



Title of Post:	Head of Design and Technology
Post Status:	Permanent
Working Year:	According to School Teachers Pay & Conditions Document
Salary Scale/TLR	TBC based on experience / to be set at 2b £4,831
Accountable to:	Head of Technology
Responsible for:	Supervisory responsibility: responsible for the line management of department staff as well as the overall teaching and learning, achievement and attainment within the department.
Notice Period:	1 term

The appointment is subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document (copy available at www.education.gov.uk) and any other current applicable legislation. Reference should also be made to the 2003 National Agreement and the Teachers' Standards 2012 applicable (copy available at www.education.gov.uk).

The post holder will comply with Health and Safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work (Health and Safety at Work Act 1974), and other relevant employment legislation and school policies.

The Local Governing Body, following recommendation by The Principal/Head reserve the right to amend the job description at any time after consultation with the post holder.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document for a main-scale teacher.

General

All staff working within The Priory School Trust are expected to:

- Engage with, and promote, the schools' values, and ethos
- Be excellent practitioners and team members who set high professional standards;
- Work together effectively with colleagues and students by following the school's Code of Conduct.

Specific

A. Strategic direction and development of the subject

1. Establish a Strategy and purpose for the department, through procedure and practice, reflecting the school's commitment to high achievement through excellent teaching and learning.
2. Use relevant school, local and national data to establish clear targets for achievement in the subject, holistically and for all groups
3. By considering the Strategy, the School Development Plan, school SEF and department self-evaluation plan, to establish, annually, a Departmental Development Plan.
4. Establish actions for improvement (in the DDP) and to regularly monitor and evaluate the impact against targets and time-scales.
5. Ensure SLT and teachers in the department are informed and supported in delivering statutory responsibilities related to the subject.

B. Teaching, learning and assessment

1. Lead the subject staff in the teaching of the subject, and provide a role model for high quality teaching and learning in the subject, in line with the SDP. This will include providing regular feedback and INSET to all subject staff on teaching and learning which recognises good practice and supports their progress.
2. Use a variety of methods to monitor and evaluate the teaching and learning offered by the subject staff, and take appropriate action to improve further the quality of teaching and learning.
3. Keep abreast of new developments in content and teaching style, including use of new technologies.
4. Ensure that all subject staff understand, and are actively implementing, the key aspects of the school's behaviour and inclusion policies.
5. Monitor and evaluate the department's specification and schemes of work, ensuring staff are following said schemes and ensuring consistent implementation.
6. Ensure that examinations or other suitable methods of assessment are devised and applied at appropriate times. To ensure that all tests, examinations and assessments are based on the department's specification and marked according to a scheme common to the whole year group.
7. Initiate and, where appropriate, organise curricular (including cross-curricular), extra-curricular and educational enhancement activities related to the subject.
8. Provide regular feedback to the SLT link to help the school evaluate its practice, including the Results' Analysis and self-evaluation process.
9. To act as a form tutor in a House group.
10. To co-ordinate, devise and implement whole school STEM and extra-curricular activities, working with colleagues beyond the DT department.

C. Leading and managing staff

1. Lead and manage the staff in the department.
2. Communicate an enthusiasm and passion for the subject which motivates, supports and, where appropriate, challenges staff.
3. Support the selection of relevant staff (both teaching and support staff) for the department.
4. Be responsible for inducting NQTs and new staff – unless delegated through agreement with SLT.

5. Secure and develop the collaborative effort of the subject staff, through joint planning, sharing best practice and resources, so that involvement, commitment and team spirit are promoted.
6. Ensure that subject staff are familiar with and follow all school and departmental policies.
7. Assist the Principal in drafting reports and references on present and past members of the department.
8. Act as the point of contact when complaints are expressed and to investigate and resolve the complaint, involving SLT where appropriate.
9. Lead the use of performance management in order to develop the personal and professional effectiveness of subject staff, ensuring objectives are appropriate for the individual and to challenge the performance where necessary.
10. Take initial responsibility for the pastoral care and welfare of all departmental staff.
11. Attend, where appropriate, representation of the department at middle leadership meetings.
12. Hold regular departmental meetings, keeping subject staff up-to-date with decisions and proposals made by different groups to seek departmental views of these.
13. Display a developing and professional knowledge base together with the ability to identify the key implications for subject development.
14. Where required, to add expertise, support and advice to other teachers in the Trust.

D. Resource Management

1. Maintain efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject.
2. Administer efficiently and effectively the resources and capitation of the department.
3. Ensure that the teaching area allocated to the department is kept in good order.
4. Ensure colleagues create a stimulating learning environment for the teaching and learning of the subject.
5. Be aware of and respond to any health and safety issues raised by materials, practice or accommodation related to the subject.
6. Discuss departmental timetable schedules with all members of the department and to ensure a fair and realistic distribution of teaching load in accordance with information issued by SLT.
7. Plan the deployment of staff expertise to achieve the targets in the SDP.

This job description may be modified by the head teacher, with the postholder’s agreement, to reflect or anticipate changes.

Teacher’s signature

Date

Principal’s signature

Date