



NEWCASTLE UNDER LYME SCHOOL

Job Description: Head of Design and Technology

Key responsibilities

- To uphold the vision and aims of the school.
- To work co-operatively with, and in support of, all adults in the school.
- To work with students in a courteous, caring and responsible manner at all times.
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To uphold the values of the school.
- To raise standards of student achievement within the whole curriculum area (KS3, 4 and 5) and to monitor, support and ensure student progress.
- To develop and enhance the teaching practice of others within the department to ensure outstanding teaching and learning.
- To ensure the provision of an appropriately broad balanced, relevant and appropriately differentiated curriculum is available for students in technology.
- To be accountable for student progress, attainment and development within the department, including extra-curricular provision.
- To be accountable for leading, managing and developing the curriculum area and extra-curricular activities.
- To effectively manage and deploy teaching and support staff.
- To effectively manage financial and physical resources within the department.

Leadership responsibilities

- Responsibility for the quality of teaching and learning in the curriculum area.
- Monitoring staff performance.
- Development of effective teaching and learning styles/strategies within the department.
- To ensure all pupils are catered for e.g. those with special needs, gifted and talented, to ensure these pupils have appropriate and differentiated work.

- To ensure schemes of work are up to date and appropriate.
- To draw up department improvement plans which mirror the whole school improvement plan.
- To review department handbook and update where necessary.
- To ensure department is meeting whole school plans/initiatives.
- To keep SLT informed re: performance of the department and its staff.
- To organise and lead Departmental meetings.
- To represent the department at Curriculum Leaders'/HoD meetings.
- To help to deliver strategies and improvements in line with whole school developments
- To provide regular feedback to SMT re: pupil performance/achievement and progress towards targets.
- Have effective strategies in place to ensure pupils meet targets and achieve in line with their abilities.

Management responsibilities

- To monitor and evaluate the impact of all work across the department, including teaching & learning, assessment, homework, use of ICT, rewards and sanctions.
- To ensure whole school policies are implemented consistently across the curriculum area.
- To use data and to discuss this with colleagues in order to ensure consistent and constant improvement within the department.
- Analyse and interpret data on students' progress and achievement in Technology and take appropriate actions in the light of regular analysis.
- Review assessments of progress for individual students and by teaching group. Undertake the scrutiny of students' work, through regular sampling, including a focus on marking to inform professional dialogue and evidence progress.
- To manage the department's budget.
- To ensure the learning environment within the department promotes and supports learning.
- To take part in the interview process for new staff.
- To ensure work is set for absent colleagues.
- To ensure high standards of student behaviour in subject lessons, supporting colleagues.
- To implement School Policies and Procedures

- To ensure that the extensive Health and Safety policies and practices including risk assessments throughout the department are in line with national requirements and are updated where necessary, therefore liaising with the school's SMT and Estates team
- To manage and lead the department's support technicians and to ensure the smooth operation of the teaching and non-teaching teams in DT
- Lead discussion on department priorities.
- Agree targets for raising standards to meet whole school targets.
- Lead on improvements in teaching and learning.
- Lead on department reviews.
- Liaise with other Heads of Department to share approaches and excellent practice.
- Liaise with the designated line manager so that SMT is well informed about department issues, progress and areas of development.
- Identify staff training and development needs and provide these either internally or externally.
- Monitor and enhance the department's equipment base and facilities to ensure pupils' safety and standards of excellent curriculum delivery
- Manage the department's budget to ensure the smooth running and development of the department and adherence to school policy and procedure

Teaching and Learning

General

- Monitor the quality of teaching and learning across the Design Technology Department through lesson observations and the scrutiny of students' work.
- Review colleagues' planning and provide effective feedback to inform professional dialogue.
- Actively promote a culture of sharing 'good practice' across the Department.
- Evaluate schemes of work to ensure they focus on consistently high quality first teaching and learning and effective assessment of student progress.
- Actively promote independent learning across the department.
- Establish effective coaching and mentoring within the department.

Specifics

- Teach Product Design at A level

- Teach electronic systems to GCSE minimum. To be able to teach Timber Products to GCSE
- Have a good all round knowledge of the subject such as graphics, polymers, metals, timbers, mechanical and electronic systems.
- Knowledge of industrial production techniques such as just in time, single, batch and mass production, cell production, linear, concurrent manufacturing and quality control procedures used in industry.
- Modern methodologies in manufacturing such as 6 sigma, kaizen etc.
- Experience of delivering A level and GCSE is important

Development responsibilities

- Promote a culture of collaborative working within the Technology department
- Maintain and awareness of new initiatives and national developments in education
- Develop outstanding teaching and learning across the department and promote a culture of sharing good practice.
- Review examination courses and results.
- Ensure continual professional development of department teaching and non-teaching staff.
- Accountability for the performance management of department staff.
- Liaise with external partner institutions as required
- To liaise extensively with Junior School to ensure curriculum continuity, transition and progression from KS2 to KS3

Reporting to: Relevant SMT line manager

Responsible for: All Teachers of Technology and the DT Support Team/Technicians

Newcastle-under-Lyme School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.