



JOB DESCRIPTION 2023/24

POST: Teacher of Design and Technology

Pay Scale will be MPR1 to UPR3; £30,000 to £46,525

Responsible to the Head of Department

The Design and Technology classroom teacher is expected to pursue the stated aims of the Design and Technology Department and work within its established or developing policies and procedures

1 Principal Responsibilities

- To prepare lessons within the context of the departmental scheme and the requirements of the National Curriculum/GCSE specification; and record details
- To ensure expert knowledge and understanding of subject matter and develop suitable and differentiated departmental resources
- To liaise promptly with the Head of Design and Technology on any concerns relating to individual pupils
- To be aware of the range of abilities and needs of pupils, including SEN/D, within all teaching groups, including those which are 'setted' and meet their individual learning needs through highly effective differentiation and 'behaviour for learning' strategies
- To ensure that all learning activities are risk assessed in line with CLEAPSS and other relevant professional guidance/requirements, as appropriate
- To model and require from pupils the highest standards of health and safety in the learning environment
- To create and maintain an attractive and stimulating learning environment through display and exhibition, conducive to motivation
- To ensure a disciplined and purposeful classroom situation complying with relevant health and safety requirements and conducive to learning
- To maintain a pupils' register of attendance for each class (and tutor group) in line with school policy
- To set and mark purposeful and differentiated homework, keeping a full and accurate record of the task(s), date and deadline (in line with school homework expectations); this includes ensuring that homework is posted on 'Google Classrooms'
- To assess, record and report achievement according to departmental and school assessment, recording and reporting protocols and National Curriculum/GCSE requirements

- To make full use of prior and current achievement data in order to set challenging targets for all pupils and to monitor rigorously their progress towards achieving these
- To provide regular and formative feedback to pupils on their progress and encourage and celebrate success whenever possible at whatever level
- To provide 1:1 or small group intervention for specified pupils as required and prepare reports on individual pupil progress according to an agreed intervention schedule
- To attend: regular department meetings, designated working groups, open evenings and annual parents' meetings for each year group, as appropriate and in accordance with the school calendar and requirements
- To keep abreast of new developments in Design and Technology, STEM education and pedagogy
- To contribute actively towards departmental and whole school developments
- To ensure the safety of pupils at all times in the classroom, immediate vicinity and areas of supervision
- To assume responsibility for voluntary extra-curricular groups/clubs and period 6 sessions, where appropriate, in liaison with other members of each department e.g. revision clinics and booster classes
- To requisition promptly and comprehensively equipment and resources required for practical work from the Technician(s) in accordance with department policy

2 Additional Responsibilities

- To be a Form Tutor of an assigned tutor group and to carry out the duties in accordance with the generic job description under the guidance of the Head of Achievement and maintain the tutor base in tidy order with a regularly updated tutor group noticeboard. Display of School Council minutes and other notices should provide a focal point in the room
- To contribute to the ethos of the school by promoting care and courtesy in the community and enforcing the codes of behaviour and uniform at all times, both inside and outside the classroom
- To be responsible for promoting and safeguarding the welfare of children and young persons for whom the post holder is responsible, or with whom s/he comes into contact, by adhering to and ensuring compliance with the relevant Trust/ School Safeguarding Child Protection Policy and Procedures at all times. If, in the course of carrying out the duties of the role, the post holder identifies any instance in which a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead so that a referral can be made accordingly to the relevant third party services
- To contribute to the period 6 programme
- To contribute actively to general supervisory duties in accordance with school policy
- To take part in the appraisal process in accordance with national policies and those of The De Curci Trust

- To attend core CPD as required
- To ensure understanding of school policies and those of The De Curci Trust

- To comply with the requirements of the National Standards for Teachers, Springfield's Staff Handbook and all school/trust policies

3 Miscellaneous Notes

From time to time, teachers may be required to teach outside of their first subject. If this is required, then appropriate subject support will be made available.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the school's policy published in the Staff Handbook and have regard to the Teacher's Conditions of Employment and the National Teachers' Standards.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and may be subject to modification or amendment after discussion.

You will be based predominantly at Springfield School. However, as you will be appointed to The De Curci Trust, you may be required to work in any of The De Curci Trust's academies or in any of the schools/academies that the Trust is supporting as reasonably directed by the CEO. The ability to travel independently between DCT academies/schools is therefore essential.