

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Head of Design & Technology
REPORTS TO:	Assistant Principal (Academic)
MAIN PURPOSE:	<p>The Head of Design & Technology will play a key strategic role in ensuring that Design & Technology enriches the experiences of our pupils. This role will be responsible for the provision of an appropriately broad, balanced, relevant and differentiated curriculum in Design & Technology, in accordance with the aims of the College.</p> <p>This role will lead Design & Technology including planning, preparing and teaching all Design & Technology lessons from Year 7 to Year 11</p>
HOURS OF WORK:	During College terms you shall work the hours while the College is in session and attend events including but not limited to staff meetings, one Easter revision session, INSET days, parents' evenings, open events and educational visits. All staff are expected to be on site until 5pm.

DUTIES AND RESPONSIBILITIES

The following list is intended to give an indication of the range of duties and responsibilities attached to the post of Head of Design & Technology and does not attempt to specify all aspects of the role.

- Ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum in Design & Technology, in accordance with the aims of the College.
- Delivering of all elements of the Design & Technology courses, including ensuring appropriate schemes of work are in place and that they are reviewed and revised regularly.

- Maintaining up-to-date records of attendance, assessment, planning, reports and communication with parents.
- Staying at the forefront of developments in the teaching of Design & Technology and in education generally, and encouraging innovation in and beyond the classroom.
- Promoting creativity and a growing sense of independence amongst pupils.
- Prepare detailed reports on children's progress throughout the year.
- Organise GCSE entries with the Examinations Officer and coordinate NEA assessments, including the internal assessment appeal process.
- Attend GCSE results day in order to liaise with parents and pupils and subsequently process potential re-marks, clerical checks and challenges to the boards, as deemed appropriate and necessary on the day, working closely with the Assistant Principal Academic.
- Produce an annual report and development plan with specific reference to GCSE or equivalent results as part of the annual departmental review process.
- Attend parents' evenings and options evenings and ensure appropriate departmental representation.
- Contribute subject specific information to the GCSE options booklets.
- Fostering a growth mindset ethos and love of learning by assisting and participating in a range of extension and enrichment activities for pupils.

SUPPORT FOR THE COLLEGE

- Uphold the College's policies relating to safeguarding and child protection, behaviour, health and safety and all other relevant policies.
- Promote and safeguard the welfare of all pupils at the College.
- Contribute to the College's ethos, aims and development/improvement plans.
- Attend and participate in regular meetings, as appropriate.

- Participate in inset, training and other learning activities, as required.
- Participation in the wider life of the College including being a form tutor and joining one of the houses.
- Participating in the wider school programme of co-curricular activities (leading 3 activities per week).

The above is an indication of the requirements of the post and is not meant to be inclusive or exhaustive. Any matter/task that needs reasonably to be achieved should also be undertaken whether or not included in the above.

PERSON SPECIFICATION

Education/experience

- Qualified teacher status.
- 2:1 in a relevant degree preferred.

Knowledge, skills and abilities

The Head of Design & Technology will play a key strategic role in ensuring that Design & Technology enriches the experiences of our pupils:

- You will be passionate about leading a department that is self-reflective and flexible, strives for excellence and cultivates the pupils' enthusiasm, motivation and ability.
- We are seeking someone who is passionate about Design & Technology and who possesses the drive and communication skills needed to inspire pupils, staff and the wider community in that vision.
- You will need strong organisational and administrative skills and be able to prioritise and manage your own time effectively.
- An enthusiastic, committed and motivated contributor to the wider activities of the Department and College.
- An individual who is able to work independently as well as in a supportive team.
- Totally dedicated to their profession and of the highest integrity.