

**St Michael’s Catholic Grammar School**

**Teacher of Design & Technology**

**JOB DESCRIPTION**

1. **Salary**

Main/Upper Pay Scale Teacher

1. **Responsibility**

The Teacher is responsible to the Head of Department.

1. **The Design & Technology Department** is currently staffed by a Head of Design & Technology, a D & T Teacher and a part-time dedicated D & T Technician. This team are based in the Technology block with a Head of Food & Nutrition, a Food & Nutrition Teacher and a part-time dedicated Food & Nutrition Technician. This is a supportive environment where the Technology team work closely together. Departmental meetings take place at least once every half term.
2. **Specific knowledge requirements**

* Appropriate teaching and safety skills in the areas of Plastic, Metal and Wood (or be willing to undertake appropriate training).
* In-date health and safety certification meeting the Health and Safety Training Standards in Design and Technology
* Knowledge of National Curriculum Technology across Key Stages 3, 4 and potentially 5.
* Teach Years 7 to 11 including GCSE in AQA Design and Technology.
* Potentially teach Year 12 & 13 AQA A Level Product Design.
* Good ICT skills including knowledge of 2DV2, Tinker CAD and/or Google Sketchup.

At GCSE the school follows the AQA Design & Technology

At A Level the school follows AQA Product Design.

1. **Generic Liaison and co-operation**

The Teacher works in liaison, and co-operation with:

* Other members of staff
* Members of the Inspectorate, Advisory and Support Services as necessary
* Parents, governors and the local community

1. **Generic Policy and Legal Framework**

The Teacher works within the framework of: -

* National legislation;
* School policies and guidelines on the curriculum and school organisation;
* Diocesan policies, in particular those relating to curricular aims and principles and to equality of opportunity;
* Meets the Teachers’ Standards (England).

1. **Generic Teacher Task and Duties**

The Pay and Conditions Act 1987 lists the duties to be included in all Job Descriptions for teachers. The following statement summarises these:

1. **Planning** – to plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of pupils.
2. **Setting and Supervising work by pupils** – to teach a class, or classes, sets, groups or individual pupils and to set tasks to be undertaken both at school and elsewhere.
3. **Marking and Recording** – to mark and assess pupils’ work and to record their development, progress and attainment, both at school and elsewhere.
4. **Discipline and Relationships** – to maintain good order, discipline and respect for others; to promote understanding of the school’s rules and values; to safeguard health and safety; and to develop relationships with and between pupils conducive to optimum learning.
5. **Communication with parents** – to build and maintain co-operative relationships with parents and to communicate with them on pupils’ learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.
6. **Displays and Environment** – to maintain an attractive and stimulating classroom environment and to contribute displays in the school as a whole (with the support of the Display Technician).
7. **Overall Policy Review** – to take part in the whole-school reviews of policy and aims and in the revision or formulation of guidelines.
8. **Reports** – to provide and contribute to oral and written assessments, reports and references, both at school and elsewhere, relating to the development and learning of individual pupils and groups of pupils.
9. **Reviews** – to evaluate and review one’s teaching methods, materials and schemes of work and to make changes as appropriate.
10. **Professional Development** – to keep up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings; and to take part in appraisals and reviews of one’s work arranged by the Headteacher.
11. **Corporate Life** – to take part in the corporate life of the school.
12. **Cover** – to supervise and, so far as possible, to teach any pupils whose teacher is absent.
13. **Extra Curricular -**  to offer an additional session to expand the opportunities given to our students, activities in the past have included Arkwright Scholarship mentoring, Engineering Club, various craft activities and Coursework Focus sessions.

January 2025

We are committed to safeguarding and promoting child welfare

The post is subject to an enhanced DBS check

Shortlisted candidates will be subject to an online search

St Michael’s is an equal opportunities employer - applications are welcome from all sections of the community