



**St Ralph
Sherwin**
Catholic Multi Academy Trust

St Ralph Sherwin Catholic Multi-Academy Trust

Job Description

Teacher of Design and Technology

Reporting to:	Director of Learning for Technology for curriculum matters, Head of Year for Pastoral issues
Responsible for:	Student progress within the Design and Technology Key Stage 3 and Key stage 4 Curriculum, Teaching KS3 D&T groups and KS4 Engineering Manufacture (OCR Cambridge National, currently taught in school)
Liaising with:	Teaching and support staff, external agencies, parents/ carers, Headteacher and Governors.
Grade/Salary:	MPS
Contract Type:	Full-time, permanent
Hours:	32.5
Location:	Saint Benedict Catholic Voluntary Academy, Derby

Main purpose

The teacher will:

- Maintain and develop the Catholic character of the academy
- Fulfil the professional responsibilities of a teacher, as set out in the Academy Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

Duties and responsibilities

Teaching

- To ensure high standards of teaching and learning.
- Plan work in accordance with departmental schemes of learning and programmes of study.
- Take account of pupils' prior levels of attainment and use them to set future targets and assessment.
- To complete marking, assessment and feedback in line with the school policy.
- Set work when required for absent pupils.



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- Set appropriate and challenging work for all pupils.
- Be aware of and differentiate work for all student groups.
- Set homework in line with the school policy.

Curriculum and Professional Development

- To liaise with Director of Learning to ensure that the Technology department keeps abreast of current subject developments to keep the curriculum up to date.
- To strive to keep up to date with new teaching methodologies to develop teaching strategies.
- To liaise with the Director of Learning to maintain accreditation of relevant examination and professional bodies.

Whole-Academy organisation, strategy and development

- Contribute to the development, implementation and evaluation of the academy's policies, practices and procedures, so as to support the academy's values and vision
- Make a positive contribution to the wider life (including Catholic life) and Catholic ethos of the academy
- Work with others on curriculum and pupil development to secure coordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- To assist colleagues with the development of thorough schemes of learning which provide learning opportunities for all student groups and key stages.
- To remain informed of exam course changes and developments and implement into planning.
- To explore, develop and share good practice/ innovative teaching strategies with colleagues.
- To use tracking and monitoring data to assess progress and plan intervention strategies.
- To use the school reward system to promote learning and attitudes for learning.

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Communication

- Communicate effectively with pupils, parents and carers
- Use efficiently, the systems to communicate with colleagues across the Trust and beyond
- To communicate effectively with parents and students.
- To attend parent evenings as directed by Director of Learning.
- To produce student reports in line with the school assessment calendar.
- To undertake to log all communications on information management system.



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- To help with liaison with partner schools, industry, examination boards and other relevant bodies.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the academy and Trust
- Develop effective professional relationships with colleagues

Personal and professional conduct

- To engage fully with the pastoral programme.
- To report student welfare concerns on the CPOMS system.
- To stay up to date with school safeguarding procedures and policy.

Management of staff and resources

- To ensure the maintenance of accurate and up to date information pertaining to Technology subjects on the school information system.
- To assist in the use of analysis and evaluation of performance data to inform planning.
- To assist with the identification of exam entries and procedures within the department.
- To use school software to set homework in line with school policy.

Other areas of responsibility

- To participate fully in activities to promote the school and its Catholic ethos.

The teacher will be required to safeguard and promote the welfare of children and young people, and follow Academy policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



Person Specification

Teacher of Design and Technology (Secondary)

Key: I = Interview A = Application Form

		Essential	Desirable	How evidenced?
Qualifications and Experience	Qualified Teacher Status	✓		A
	Further degree or qualification in a relevant field		✓	A
	The ability to teach KS3 Design and Technology and KS4 Design and Technology Subjects	✓		A
	The ability to teach KS5 Engineering Design		✓	A
	Evidence of continued professional development		✓	A
Skills and Knowledge	Knowledge of the National Curriculum for Design and Technology KS3 & KS4	✓		A & I
	Knowledge of effective teaching and learning strategies	✓		I
	A good understanding of how children learn	✓		I
	Ability to adapt teaching to meet children's needs	✓		I
	Ability to build effective working relationships with pupils	✓		I
	Knowledge of guidance and requirements around safeguarding children	✓		I
	Knowledge of effective behaviour management strategies	✓		I
	Good ICT skills, particularly using ICT to support learning	✓		I
Personal Qualities	A commitment to getting the best outcomes for all pupils and promoting the Catholic ethos and values of the Academy	✓		I
	High expectations for children's attainment and progress	✓		I
	Ability to work under pressure and prioritise effectively	✓		I
	Commitment to maintaining confidentiality at all times	✓		I



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	Commitment to safeguarding and equality	✓		I
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Notes:

This job description may be amended at any time in consultation with the postholder.

Add any other notes of relevance to the role/this document.

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____