

## **Wat Lead Teacher – Design & Technology**

MPS + TLR 2b + WAT Allowance £3000

### **General Duties**

The post holder will be a Lead Teacher of D&T based at one Windsor Academy Trust secondary academy for four days each week (0.8). In addition, they will be a Trust Wide Subject Lead on one day each week, working across all of the Windsor Academy Trust Schools at the direction of the WAT Director of Secondary Education.

Carry out “the duties of a school teacher” as set out in the Conditions of Service for School Teachers in England and Wales.

Windsor Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced criminal records check.

### **WAT Lead Teacher (0.2)**

#### **Overall Responsibilities:**

To raise standards and improve student outcomes in Design and Technology (D&T) in secondary academies across Windsor Academy Trust (WAT). Coordinate the development of D&T in secondary academies across WAT, provide strategic guidance to D&T leaders and build links between academies in terms of their practices.

#### **Specific Duties:**

- Provide strategic guidance, support and mentoring to leaders in D&T in all WAT secondary academies.
- Analyse end of year and in year results and progress data effectively to formulate improvement strategies.
- Ensure outstanding and aligned curriculum provision at all key stages in secondary D&T.
- Liaise effectively with the WAT Strategic Lead Teaching and Learning and the Teaching and Learning Leader within the secondary academies with regard to the continued improvement and development of Teaching and Learning in D&T and ensure a robust self-evaluation and improvement plan for D&T.
- Develop robust approaches to assessment and align and coordinate assessment points and procedures between the secondary academies including effective cross-school moderation.
- Keep up to date with all changes and innovations at national/policy level and disseminating to key D&T leaders in the Trust.
- To seek out best practice (hotspots) in D&T in multi-academy trusts and schools internationally, nationally and within WAT and spread this across the WAT family of academies.
- To lead and facilitate opportunities for collaborative practice across Windsor Academy Trust secondary academies focussed on improving practice and standards in D&T.
- To develop appropriate resources that advance standards in secondary D&T.

- To liaise with the Primary schools to advise and support the delivery of Primary Curriculum in their subject area.

## **Academy Lead Teacher: Design Technology (0.8)**

### **Overall Responsibility**

Work with the Headteacher and Leadership Team to secure and sustain effective teaching and learning throughout the school, monitor and evaluate the quality of teaching and standards of student's achievements, use benchmarks and set targets for improvement.

**Specific Duties:** Undertaking the following responsibilities:

#### **1. School Leadership**

- To raise standards of student attainment by developing and monitoring D&T improvement strategies and School Improvement Plan
- Contributing to the well-being and development of the school, including the supervision of students and the guidance of teachers within D&T.
- Helping to develop, communicate, implement, monitor and evaluate subject policies and report back to the Faculty Director
- To work with colleagues to formulate aims, objectives and strategic plans relevant to the needs of students and the strategic direction of D&T and the school
- To lead on developing networks with schools and other agencies.

#### **2. Leadership of Middle Leaders and Teachers, in accordance with School Policy by:**

- Inducting and mentoring members of D&T as appropriate.
- Monitoring the work of teachers within D&T to ensure high quality teaching and learning and to develop and enhance their teaching practice.
- Attending meetings and presenting the views of members of D&T reporting back from all areas of consultation.
- Encouraging subjects members to keep abreast of developments in their subject areas.
- Assisting in the professional development of teachers of the subjects taking a role in the Performance Management systems of the school, where appropriate.
- Attending Faculty meetings, raising agenda items and contributing to Faculty improvements.
- Ensuring clear lines of communication with all members of the subjects.
- To promote teamwork, to motivate staff to ensure effective working relations and act as a positive role model.

#### **3. Responsibility Structure**

- Ensuring the responsibility structure alongside teachers within D&T that supports maintenance and improvement of standards.
- Ensuring the successful completion and delivery of delegated tasks and responsibilities.

#### **4. Curriculum**

- To be proactive in leading curriculum development and initiatives at national, regional and local levels.

- Responsibility for leading both D&T curriculum planning, syllabus selection, incorporating “whole-school” policies.
- Responsibility for ensuring that up-to-date schemes of work are maintained for use internally and externally as required and monitoring how schemes of work are implemented and regularly reviewed to maximise their effectiveness.
- Responsibility for advising on and developing teaching approaches used within the department, the development and selection of suitable materials and advising on classroom management appropriate to the relevant subject matter.

## **5. Assessment, Examinations, Reporting and Evaluation**

- Overseeing D&T examination policy and both internal/external assessment procedures, in accordance with School policy.
- Ensuring the effective administration, smooth running of external exams and ensuring exam board requirements are met by liaison with Examinations Secretary.
- Providing information to Faculty Director, parents and colleagues about the work of the subjects and students progress in accordance with school policy.
- Interpretation of exam analysis for D&T, subsequent action planning and establishing the process for target setting and monitoring progress towards targets set.
- Overseeing relevant students’ subject report formats and collecting a portfolio of good practice to share with other staff/inform new staff.
- Ensuring effective moderation procedures are in place and a portfolio for exemplification of standards is maintained.

## **6. Organising Learning**

- Allocating students to teaching groups in liaison with members of the Faculty according to school policy.
- Maintaining up-to-date staff/teaching group lists informing the Assistant Headteacher (Curriculum) of any changes when made.
- Liaising with the Assistant Headteacher (Curriculum) on the construction of the Timetable and appropriate Options information.
- Responsibility for the management and conduct and behaviour of students within the D&T supporting colleagues within the subjects ensure learning is maximised.
- Ensuring Cover Supervisors and supply staff are supported in providing appropriate learning opportunities when department staff are absent.
- Monitor and evaluate provision of SEN support and liaising with SENCO.
- Monitor and evaluate for both subjects the provision and progress for high prior attainers
- Monitor and evaluate for both subjects the arrangements, objectives and outcomes of educational visits.

## **7. Resources**

- Controlling D&T expenditure and budgetary planning.
- Overseeing the usage, storage and security of equipment, materials and other resources and ensuring the learning environment and facilities maximise learning.
- Preparing a subject bids for capitation or other funding opportunities.
- Devising systems for maintenance of subjects inventories and stock records according to school policy.

## **8. Health and Safety Act**

- To ensure that Health and Safety Policies and practices, including Risk Assessment, throughout D&T are in line with school policy and updated when necessary.

- Having delegated responsibility for the implementation of the Act and reporting any issues and recording concerns via Faculty meeting minutes.

**Specific Faculty Responsibilities:**

- To lead and direct the work of the Technician Team to ensure learning is supported.

<b>To whom responsible</b>	Director of Secondary Education, Faculty Director: Arts
<b>Staff for whom responsible</b>	
<b>Signature of Employee</b>	
<b>Print name</b>	
<b>Date</b>	

**This job description may be amended at any time by agreement.**