

Chingford Academies Trust

South Chingford Foundation School

JOB DESCRIPTION

School:	South Chingford Foundation School, Chingford Academies Trust
Title of Post:	Teacher of Design and Technology (Lead)
Grade/Pay Range:	MPS/UPS + TLR 2a
Department:	Design and Technology
Reporting to:	Senior Leadership Member
Responsible for:	Design and Technology staff

PURPOSE OF THE JOB

To provide professional leadership and management in the Design and Technology department in order to secure high quality teaching, effective use of resources and high standards of learning and achievement for all students.

To work as part of a team with other Design and Technology teachers across the MAT, middle leaders and the subject leader, to realise its strategic objectives to ensure a strong commitment to local communities and to provide cost-effective high-quality education.

The post holder will be expected to undertake duties in line with the professional standards for qualified teachers.

MAIN DUTIES/RESPONSIBILITIES

- Carry out the duties of a school teacher, as set out in the current School Teachers' Pay and Conditions Document
- Promote the vision, values and expectations of the school
- Secure high-quality student outcomes within the Design and Technology department
- Maintain good standards of planning, preparation and assessment
- Ensure that personal standards of teaching are consistently high
- Play a full and active role within the subject area
- Comply with all whole school policies and procedures

Curriculum provision and development:

- Contribute to curriculum development within the MAT
- Produce schemes of work, as appropriate
- Keep up to date with developments in the subject (including research/inspection findings); classroom management and pedagogy to encourage good practice
- Liaise with the Subject Leader of Design and Technology regarding links with relevant

examination and validating bodies

Raising standards:

- Make full use of assessment data to produce personal student targets and ensure these are reviewed on a regular basis
- Develop a programme of enrichment activities (e.g. intervention classes, visits, special events)
- Contribute to the establishment of common standards of good practice and to the development of effective teaching and learning within the subject area
- Comply with the whole school assessment and reporting procedure

Communications:

- Represent the department within the school
- Ensure reports to parent/carers are produced to a high standard and meet the agreed timescales
- Ensure effective communication as appropriate with parents/carers and relevant external bodies

Personnel:

- Participate fully in Performance Management and to act as appraiser if necessary for identified staff within the subject area in line with school policy
- Ensure the effective and efficient deployment of classroom support
- Participate in the school's NQT programme

Promotion:

- Contribute to departmental and school promotional activities and events
- Contribute to the development of effective subject links with partner schools and the wider community

Management of resources:

- Manage the physical resources within the designated area, as agreed with the line manager

Pastoral responsibilities:

- Act as Form Tutor and carry out the duties associated with the role

General

1. These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.
2. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
3. To be committed to, and comply with, all school policies.
4. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work.
5. To participate in Appraisal in line with school policy.
6. To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively.
7. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.
8. To work effectively and successfully in your team within school.

Other requirements

1. To have an up-to-date Enhanced DBS Disclosure.

SAFEGUARDING

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education', (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education' (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LWBF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of post holder

Signature Date

SOUTH CHINGFORD FOUNDATION SCHOOL

PERSON SPECIFICATION & ASSESSMENT

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment (I/T/A/R)*
Qualifications			
Qualified teacher status	✓		A
Degree or equivalent	✓		A
Evidence of relevant continuing professional development and training relating to Design and Technology	✓		A/I
Experience			
Successful teaching experience in a secondary school	✓		A/I/L/R
Experience of working with multi-disciplinary teams	✓		A/I
Experience of delivering and evaluating the effectiveness of interventions for Design and Technology	✓		A/I
Experience of working successfully with disadvantaged learners	✓		A/I
Experience of working in education contexts with high populations of Design and Technology learners	✓		A/I
At least 2 years' experience of teaching Design and Technology in secondary context		✓	A/I
Experience of managing support staff		✓	A/I
Skills, Knowledge and Understanding			
Up to date knowledge of Design and Technology strategy and development	✓		A/I/L/R

Ability to communicate effectively at all levels.	✓		A/I/L/R
Good interpersonal skills	✓		I/L/R

Good presentation skills	✓		I
Ability to use initiative and prioritise work	✓		A/I/R
Ability to work to deadlines	✓		A/I/R
Confident user of ICT	✓		I/R
Other Requirements			
Flexible approach to work			I/R
Ability to work well as part of a team			R
Ability to quickly gain the respect of all students and staff and foster appropriate relationships			L/R
Committed to school ethos and direction			I
Self-motivating			I/R
High standard of punctuality			I/R
Commitment to raising standards of behaviour through improved teaching and learning skills			L
A commitment to on-going personal development and willingness to undertake appropriate training			I
Appointment to the post is subject to a satisfactory enhanced Disclosure and Barring scheme check			

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

'The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'

“The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf”. (Ref: Safeguarding Children and Safer Recruitment in Education 2007).

*I - Interview R – Reference L - Lesson observation A - Application Form