

## JOB DESCRIPTION

|  |   |
|--|---|
| <b>Post Title:</b>                                 | <b>Teacher of Design Technology &amp; Engineering</b>   |
| <b>Purpose:</b>                                    | <ul style="list-style-type: none"> <li>To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li> <li>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students.</li> <li>To monitor and support the overall progress and development of students as a teacher &amp; tutor</li> <li>To use the NOA assessment cycle to collect and report accurate student data and to share with all parties ( including parents &amp; carers)</li> <li>To implement appropriate interventions to enable all students to achieve their very best.</li> <li>To contribute to raising standards of student attainment.</li> <li>To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth</li> </ul>   |
| <b>Reporting to:</b><br><b>Line management of:</b> | Faculty Director  |
| <b>Salary/Grade:</b>                               | United Learning salary scale (above national scales)  |
| <b>Disclosure level</b>                            | Enhanced  |
| <b>MAIN (CORE) DUTIES</b>                          |   |
| <b>Faculty Responsibilities</b>                    | <ul style="list-style-type: none"> <li>To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in Design Technology and Engineering.</li> <li>To contribute as a team member to the Curriculum Area and department's improvement plan and its implementation.</li> <li>To plan lessons (and schemes of work) that allow all students to make outstanding progress using a wide range of pedagogical strategies.</li> <li>To assist the Faculty/Subject Leader to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives and to the development of effective subject links with external agencies.</li> </ul>   |
| <b>Whole School responsibilities</b>               | <ul style="list-style-type: none"> <li>To take part in the school's CPD programme by participating in arrangements for further training and professional development including your own personal development. To engage actively in the Performance Management Review processes</li> <li>To attend team and whole school meetings in accordance with the school calendar as required</li> <li>To maintain up to date and appropriate records and tracking for students within your area of responsibility</li> <li>To communicate effectively with the parents/carers of students as appropriate and where appropriate, communicate and co-operate with persons or bodies outside the school</li> <li>To be a Tutor to an assigned group of students, to register students and support students and to escort tutor group and attend school assemblies</li> <li>To promote the general progress and well-being of individual students and of the Tutor Group as a whole.</li> </ul> |

|   |  |
|---|--|
| <b>Teaching Responsibilities</b>  | <ul style="list-style-type: none"> <li>• To teach students according to their educational needs, including the setting and marking of work completed by the students</li> <li>• To assess record and report on the attendance, progress, development and attainment of students and to keep accurate records as required</li> <li>• To provide, or contribute to, oral and written assessments, reports and to target set and provide references relating to individual students and groups of students</li> <li>• To ensure that ICT, Literacy, Numeracy and the school subject specialism are reflected in the teaching/learning experience of students</li> <li>• To undertake a designated programme of teaching, plan, structure and resource teaching and learning effectively. To ensure a high quality learning experience for all students.</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to meet all student needs and demands of the syllabus</li> <li>• To maintain discipline in accordance with the school's Behaviour Policy, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• To undertake assessment of students as requested by external examination bodies, departmental and school policies and to mark, grade and give written/verbal and diagnostic feedback as required.</li> <li>• To implement the school policies re Homework</li> </ul> |
| <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>  |  |
| <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p>  |  |
| <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p>  |  |
| <p>Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.</p>   |  |
| <p>This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job, which are commensurate with the salary and job title.</p> |  |

*I confirm that I have read and understood the details contained within this job description.*

*I understand that by signing this document, I agree to the terms and conditions contained within it.*

|                                    |  |
|------------------------------------|--|
| <b>Signed</b><br><b>Print Name</b> |  |
| <b>Dated</b>                       |  |