

ARCHBISHOP BLANCH SCHOOL

JOB PROFILE

“Archbishop Blanch School is committed to safeguarding and promoting the welfare of children and young people”

Post Title:	HEAD OF DESIGN TECHNOLOGY
Working Time:	Full Time
Grade:	MPS and TLR
Disclosure Level:	This post is subject to a current Enhanced Disclosure
Line Manager:	Member of Senior Leadership Team

The post holder is required to support and encourage the school's Christian ethos and its objectives, policies and procedures as detailed in the current Staff Handbook and Policy File.

STRATEGIC PURPOSE AND LEADERSHIP ROLE:

- To be responsible for leading and developing the curriculum area.
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students in accordance with the aims and curricular policies of the school.
- To raise standards of student attainment and achievement within the department and to monitor and support student progress.
- To provide a full learning experience and support for students in the curriculum area.
- To monitor and support the overall progress and development of students as a manager within the curriculum area.
- To work with the Leadership Team on the utilisation of Pupil Premium and other intervention strategies.
- To support a whole school policy for literacy and numeracy across the curriculum.
- To develop and enhance the teaching practice of others.
- To effectively manage the human, financial and physical resources within the department to support the designated curriculum portfolio

MAIN DUTIES

OPERATIONAL AND STRATEGIC PLANNING:

- To lead the development of appropriate specifications, resources, schemes of work, marking policies, assessment and teaching strategies in the department.
- To be responsible for the day-to-day management, control and operation of the curriculum area.
- To ensure that the varied assessment programme is maintained and that suitable monitoring and moderation is built into Design Technology assessment.
- To coordinate coursework as appropriate and be responsible for assessment of GCSE & A Level coursework including the submission of marks to the AQA exam board.
- To liaise with the Local Authority and DfE advisors to ensure a standardised approach in the Design Technology Department.
- To be responsible for the Departmental Self Evaluation Form (DSEF) and Action plan.
- To ensure that the financial planning activities of the department reflect the needs of the students and the aims and objectives of the school.
- To organise and lead relevant Departmental meetings and feed back to SLT link.
- To lead the monitoring and follow up of student progress and intervention.
- To implement all school policies and procedures.
- To liaise with SENCO over those pupils who attain below a secure L4 in KS2 core SATS
- To ensure that Health and Safety policies and practices, including risk assessments, throughout the department, are in line with national requirements and updated where necessary.

CURRICULUM PROVISION AND DEVELOPMENT:

- To liaise with the relevant SLT Line Manager to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.
- To keep up to date and respond to national developments in the curriculum and in teaching practice and methodology.
- To maintain accreditation with the relevant examination and validating bodies.

STAFFING & STAFF DEVELOPMENT:

- To contribute to the appointment, induction, monitoring, evaluation and professional development of staff within the Department.
- To liaise with SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To engage actively in the Appraisal Process and to act as line manager for the appraisal of teaching and support staff as designated.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To ensure the effective and efficient deployment of classroom support
- To act as subject mentor for ECT and ITT staff within the department.

QUALITY ASSURANCE:

- To implement and complete an annual DSEF in accordance with agreed school procedures.
- To create a yearly Action Plan document that supports the school priorities and promotes progress for all. To work strategically to implement these actions within the department.
- To liaise with the SLT Line Manager to establish common standards of practice within the department and develop the effectiveness of teaching and learning styles.
- To seek and implement modification and improvement where required within the Department.
- To lead on Learning Review cycles and Monitoring, Evaluation and Review procedures within the department.

MANAGEMENT INFORMATION:

- To ensure the maintenance of accurate and up to date information concerning the department.
- To liaise with the Data Manager in the use of analysis and evaluation of performance data to facilitate and lead intervention within the Department
- To liaise with the Data Manager in the production of reports on examination performance including the use of SISRA.
- To utilise internal trackers within the department to promote progress for all and to aid purposeful planning.

COMMUNICATION:

- To ensure that all members of the Department are familiar with the school and the department's aims and objectives.
- To ensure effective communication as appropriate with the parents/carers of students.
- To actively promote the development of effective subject links with external agencies such as the Local Authority network links.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.

MANAGEMENT OF RESOURCES:

- To identify resource needs and to ensure the efficient and effective use of physical resources.
- To manage the available resources of space, money and equipment efficiently within the guidelines 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 cooperate with other subjects to ensure the sharing and effective usage of resources to the benefit of the school and pupils.

ADDITIONAL DUTIES:

- To comply with the duties and responsibilities of a main scale teacher and form teacher and fulfil the Teachers' Standards requirements at Head of Department level.
- To act as a form tutor if required.
- To ensure the implementation of the behaviour management system in the department so that effective learning can take place.

NOTES

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager 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 reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- The responsibilities for this post are subject to the general duties and responsibilities contained in The Statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the school's published Time Budget Policy and have regard to section 4, para 25, of the STPCD.
- This job description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title.

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POST: HEAD OF DESIGN TECHNOLOGY PERSON SPECIFICATION

The governors will seek evidence of the following:

QUALIFICATIONS & TRAINING	Essential	Desirable
Design Technology graduate with qualified teacher status	✓	
The ability to teach Design Technology to A level	✓	
Evidence of continuing professional development to provide relevant preparation for a middle management position	✓	
EXPERIENCE	Essential	Desirable
A proven teaching record	✓	
Teaching experience in more than one school		✓
Experience of working within an 11-18 school	✓	
Ability to teach KS3 Food		✓
PERSONAL SKILLS & ATTRIBUTES	Essential	Desirable
An innovative approach to curriculum development	✓	
A keen interest in young people and their achievement in its broadest sense	✓	
The ability to lead a department and to develop and motivate staff and pupils	✓	
Ability to secure the confidence and respect of staff, pupils, parents and carers	✓	
Ability to resolve conflict and achieve consensus	✓	
Ability to hit deadlines	✓	
A good record of attendance and ability to manage personal stress	✓	
PROFESSIONAL COMPETENCE	Essential	Desirable
To show knowledge and understanding of new directions and developments in Design Technology	✓	
A commitment and an understanding of strategies to raise achievement of pupils	✓	
A proven record of promoting high educational standards	✓	
Experience in monitoring, reviewing and managing change		✓
A commitment to the principles and practice of team management	✓	
The ability to develop and enhance the teaching practice of other members of the department	✓	
LEADERSHIP & MANAGEMENT	Essential	Desirable
The ability to share and promote a vision for the Design Technology department with staff and pupils	✓	
The ability to identify, analyse and solve problems	✓	
Experience in developing initiatives		✓
The ability to plan strategically for the development of the department within set budgetary guidelines	✓	
COMMUNICATION SKILLS	Essential	Desirable
Ability to communicate effectively and with sensitivity	✓	
Ability to chair effective and worthwhile meetings	✓	
Have excellent written and oral skills	✓	
Show a genuine commitment to consultation	✓	
Competent use of ICT skills	✓	