

JOB DESCRIPTION

Post Title: Head of Design Technology

Purpose: To share the lead on the vision and development of Design Technology within the Creativity faculty.

To deliver raised standards of student attainment and achievement within Design Technology.

To support development and enhancement in the teaching practice of others within Design Technology.

To assist in managing and deploying effectively: teaching/support staff, financial and physical resources across the faculty area to support the designated curriculum portfolio.

To assist in ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying Design Technology, in accordance with the national curriculum, the vision and aims of the Academy and the curricular policies determined by the Governing Body and Principal of the Academy

Reporting to: Deputy Principal of Teaching and Learning

Responsible for: Teaching staff and other relevant personnel within the faculty.

Liaising with: Principal/(Senior)Vice Principals, Assistant Principals, SENCo, Subject leaders, Strategic Leadership Group, Student Support Services and relevant staff with cross-Academy responsibilities, relevant non-teaching support staff, LEA staff, parents and governors.

Working Time: 195 days per year. Full time

Disclosure level Enhanced

Main Core Responsibilities:

To work closely with the Deputy Principal of Teaching and Learning and other post-holders in the faculty on the vision, marketing and on-going development of Design Technology.

To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies for Design Technology.

To actively monitor and follow up student progress, working closely with teachers and the heads of other subjects.

To assist in the implementing of Academy Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.

To work with colleagues to formulate aims, objectives and strategic plans for both DESIGN TECHNOLOGY & other related programmes which have coherence and relevance to the needs of students and to the vision, aims, objectives and strategic plans of the Academy

To lead and manage the business planning functions of Design Technology and to ensure that the planning activities of the same reflect the needs of students within the subject areas and the aims and objectives of the Academy.

Curriculum Provision: To liaise with the Deputy Principal of Teaching and Learning to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective Design Technology curriculum programme which complements the strategic plans of the Academy.

Curriculum Development: To keep up to date with national developments in Design Technology as well as teaching practice and methodology

To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.

To ensure that the development of Design Technology is in line with national and international developments.

Staffing: To work with the Principal, Assistant Principal and Deputy Principal of Teaching and Learning to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.

To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the departments liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.

To promote teamwork and to motivate staff to ensure effective working relations

Quality Assurance: To work with the Deputy Principal of Teaching and Learning and Vice Principal to establish the process of the setting of targets within Design Technology and to work towards their achievement

To contribute to the Academy procedures for lesson observation.

To monitor and evaluate Design Technology in line with agreed Academy procedures including evaluation against quality standards and performance criteria.

Management Information: To ensure the maintenance of accurate and up-to-date information concerning Design Technology on the management information system.

To make use of analysis and evaluate performance data provided.

To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.

To produce reports on examination performance, including the use of value-added data.

Communications: To support the Deputy Principal of Teaching and Learning in ensuring that all members of the faculty delivering Design Technology are familiar with its aims and objectives.

To ensure effective communication/consultation as appropriate with the parents of students.

To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.

To represent the views and interests of Design Technology.

This job profile is a guide to the work that you will initially be required to undertake. It may be altered from time to time to meet the changing circumstances of the Academy. It does not form part of your contract of employment.

The Hazeley Academy Person Specification

JOB TITLE: Head of DT

E = Essential

D = Desirable

CRITERIA		E/D
EXPERIENCE/KNOWLEDGE	<ul style="list-style-type: none"> • Qualified to degree level with full QTS • Accurate and up to date knowledge of issues in teaching and learning including learning styles, assessment for learning and examination specifications in Design Technology • ICT literate • An ability to use data to understand target setting and track pupil progress/apply appropriate intervention • Excellent communication skills • Ability to plan, prioritise, delegate, organise self and work with others in a team. A reflective practitioner. • Keen to develop 21st century learning platforms (e.g. VLE) within the subject (with training if required) 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
TECHNICAL JOB RELATED SKILLS	<ul style="list-style-type: none"> • Knowledge of SIMS management systems as used in schools 	D
PERSONAL JOB RELATED SKILLS	<ul style="list-style-type: none"> • Excellent attendance and punctuality • Enthusiasm, personal dynamism, determination and stamina –keen to go ‘the extra mile’ • Honesty, integrity, tact, reliability, self-confidence and personal presence 	<p>E</p> <p>E</p> <p>E</p>

	<ul style="list-style-type: none"> • A commitment to professional standards, quality and continuous improvement 	E
	<ul style="list-style-type: none"> • A sense of humour and perspective especially when working under pressure 	E
	<ul style="list-style-type: none"> • Ability to manage the often conflicting demands of teaching 	E
EDUCATIONAL QUALIFICATIONS	<ul style="list-style-type: none"> • Qualified to degree level with QTS 	E
	<ul style="list-style-type: none"> • Evidence of relevant further, relevant professional development 	D
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Willingness to be flexible with duties to respond to the school's needs 	E
	<ul style="list-style-type: none"> • Awareness, understanding and a resonance with the school's three year vision 	E
	<ul style="list-style-type: none"> • Ability to be creative and innovative in supporting the setting up of procedures and policies in a new school 	E
	<ul style="list-style-type: none"> • Commitment to uphold the School/Council's Equalities Policy 	E
	<ul style="list-style-type: none"> • An excellent classroom practitioner 	E
	<ul style="list-style-type: none"> • The ability to adapt to an ever-changing educational environment 	E
	<ul style="list-style-type: none"> • Ability to carry out the Job Description 	E

This job profile is a guide to the work that you will be initially required to undertake. It may be altered from time to time to meet changing circumstances. All members of staff are expected to carry out any reasonable instruction given by the Headteacher or other such authorised person as to allow for the effective running of the school. This job profile does not form part of your contract of employment.