



## Gildredge House Recruitment Teacher of Design Technology and Engineering Job Description

### 1. Post

- Teacher Design Technology and Engineering in the secondary age range.
- Full time

### 2. Purpose of the Job

To teach pupils within the school at secondary age range and KS3 and KS4 and to carry out such other associated duties as are reasonably assigned by the Headteacher

### 3. Functional Relationships

The post-holder is responsible to the Assistant Headteacher in all matters, and to the Head of Department of Art and Technology in respect of day-to-day curricular matters.

The post-holder also interacts on a professional level with colleagues and will seek to establish and maintain productive relationships with them and to promote mutual understanding of the school aims with the purpose of improving the quality of teaching and learning in the school.

### 4. Particular Responsibilities

The particular responsibilities attaching to the post of Teacher of Design Technology in the secondary age range are as follows:

- To teach, according to their educational needs, students assigned in the allocated classes
- To control and oversee the use and storage of books and other teaching materials provided for class usage
- To maintain discipline in accordance with the school's behaviour policy
- To contribute to department meetings, discussions and management systems necessary to coordinate the work of the department and integrate this into the work of the school as a whole in seeking to achieve school aims and targets

A classroom teacher's professional duties are deemed to include the following:

**Teaching** (having regard to the curriculum of the school):

- Identifying clear teaching objectives, content, lesson structure and sequences appropriate to the subject matter and the pupils being taught
- Setting appropriate and demanding expectations for pupils' learning and motivation
- Setting clear targets for pupils' learning, building on prior attainment and considering each pupil as an individual
- Using individual learning plans to identify pupils who have special educational needs and
- Ensuring effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time
- Using teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources
- Setting high expectations for pupil behaviour, establishing and maintaining a good standard of discipline through well focused teaching and through positive and productive relationships
- Ensuring pupils are thoroughly prepared for their examinations and that any examination coursework is completed and marked accordingly to the examination board and department criteria
- Liaising effectively with support staff working within the department
- Providing extracurricular activities to extend and challenge pupils
- providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- implementing whole school academic policies.

**Activities related to teaching**

- promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to the teacher;
- providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
- making records of, and reports on, the personal and social needs of pupils;
- communicating and consulting with the parents of pupils and providing effective reports
- raising in consultation with the Head of Department, particular concerns regarding to students with parents
- communicating and co-operating with persons or bodies outside the school;
- attending and presenting reports at Governors' meetings if required;
- Providing information required by HOD, HOY and Director of Individual Learning
- participating in meetings arranged for any of the purposes described above.

**Review: further training and professional development**

- reviewing methods of teaching and programmes of work; and
- participating in arrangements for further training and professional development.

**Educational methods**

- advising and co-operating with the Senior Leadership Team and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment, and pastoral arrangements.

### **Discipline, health and safety**

- maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

### **Staff meetings**

- participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

### **Covering for absent colleagues**

- rarely supervising / teaching any pupils whose teacher is not available.

### **Public examinations**

- participating in arrangements for (i) preparing pupils for public examinations and (ii) assessing pupils for the purposes of such examinations;
- recording and reporting such assessments; and
- participating in arrangements for pupils' presentation for, and supervision during, such examinations.

### **Whole School**

- Most staff are responsible, as Form Tutors, for the academic progress and pastoral welfare of a small group of students.
- Most staff attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.
- All teaching staff are expected to contribute to the extra-curricular life of the school by offering an activity or participating in the supervision of pupil preparation.
- All staff are expected to participate in whole-school and out-of-school activities as reasonably required.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties, including the provision of high quality teaching and learning and the safeguarding, well-being and care of pupils.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post, and it should be noted that the post-holder is expected to carry out such duties as may reasonably be required by the Headteacher from time to time.