ***Application*** | ***Interview*** | ***Task / Observation*** |
| Clear vision for the future of education and able to think strategically |  | √ | √ | √ |
| Respond effectively and efficiently to daily challenges |  | √ | √ | √ |
| Be enthusiastic and determined |  | √ | √ |  |
| Committed to inclusive education | Have mentoring, motivational and coaching skills | √ | √ |  |
| A vision for the development of Innovate and a commitment to personal and professional development. |  | √ | √ | √ |