



BROUGHTON HALL CATHOLIC HIGH SCHOOL

HEAD OF DESIGN TECHNOLOGY

JOB DESCRIPTION

At the heart of this role is the provision of professional leadership to secure high quality teaching and learning, effective use of resources, improving standards of achievement for all students, and the promotion of students' personal development and well-being.

A colleague fulfilling this role must provide leadership and direction for the subject and ensure that it is managed and organised to meet school and the subjects' aims and objectives. They hold a key role in supporting, guiding and motivating teachers across the department. The role requires staff to contribute to the evaluation of the effectiveness of teaching and learning, the subject curriculum and progress towards targets for students and staff in order to inform future priorities for the school. The policy and practice of monitoring within the school provides the information for evaluation and action. They identify needs in their own subject areas and recognises that these needs must be considered in relation to the overall needs of the school. It is also important that they have an understanding of how their department contributes to school priorities and to the overall education and achievement of all student.

Through their work the post holder ensures that practices improve the quality of education provided, meet the needs and aspirations of all students and help to continue to raise standards of achievement in school.

JOB PURPOSE

The Head of Design Technology will lead, manage, develop and coordinate matters across the curriculum at Key Stages 3, 4, and at KS5 in liaison with a neighbouring school. You will be a leading specialist, who will ensure the highest possible standards of pupil achievement, personal development and well-being both within the curriculum and beyond. You will lead a research curriculum and promote proven strategies for the progressive teaching of Design Technology.

REPORTING

The post holder will report to the relevant Senior Leader.

RESPONSIBLE FOR

The post holder will be responsible for curriculum development and coordination across KS3, 4 and 5 courses in Design Technology. You will be responsible for the quality of departmental teaching including examination classes and the delivery of agreed intervention and extra-curricular provision in the subject.

WORKING TIME AND CONDITIONS

These will be as specified in the latest School Teachers Pay and Conditions Document. To plan, lead and contribute to the school's extra-curricular Science programme. Attendance at school functions beyond the working day including Awards' Evening.

DIMENSIONS

The post holder will be responsible for the following, with reference to the national framework for middle leaders:

- The strategic direction and development of the department at KS3, 4 and 5
- Teaching and learning
- Leading and managing staff
- Pupil progress and standards of achievement
- The efficient and effective deployment of staff and resources

ACCOUNTABILITIES

The strategic direction and development of the subjects

- To support the production of an annual departmental development plans, which contributes to the achievement of the School Improvement Plan, and which involves all the subject staff in its design and evaluation.
- To contribute to the setting expectations and goals for colleagues and pupils in relation to standards of achievement and behaviour.
- To as appropriate, represent the department in the wider school community and liaise with the rest of the school, governors, partner schools, the Local Authority, further and higher education, industry, outside agencies, examination boards etc.
- To keep up to date with national developments in the subject areas, teaching practice and methodology.
- To help develop current systems with regard to health and safety, risk assessments, collection and storage of valuables and other key procedural requirements.
- To contribute to the development of the school's trips and extra-curricular Humanities education programme.

Teaching and learning

- To contribute significantly to the development and implementation of effective teaching and learning strategies, including ICT-based developments and new technologies.
- Have an active input in the creation, consistent implementation and improvement of schemes of work which encapsulate key school learning strategies
- Act as a role model in leading subject staff in own high quality teaching
- To contribute to the development and implementation of effective department assessment policies, within the framework of those for the whole school.
- To promote and support extra-curricular activities, which enrich and support the learning and experience of all pupils, and increases their participation in school life.
- To ensure homework where applicable, is set in line with school policy, and recorded departmentally.

Leading and managing staff

- To monitor, support/challenge and professionally develop staff so that they are effective in their role(s) and provide high quality teaching and learning; the above to include participating in and leading the school's programmes of staff training and development.
- To ensure that Performance Appraisal is carried out according to school and national regulations and that staff receive regular feedback, which supports progress against their PM objectives. To support the professional development of staff, for example through the sharing of good practice; participating in the school's programmes of staff training and development.
- To participate in Performance Management process according to school and national regulations, including lesson observations.
- To fulfil the Teaching Standards according to school and national expectations.

Pupil progress and standards of achievement

- Within the framework of whole-school policies, to set and monitor appropriately challenging subject targets for pupils, which will make a measurable contribution to the fulfilment of those for the whole school; to manage interventions to maximise pupil progress.
- Help establish and implement policies and practices for assessing, recording and reporting on student achievement and to assist in setting targets for further improvement.
- To maximise achievement by ensuring that any examination entries are maximised and non-entries are minimised; to assist with the management and conduct of examinations.
- To ensure effective communication with parents/carers, so they are kept up-to-date with curriculum developments and their children's progress.
- Writing reports on students and attending meetings with parents.
- To track different groups of students' progress and put in a clear intervention plan where gaps exist.

The efficient and effective deployment of staff and resources

- To manage efficiently the available resources of staff, space, finance, and equipment within the limits and guidelines laid down.
- To provide a stimulating environment, including maintaining the content of displays that promote interest and learning.
- Form constructive relationships with staff including team working and mutual support

Other Specific Duties

- Coordinate standards verification and sampling processes across the department.
- Attend relevant training and meetings to keep up to date with latest developments.
- To undertake any other duty as specified by the School Teachers Pay and Conditions Document not mentioned in the above.
- Employees are expected to be courteous to colleagues, to be professional and punctual in the execution of their duties and responsibilities, model Gospel values and provide a welcoming, professional environment to visitors and external colleagues.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore employees will be expected to comply with any reasonable request from a manager, including ad hoc projects, to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.