



Founded in 1888

Queen Elizabeth's Girls' School

Educating Women of the Future

JOB DESCRIPTION

Job title:	Head of Design & Technology
Working hours:	Full time and in line with STPC
Salary:	MPR/UPR + TLR
Accountable to:	Headteacher/SLT Link

Main focus of the role

To be accountable for the vision, strategy, leadership, management and development of the subject area across key stages 3, 4 and 5

To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress

To be accountable for student progress and development within the subject area

To develop and enhance the teaching practice of others by overseeing the delivery of high quality and engaging science lessons

To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students in accordance with the aims of the school and curricular policies determined by the Governing Body and Headteacher

To effectively manage and deploy teaching/support staff, financial and physical resources within the department

Employment Duties

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document.

Main responsibilities of the job

Curriculum:

- Implement the National Curriculum and public examination syllabuses
- To remain informed of current developments in Design & Technology education
- Evaluate schemes of work to ensure that they focus on consistent and effective teaching and learning
- Analyse and interpret data on students' attainment and progress in the subject and work with other members of the department to deliver appropriate interventions to maximise achievement for the department and individual pupils
- Agree targets for raising attainment within the context of whole-school in discussion with the Senior Leadership Team
- Lead discussion about priorities in the department

- Lead the review, construction and resourcing of the curriculum
- Drawing up departmental homework and coursework policies within the school guidelines
- Ensure assessment in D&T is consistent and accurate, enabling you to forecast student performance with precision

Learning & Teaching:

- Review with teachers their assessments of progress for classes, identified groups and individuals
- Review teachers' planning
- Observe teaching and feed back to colleagues
- Lead improvement in teaching and learning
- Monitor and advise on quality of teachers' assessment for learning
- Identify and provide for staff training and development needs
- Undertake Performance Management Reviews and help staff within the department to set development targets and to achieve them
- Act as a positive role model of good practice in the department with regard to teaching, feedback, homework, record-keeping, report-writing, administration and ensuring members of the department are working to these standards
- Promote teamwork and motivate staff, including support staff, to ensure effective working relations
- Hold regular departmental meetings with agenda and minutes (copies to Headteacher and Line Manager)
- Participate in the interview process for teaching posts when required and to provide effective induction for new staff (including ECTs) in line with school procedures
- Work with the Professional Tutor on the programme for Initial Teacher Training
- Implement appropriate arrangements for classes, along with those with leadership responsibility within the department, when staff are absent ensuring appropriate work is set in liaison with the Cover Manager
- Provide appropriate information to the Senior Leadership Team for the construction of the timetable, ensuring a balanced allocation of classes and teaching groups to staff

Resources:

- To manage and equip the D&T classrooms with support from the D&T technicians working within the budget for the department
- Keep abreast of developments in resources, including textbook and ICT resources
- Identify the resource needs of the department, establish priorities and plan the expenditure of the departmental budget
- Audit departmental resources once a year and ensure the inventory is available to members of the department
- Monitor the condition of, the access to and the secure storage of all departmental resources

Other Responsibilities:

- Establish and maintain a safe, high quality teaching and learning environment in the subject area

- Formulate the department development plan in consultation with the department and with reference to the School Development Plan
- Liaise with other middle leaders and teachers to share and collaborate in approaches that will support success in your own area for students
- Encourage departmental involvement in ongoing school initiatives
- Keep the Line Manager and the Headteacher fully informed of departmental developments, problems and projects for the future
- Provide such reports on the department as may be required by the LA, Governors or Headteacher
- Ensure the implementation of school and departmental policies within the department
- Undertake other duties as may reasonably be expected
- To organise and participate in extra-curricular clubs, trips, competitions and school wide events

In addition to carrying out the responsibilities and duties of a classroom teacher (Main Pay Scale) when undertaking the teaching of students

This list of duties is not exhaustive and may be reviewed by the Headteacher/SLT/Head of Department at any time, in accordance with the evolving needs of the role.