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| N:\School Office Materials\Letterheads\Letterhead3.jpg | **Job Description:**  **Head of Design & Technology**  **from September 2021** | **Scale: MPS/UPS** | **Plus TLR 2C** |
| **Hours/Week:** | **32.5hrs** |
| **Updated:** | **April 2020** |

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| **Person reports to:** | * Head of Creative Arts |
| **Person supervises:** | * Faculty staff |
| **Purpose of Job:** | To develop a vibrant DT and Construction department at Lister Community School. |

We are looking for a dynamic and passionate professional to lead DT at Lister Community School. This would include the subjects of 3D Design, Construction and DT, and to oversee the growth of the vocational and practical subjects at Lister Community School. There will also be the chance to develop STEM with the other three schools in our Trust.

To carry out service duties in line with the pay and conditions document 2001. In addition you are expected to undertake the following duties/responsibilities for which you are paid a management allowance.

1. **Strategic direction and development of the curriculum area.**

* To lead the DT department and all the subjects therein, working to ensure excellent learning, successful outcomes and good take-up of the various subjects
* To provide leadership and direction for the curriculum area.
* To help meet the aims and mission statement of the school.
* To have an understanding of the importance of the subject/curriculum area and how it contributes to the overall life of the school and to students’ personal development.
* To contribute to formulating, implementing, co-ordinating and reviewing school policy and practice.
* To be responsible for the development and implementation of the curriculum/subject action plan in line with the school improvement plan.
* In collaboration with the Assessment Coordinator to analyse and interpret relevant national local and inspection data to identify realistic and challenging targets for improvement.
* To play a part in promoting effective curriculum links with primary partners and post 16 provision
* To play a full part in maintaining and developing equal opportunities within the school to ensure that this is integral to all aspects of school life.

1. **Teaching and learning**

* To secure high standards of teaching and learning in the subject which challenge all students and raise standards.
* To implement monitoring and self-review procedures in accordance with policy and use these results of monitoring to guide further improvement and inform future planning and targets.
* In consultation with the faculty, subject advisors, and taking account of the requirements of the NC, draw up schemes of work.
* To work in a consultative manner with staff ensuring schemes of work are understood and implemented.
* To ensure the effective development of students’ literacy, numeracy and ICT skills through the curriculum area /subject.
* To ensure curriculum coverage, continuity and progression in the curriculum area/subject for all students.
* To provide guidance for the team as appropriate on assessment methods and resources.
* To ensure that course information is shared with students and they know what is expected of them.
* To establish and implement clear policies and practices for assessing, recording and reporting on student achievement, including the setting of targets.
* To liaise with other schools and agencies and promote the understanding and support of parents.
* Work with the EAL Co-ordinator, SENCO, and Manager of Student Support Centre and Assistant Headteacher for Inclusion to maintain and develop strategies for teaching EAL students, and students with special needs.
* To ensure that teachers of the subject know how to promote equal opportunities
* To develop effective links with the local community, including business and industry, in order to extend the curriculum and enhance teaching and learning.
* To develop an extra-curricular enrichment programme in liaison with the Assistant Headteacher.
* To manage exams in the subject in liaison with the examination co-ordinator.

1. **Leading and managing staff**

* To lead by example the team and establish clear expectations and constructive working relationships through teamwork/mutual support and collaboration of colleagues; delegating responsibilities as appropriate.
* To demonstrate commitment to your own continuing professional development and that of all the staff within the Investors in People framework.
* To enable teachers and support staff to achieve expertise in the curriculum area by organising staff inset, based on an identification of needs, in liaison with the assistant deputy headteacher.
* To sustain your own motivation and, where possible, that of other staff involved in the curriculum area.
* To ensure that the Headteacher, senior managers and governors are well informed about curriculum area, plans and priorities.
* To act as team-leader in Performance Management arrangements in accordance with school policy.
* To ensure that trainee teachers and NQTs are appropriately trained, monitored and supported in line with school policy in liaison with SLT.
* To ensure that professional duties are fulfilled as specified in the conditions of service.
* To lead the behaviour management of students and ensure that clear department procedures operate in line with whole school policy in terms of rewards and sanction.
* To participate in HoD meetings and support leadership of the faculty.

1. **Efficient and effective deployment of staff and resources**

* To take responsibility for aspects of school budget management in the curriculum in liaison with the relevant Head of Department/Subject leader in line with the scheme of delegation and to contribute to school budget planning.
* To maintain existing resources and keep an up-to-date inventory.
* To investigate, purchase and allocate suitable resources.
* To ensure effective and efficient management, storage and use of resources.
* To advise Deputy Headteacher (curriculum) in the deployment of staff.
* To take responsibility for the overall working environment, including display.
* To ensure that there is a safe working and learning environment in which risks are properly assessed.
* To liase with the Deputy Headteacher curriculum/timetable and advise on staff deployment.
* To deploy techniques effectively in order to support teaching and learning.

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1. **Qualifications & Training**
2. Qualified Teacher Status (E) (S)

ii. A degree and or additional professional qualifications (E) (S)

iii. Evidence of recent further professional development (E) (S)

1. **Experience**
2. At least two years’ experience in a multi-cultural comprehensive school (D) (S)
3. Experience of a leadership/management role (D) (S + I)
4. **Understanding Skills and Ability**
5. A knowledge of Geography to GCSE level. (E) (S + I)
6. An understanding of the role of Geography in the wider curriculum (D) (S + I)
7. An ability to deliver a high standard of teaching and Learning (I) + (T.A)

iii. An understanding of the importance of, and willingness (E) (S + I)

to participate in extracurricular and study support activities

1. An understanding of the leadership role and ability to exercise leadership (E) (S + I)
2. An ability to work as a member of a team to develop and (E) (S + I)

Promote coherent and agreed policies and practice

vi. An understanding of the issues relating to language (E) (I)

Acquisition and learning

1. **Personal Skills**

* Leadership skills which motivate others to give of their best (E) (S + I)
* A capacity to work under pressure whilst remaining calm and task focused (E) (I)
* A capacity for hard work (E) (S)
* A sense of humour (D) (I)
  + - **5. Equal Opportunities and Educational Commitment**

1. A proven commitment to equal opportunities

practice including curriculum access and learning. (E) (S + I + T)

E = Essential

D = Desirable

S = Shortlisting

I = Interview

T = Teaching Activity