

**TEACHING STAFF
JOB DESCRIPTION**

ROLE TITLE	Head of Technology
CONTRACTED HOURS	Full-time, 33.25 hours per week
LOCATION	Samuel Ward Academy
GRADE / SCALE POINT – SALARY	MPS / UPS / TLR 2b
REPORTING TO	Headteacher

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

All members of teaching staff are responsible personally and collectively for supporting students in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the core values of the school and wider Trust at all times;
- Nurturing pupils' passions and interests and stimulating their intellectual curiosity;
- Continuously raising pupils' aspirations and self-esteem;
- Intentionally developing Student Leadership Skills
- Actively supporting and promoting student voice
- Contributing to the wider range of opportunities offered by and for the school community;
- Assuming responsibility (as required) for the learning progress of a specific group of individual pupils;
- Ensuring high outcomes for a cohort of pupils

All teachers are required to meet the national standards for teachers according to their role.

JOB PURPOSE

To actively pursue the agreed aims of the school and wider Trust, maintaining an outstanding educational ethos, care for the pupils and respect for colleagues whilst undertaking all duties in a professional manner. There is an expectation all staff colleagues will secure a good or better education for all pupils and the continuous improvement of teaching and learning in the school.

As expert practitioners, act as the professional lead for their subject discipline inspiring teachers and students to have a passion for their subject, continuously improving classroom practice and achieving excellent student outcomes.

They will monitor and evaluate the quality of teaching and student progress in their subject.

KEY TASKS & RESPONSIBILITIES

Critical Responsibilities

- Ensuring subject teachers are abreast of latest research and national developments relating to their subject

- Ensure subject schemes of work and teacher delivery contribute to the school Curriculum Map and connect with the Core Values.
- Monitoring the quality of teaching and learning through regular classroom observations
- Support subject team in the maintenance of effective learning behaviours
- Working with Line Manager to identify areas of student and staff need for development and planning intervention
- Ensure quality of teaching and learning is good or better by identifying and sharing best practice and implementing coaching and intervention strategies
- Ensure all students engage and make progress by leading planning and pedagogy for differentiation and follow through within the classroom, groupings and best use of teaching staff
- Procurement and effective use of resources for learning and links to latest technologies for learning to ensure best VFM
- Engage with the wider community by contributing to the wider range of opportunities offered by and for the school community
- Challenge students and support staff by ensuring that revision classes operate as directed and behaviour strategies are followed consistently by the department in line with the Academy's procedures
- Identify, track and respond to data in relation to outcomes, to ensure that the highest outcomes possible and that agreed school targets are achieved
- Work in a positive and collaborative manor as part of the partnership of schools within the trust

Specific responsibilities:

Monitoring: As specified by the Headteacher and in accordance with School Calendar and Evaluation Schedule

Meeting Attendance: Academy School line meetings.
Trust Subject Leads Meetings.

Key Performance Indicators: TBD

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Take active responsibility for personal continuous professional development;
2. Take ownership of individual performance management, keeping a continuing professional development portfolio;
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust;

4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times;
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.

The list above is not exhaustive, and you may be required to undertake any other reasonable tasks and responsibilities which fall within the scope of the post as requested the Headteacher, a member of the Senior Leadership or Trust Executive Leadership Teams.

Unity Schools Partnership has developed a framework for supporting effective practice which will be used to support staff professional development and this job description is subject to change at the discretion of the trust.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE		
Technical or Specialist	<ul style="list-style-type: none"> • Degree in area relevant to subject teaching or evidence of relevant level of subject knowledge • Teaching Qualification • English and Mathematics at G.C.S.E. / 'O' Level or equivalent and/or sound Literacy and Numeracy skills (ITT accreditation test level) • High levels of subject knowledge and knowledge of statutory requirements relating to their subject • Evidence of positive impact on student outcomes • Evidence of successful leadership of a project or initiative • Evidence of effective team working • Ability to promote and ensure the school/academy vision is understood and acted upon by individuals in their team • Understanding of the management of change processes • Ability to maintain a consistent and continuous focus on student achievement • Ability to delegate appropriately and hold others accountable while at the same time accepting accountability for their team and student outcomes 	<ul style="list-style-type: none"> • Knowledge of School / Trust Computer systems
Literacy and Numeracy	<ul style="list-style-type: none"> • Secondary education up to GCSE level or equivalent • Ability to set out letters / documents and to use grammar correctly • Able to carry out basic calculations accurately • Computer literate • Able to main routine records e.g. school meals, sale of tickets, supplies. 	<ul style="list-style-type: none"> • Competent and confident in use and interpretation of databases and spreadsheets.
Equipment / Materials	<ul style="list-style-type: none"> • High level, accurate keyboard skills. • Able to use / operate general office equipment e.g. printers, photocopiers, binder, computers 	
Research	<ul style="list-style-type: none"> • Able to use the internet effectively for routine research 	
Problem Solving	<ul style="list-style-type: none"> • Ability to check stock deliveries accurately 	

	<ul style="list-style-type: none"> • Ability to resolve a range of day-to-day problems, using own initiative. • Know when it is appropriate to refer upwards 	
Creative Thinking	<ul style="list-style-type: none"> • Design and produce documents / advertisements etc 	
Planning	<ul style="list-style-type: none"> • Organised and methodical approach to admin tasks • Ability to manage and coordinate projects and in-house events 	
Interpersonal and Communication	<ul style="list-style-type: none"> • Positive disposition to implementing the Schools' educational vision • Able to develop genuine, empathetic relationships with young people • High personal standards in terms of attendance, punctuality and meeting deadlines • High level of personal organisation skills • Good communication skills, both written and spoken • Solution focused disposition and a positive attitude particularly to challenge and change • Understanding of and commitment to Equal Opportunities issues and principles and the need to apply an equal standard of care to all students • Positive disposition towards inclusion of all students including those with learning difficulties in mainstream learning and education • Able to work as part of a broader inclusion and student support system • Ability to work as a team player and supportive of team working • Ability and willingness to develop own understanding and capability through advice and training • Ability to work without constant supervision, to provide assistance as and when required, to seek tasks when unoccupied and think clearly and calmly in an emergency • Understanding of the principles of accountability and quality assurance to achieve best possible student outcomes 	
Keyboard	<ul style="list-style-type: none"> • High level keyboard skills 	
Manual Skills	<ul style="list-style-type: none"> • Routine manual handling skills 	



Level of Autonomy	<ul style="list-style-type: none">• Able to make day-to-day decisions about own workload, within clear guidelines and procedures. Supervisory assistance is available most of the time.	
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