



CHRIST CHURCH ACADEMY **JOB DESCRIPTION**

Job Title: Head of Design and Technology

Responsible to: The Principal and Vice Principal

You are required to undertake the following duties and responsibilities for which you are being paid a TLR 2.1

Responsibilities

1. Education Impact

- Monitor and evaluate assessment data across to identify trends in pupil performance and areas for development
- Define intervention strategies to address issues for development that are identified
- Evaluate and report on the effectiveness of intervention strategies used to address identified issues
- Identify quantifiable and challenging pupil progress objectives with teachers within their performance management objectives
- Support teachers in planning appropriate strategies to achieve pupil progress target levels and objectives
- Ensure that agreed pupil progress levels are achieved or exceeded
- Encourage pupil motivation and enthusiasm so developing positive responses to challenge and high expectations
- Monitor the objectives and targets of pupils across all abilities and vulnerable groups and promote the importance of raising and/or sustaining their achievements
- Tracking of pupil achievement in relation to targets analysed regularly and systematically to improve standards

2. Leading Others

- The post holder will provide effective leadership and management. The post holder will lead and support effective teaching in the department, which continually enhance the quality of learning and achievement
- The post holder will monitor and evaluate the planning of subject teachers within their subject and provide constructive and developmental feedback on a regular basis disseminating examples of effective planning practice within the department



- The post holder will ensure that teachers are aware of the needs of inclusion of all pupils and groups and make provision for this in their planning
- They will ensure that feedback from lesson observations, through “learning and leadership walks”, work scrutiny and analysis of assessment data is appropriately reflected in teachers’ planning
- They will ensure that teachers are clear about the teaching of objectives in lessons, understand the sequence of teaching and learning in Design and Technology and communicate this to pupils
- Observe colleagues teaching (through performance management objectives and/or subject monitoring) and provide evaluative feedback on the effectiveness of their teaching strategies to bring about further improvement
- Identify and promote innovative and effective teaching strategies in Design and Technology to meet the needs of all pupils
- Co-ordinate / monitor the deployment of Teachers, Teaching Assistants and other adults to ensure their effective contribution to pupils’ learning

3. Accountability

- Co-ordinate with Core and Senior Leadership colleagues to achieve the priorities in the Academy Improvement Plan
- Evaluate and report on the effectiveness of practice with recommendations for improvements within an annual review
- Lead professional development in Design and Technology and check that it happens through example, support and co-ordination
- Use financial and resource management innovatively and effectively

The following will be completed with the support of the Senior Leadership Team (SLT)

a) Leadership and Management of Teaching and Learning

- Ensuring that policies are developed within the overall Academy mission statement, Christian ethos and curriculum aims as evidenced in the Academy Prospectus, Academy Improvement Plan and other relevant school documents
- Formulating an annual Departmental Improvement Plan indicating whole school and specific subject priorities within the guidelines produced for staff which includes
 - i. A review of improvements and developments
 - ii. Proposed objectives and related subject tasks for subject and whole Academy issues
 - iii. Staff continuing development needs and implications
 - iv. Financial and resources details
 - v. Monitoring and evaluation of proposals
- Ensuring that all subject teachers know and are involved with subject developments and improvements and provided with leadership to achieve these improvement aims
- Ensuring that all subject teachers have copies of appropriate policy documents, the improvement plan and schemes of work

- Consider the means of informing Governors, parents and the community about the subject, its policy and improvements using the Academy Chronicle, ICT developments, Principal's Reports to Governors and the local press etc.
- Ensuring that all staff work effectively with the SENCO and Teaching Assistants providing appropriate planning and direction

b) Monitoring and Evaluation

- Provide colleagues with support and leadership to ensure that standards of teaching and learning are outstanding across the two Key Stages
- Monitor and evaluate the quality of teaching and learning for D&T across the two Key Stages and arrange to observe and support colleagues in this respect
- Liaise with Key Stage Leaders, Subject Leaders and classroom teachers concerning any issues which might affect the quality of teaching and learning
- Keep abreast of developments and reviews, locally and nationally advising on curriculum development needs and keeping the SLT and colleagues informed of implications
- Liaise with other schools within The Key Educational Trust, Staffordshire LA, and the local area partnership schools as well as other agencies in all matters concerning Design and Technology, content, progression, assessment and transfer of information

c) Assessment, Recording and Reporting

- Implement in consultation with the Principal / Vice Principal the recording procedures for baseline, formative and summative assessment of pupils and support other colleagues towards this
- Ensure that all arrangements for reporting to parents/carers are good and that colleagues feel supported in providing parents/carers with an accurate description of their child's academic and social progress within the subject and targets for future improvements
- Liaise with the SENCO on the appropriate differentiation of tasks and support for pupils with identified special needs and supporting the Academy's policy for SEND in this respect

d) Staff Meetings

- Convene and lead regular departmental meetings. Agendas and meeting notes to be provided referring to issues, policies and developments linked to school documentation
- Attend full staff, curriculum and pastoral meetings as required

e) Resources

- Manage book and non-book, consumable resources and equipment, their storage and retrieval and co-ordinate an annual stock check and lead any support staff in doing this



- Propose a bid for resources from capitation expenditure and for larger items of equipment in consultation with colleagues and the Academy Business Manager
- Direct the work of the Teaching Assistants as allocated to pupils or groups of pupils with individual and support needs
- Ensure displays in D&T rooms are relevant, attractive, kept up to date and include a range of pupil work and interactive materials

f) Pastoral Care and Pupil Behaviour

- Ensure that the pastoral care of pupils follows Academy policies in this area within the subject
- Support colleagues in the management of behaviour issues
- Liaise with form tutors, Key Stage leaders and support staff concerning the pastoral care matters of individual pupils and groups of pupils
- Ensure that the Single Equalities Policy is applied across the subject and that pastoral support is understood and applied in the context of subjects

g) Health and Safety

- Safeguard the health and safety of pupils when they are engaged in a subject specific activity and advise the Academy H&S representative / Business Manager in this respect
- Maintain a current Risk Assessment Folder including hazardous substances, use of equipment and materials
- Undertake regular Risk Assessments to ensure potential hazards are identified, reported and addressed and implementing new safety guidelines and procedures as advised by professional associations and ensuring the Principal is made aware of them

h) Performance Management

- Ensure that performance management arrangements are effectively discharged following the Academy policy
- Provide quality assurance monitoring and intervention as agreed
- Identify staff development needs and co-ordinate these with those responsible for CPD in the Academy
- Seek to support Academy improvement and the personal development of staff expertise

5. Other Responsibilities

- Responsibility for a tutor group
- Carry out any other professional duties as requested by the Principal

6. General Responsibilities

Take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally adopted policies; including taking responsibility for raising concerns with an appropriate manager.

