**JOB DESCRIPTION**

# Teacher of Design & Technology

## Permanent

**RESPONSIBLE TO:** Assistant Headteacher, Head of Faculty or senior TLR holder

**INTRODUCTION**

This job description should be read in conjunction with the current School Teachers' Pay and Conditions document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; and the Deputy Headteacher, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed as least annually and any changes will be subject to consultation. The school's Grievance procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.

King Alfred's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Responsibilities as Leader of Key Stage or Subject:**

- **Course Delivery**
  Regularly walk into KS or subject lessons to determine the consistency and quality of the delivery (in accordance with the T&L and behaviour blueprints and priorities and subject curriculum vision) and feedback to staff to share excellent practice or to address any concerns.

- **Course Design**
  Oversee the curriculum design in the relevant KS or subject, make the rationale and narrative explicit, and clear to staff and students. Produce and make high quality resources available

- **Professional Enthusiasm and Fostering Curiosity**
  Promote excellence in your curriculum area both internally and to the staff members and externally via Twitter. Lead on CPD workshops to support staff subject knowledge and how best to implement this in the classroom.
  Where possible, foster a love of learning outside of the classroom by organising of events or trips and work with the King Alfred's Enrichment Programme

- **Resilience and Strategic thinking**
  Offer support and actively find ways to solve problems with the line manager. Occasionally support with cover for lessons

- **Supportive and Strategic Line Management**
  Liaise with the line manager each fortnight to agree on strategic ways to move KS/subject forward and to manage the staff teaching the curriculum as effectively as possible. This meeting might also involve learning walks or 'book looks'. Line manage members of the Faculty by helping them to set meaningful targets to further their development and support the vision and goals of the faculty. Meet with these people each term to discuss progress against these.

  Support teaching staff to evidence their effective practice for the Appraisal process

- **Independent Learning**
  Have a clear view on the quantity and quality of independent learning being set in the KS or subject and how it fits with overall curriculum design. Monitor the independent work set

- **Reflecting on Assessment Data**
  Develop, and implement, accurate and robust assessments and monitoring systems

  Monitor and analyse profiles. Contribute to feedback on assessment data with the Head of Faculty (providing solutions to problems highlighted by the data and sharing strengths)

  Use the tracking of students to identify underachievement and support teachers to put in place actions to improve the achievement of those students. Identify and support specific groups of students, particularly Highly Able, Pupil Premium and SEN groups

- **A Point of Contact for Parents and Students**
  Addressing parental or students concerns via e-mail or at parents' evening

- **Exams**
  Work with the Director of Science to run standardisations and moderations of students' work and liaise with the exams office to ensure smooth running of any exams where applicable.

- **For 2nd in Faculty post only** –
  - To deputise for Head of Faculty as and when necessary
  - To line manage TLR holders
  - To support the Head of Faculty in creating an effective team
  - Support the Head of Faculty to strategically oversee the curriculum design in the Faculty,
  - Plan and delegate for TLR holders to produce and make high quality resources available
  - Support the development of the Faculty improvement plan
  - Contribute to feedback on assessment data and attend data meetings with senior leadership
  - Ensure that TLR holders monitor the independent work set

**GENERAL DUTIES**

You will be responsible for relevant Key stage/subject curriculum (both design and delivery). In addition, you will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions document currently in operation, or any subsequent legislation.

**Teaching and Learning**

1. Plan, prepare and deliver high quality lessons to students at some or all of Key Stages 3, 4 and 5.

2. Accurately assess and report on progress and any concerns to line manager and parents.

3. Contribute to curriculum development work

4. Ensure that lessons are inclusive and meet the needs of all students

**PASTORAL CARE:**

1. To provide high quality pastoral care as a tutor to a group of students in one year group.

2. Contribution to the wider aims of the Academy.

3. To engage with and deliver the broad extra curricula experience offered to the students of the Academy

**Other Responsibilities:**

1. Responsibility for a tutor group.
2. Contribution to the wider aims of the Academy.
3. Support the line management and leadership of teaching staff within the Faculty.

**GENERAL RESPONSIBILITIES**

**All staff employed by King Alfred's Academy are expected to work within the following policies and procedures:**

**Safeguarding:**
Ensure that all Child protection policies are adhered to and concerns are raised in accordance with these policies

**Health and Safety:**
Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.

**Security and data protection:**
Work within the confines of the Data Protection Act and to take appropriate measures to ensure the security and confidentiality of data.

**SELECTION CRITERIA**
The successful candidate will:

- have experience in achieve excellent progress and results for students.
- be able to demonstrate they are able to raise the expectations and aspirations of all students.
- show how their management and leadership has had a positive impact on teaching and learning.
- be a thoughtful, dynamic and responsive teacher.

- be willing to contribute to the wider life of the Academy.
- be able to lead, mentor and coach colleagues to develop as teachers.

We are looking for a creative and inspiring leader who can demonstrate evidence of being:

- able to raise the expectations and aspirations of all students.
- an excellent role model to staff and students alike.
- able to contribute to a successful vision for the future of you subject.
- able to motivate and lead teaching staff effectively.
- able to take advantage of the wide range of opportunities, support and coaching made available by the Academy to develop their own leadership competencies and those of others.

*"The Vale Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosure and Barring Service (DBS) Enhanced Check"*