NORTHFLEET SCHOOL FOR GIRLS

JOB DESCRIPTION

Post Title: Subject Leader – Technology

Reporting to: College Leader – Hyperion College leader/Assistant Headteacher

Post Level & Grade: Main/Upper Teaching Spine plus TLR 2b

Purpose:

The post-holder shares the responsibility for delivering the school vision for all students.

The Leader of Technology will co-ordinate, lead and manage the teaching and delivery of the subject across the whole school and is accountable for improved standards of learning and achievement for all students, high quality teaching and effective use of resources.

To ensure everyone is a successful learner who makes progress, achieves and enjoys learning by

1. Ensuring the highest quality and standards of work in Technology. This will involve liaison with teachers and other subject leaders and will also require the monitoring of contact books and homework, sampling student work, shadowing students, observing lessons and working with parents.

2. Planning and co-ordinating curriculum offer and support events and activities to ensure that all students have access to appropriate learning opportunities in Technology with the support of the School's Leadership Team,

3. Using CATs, SATs, GCSE results and professional judgement work with mentors, students, parents and subject staff to monitor progress towards subject targets, identify individual underachievement and monitor the progress made by individuals.

4. Working with colleagues including SLT and ELT to identify and commission the necessary resources – staff, time, finance, ICT and equipment – to ensure that learning can be effectively and efficiently delivered.

5. Supporting and managing a small team of staff by having regular discussions about individual students, regular meetings of the team and promoting appropriate professional development.

6. Liaising with the Examinations Officer to ensure that all aspects of examinations are co-ordinated, including entries and production of examination results data and value added information.

7. Supporting the Headteacher to ensure that the School Self Evaluation Form is informative and concise; updated regularly and accurately reflects the strengths and weaknesses of the school.

8. Implementing effective and efficient use of data, developing action and school improvement plans to raise standards of student attainment and achievement.

9. Ensuring the smooth day to day running of the department.

10. Taking responsibility for own professional learning, keeping up to date with developments, reflecting on personal practice having a creative, constructive and critical approach to innovation and the ability to adapt practice where benefits and improvements are identified.

To encourage everyone to be a confident individual who leads a safe, healthy, economically active life by:

1. Developing and enhancing the teaching practice of others, with special reference to the teaching of Technology, including the performance management of relevant others when appropriate.

2. Establishing consistency of practice within the department and sharing good practice and expertise in teaching and learning with all department staff.

3. Work with the Assistant Headteacher responsible for Quality Teaching and Learning to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.

4. Organising activities, trips, visits and events that promote the development, delivery and outcomes of Technology and appropriate extra-curricular opportunities which enrich and enhance experience. Liaising with partner schools, Governors, businesses and further education.

5. Implementing policies and undertaking duties (such as supervision and intervention) to support the school's policies and ethos.

6. Being aware of the responsibilities for Health and Safety of all within the school.

To support everyone being a responsible citizen who makes a positive contribution to the school and wider community by:

- Supporting the Health & Society Domain Leader in the development of programmes and activities across the domain and whole school.

- Supporting developments for Technology to bring about changes in teaching and learning which meet the needs of students and the subject.

- Working with the Network Manager to support and enhance developments in the VLE for the Domain and the school.

Additional Specific Responsibilities:

1. To undertake an appropriate programme of teaching in accordance with the duties of a Class Teacher.

2. To participate in appropriate meetings with parents and colleagues.

3. To undertake any other duties that the Headteacher may reasonably request.

Note:

1. The above responsibilities are subject to the standards, general duties and responsibilities contained in the Statement of Conditions of Employment, having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work and any policies of the Governing Body.

2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

Personal Qualities:

1. To uphold the school's principles, policies and ethos which underpin good practice and the raising of standards and to play a full part in the life of the school community.

2. To continue to undertake personal professional development and engage actively in the performance review process.

3. To be able to motivate and encourage independence of self; consider support and contribution of others both as people, groups, communities and environments but particularly within the domain setting.

Knowledge and Skills:

- Ability to motivate and engage colleagues and students at all levels.
- Principles and practices of effective learning and teaching.
- Knowledge and understanding of subject area(s).
- Principles and practices of monitoring, assessment and evaluation.
- The innovative application of information and communications technologies to learning and teaching in subject areas.

Signed (Post Holder): _____ Date: _____

Signed (Headteacher): _____ Date: _____

Assistant Headteacher
↓
Hyperion
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Subject Leader of Technology