



Turves Green Boys' School

"An Aspirational Learning Community"

Post Title	HEAD OF DEPARTMENT JOB DESCRIPTION
	Design & Technology
Post Holder:	
Purpose:	<ul style="list-style-type: none"> • To raise standards of student attainment and achievement across the curriculum area. • To closely monitor student progress and co-ordinate interventions across the curriculum area. • To be accountable for student attainment and progress across the curriculum area. • To monitor, develop and enhance the teaching practice of all staff within the curriculum area. • To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curriculum policies determined by the Governing Body and Headteacher of the school. • To be accountable for leading, managing and developing the curriculum area. • To develop the provision and student's application of Design & Technology across the curriculum. • To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.
Reporting to:	Head Teacher / SLT line manager
Responsible for:	Teaching staff and relevant personnel within the department.
Liaising with:	Head Teacher / SLT, other Heads of Department, Pastoral Support Services and relevant staff with cross school responsibilities, relevant non-teaching support staff, LEA staff and parents.
Working Time:	Term Time. Full-time
Salary/Grade	MPS/UPS plus TLR2A
Disclosure level	Enhanced
MAIN (CORE) DUTIES	
Operational/Strategic	<ul style="list-style-type: none"> • To lead the development of appropriate schemes of work,

Planning	<p>teaching and learning strategies, assessment practices and resources within the department.</p> <ul style="list-style-type: none"> • The day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources. • To actively monitor student progress across the department and co-ordinate appropriate interventions. • To implement School 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 the department which have coherence and relevance to the needs of the students and to the aims, objectives and strategic plans of the school. • To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of the students within the subject area, SDP/DDP and the aims and objectives of the school. • To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary
Curriculum Provision:	<ul style="list-style-type: none"> • To liaise with the Head teacher / SLT Curriculum lead to ensure the delivery of an appropriate comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation. • To be accountable for the development and delivery of the curriculum area.
Curriculum Development	<ul style="list-style-type: none"> • To lead curriculum development for the whole department. • To keep up to date with national developments in the subject area and teaching practice and methodology. • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. • To liaise with the Deputy Head Curriculum/Head teacher to maintain accreditation with the relevant examination and validating bodies. • To be responsible for the development of coherent and 'fit for purpose' assessment practices across the department.
<u>Staffing</u> Staff development: Recruitment/Deployment of Staff	<ul style="list-style-type: none"> • To work with the Assistant Headteacher CPD to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To be responsible for the efficient and effective deployment of the Department's technicians/support staff. • To undertake the role as Appraiser for staff within the designated department in line with the school's Appraisal Policy. • To make appropriate arrangements for classes when staff are absent, liaising with the relevant staff to secure appropriate

	<p>cover within the department.</p> <ul style="list-style-type: none"> • To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures. • To promote teamwork and to motivate staff to ensure effective working relations. • To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.
Quality Assurance	<ul style="list-style-type: none"> • To ensure the effective operation of quality control systems. • To establish the process of the setting of targets within the department and to work towards their achievement by themselves and other staff in the department. • To establish common standards of practice within the department and develop the effectiveness of teaching and learning within the department. • To contribute to the School procedures for lesson observation. • To implement School procedures and to ensure adherence to those within the department. • To monitor and evaluate the curriculum area/department in line with agreed School procedures including evaluation against quality standards such as Ofsted criteria and 'Teachers' Standards'. • To seek/implement modification and improvement where required. • To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Strategic plan. •
Management Information:	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the department 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 within the quality assurance cycle for the department. • To produce reports on examination performance, including the performance of different cohorts. • To manage the Department's systems for the collection of data. • To provide the Governing Body with relevant information relating to the departmental performance and development.
Communications:	<ul style="list-style-type: none"> • To ensure that all members of the department are familiar with its aims and objectives. • To ensure effective communication/consultation as appropriate with the parents of students.

	<ul style="list-style-type: none"> To liaise with partner schools, higher education, Industry, Examination Boards, awarding Bodies and other relevant bodies. To represent the department views and interests.
Marketing & Liaison:	<ul style="list-style-type: none"> To contribute to the School liaison and marketing activities where appropriate e.g. primary school liaison. To lead the development of effective subject links with partner schools. To actively promote the development of effective subject links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> To manage the available resources of space, staff, money and equipment efficiently within the limits, guideline and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records. To work with the Deputy Head Curriculum/Head teacher in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.
Pastoral System:	<ul style="list-style-type: none"> To monitor and support the overall progress and development of students within the department. To monitor student attendance together with the students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. To contribute to PSHE, citizenship and enterprise according to school policy. To ensure the school's Behaviour Management system is implemented in the department so that effective learning can take place.
Teaching:	<ul style="list-style-type: none"> To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties:	<ul style="list-style-type: none"> To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
Other Specific Duties:	
<p>To continue personal development as agreed.</p> <p>To engage actively in performance review processes.</p> <p>To undertake any other duty as specified by STPCB not mentioned in the above.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>	

Employees will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary adjustments to the job and the working environment for any employee who develops a disabling condition.

This job description is current at the date issued, but following consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

**Job Description issued by
after consultation**

(Signature of Headteacher)

Copy received by

(Signature of Employee)

Date
