

Ernest Bevin College

Job Description



Title: Head of Design Technology	Salary Scale : TLR 1a
Supported by and reporting to: Member of Leadership Team	Assisted By: Teaching and Non – Teaching Staff

Teaching standards as of Sept 2012, together with the statements specific to this post as below:

<p>Personal and Professional Conduct</p>	<ul style="list-style-type: none"> As set out in the standards Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries as appropriate Have regard to the need to safeguard students' well-being, in accordance with statutory provisions Show tolerance of and respect for the rights of others Promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs Ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law Have a proper and professional regard for the ethos, policies and practice of the college and maintain high standards in their own attendance and punctuality
<p>Leadership and Management</p> <p>The Head of Design Technology should provide leadership to a team of specialist staff. In addition s/he should support, challenge, motivate and develop teachers in order to secure improvements in students' achievement by:</p>	<ul style="list-style-type: none"> As set out in the standards Ensuring colleagues have the highest possible expectations of all students at all times Providing a motivational lead through the high quality of his / her own classroom/management practice Leading, managing and supporting colleagues on a daily basis Lead by example and have high expectations of standards from both students and staff Developing, monitoring and maintaining Design Technology team facilities Supporting the professional development of the department Monitoring and implementing strategies to raise attainment Proactively tackling issues of underperformance Maintaining effective control of the departmental budget Working effectively with Line Manager Ensuring that any support staff in the department provide a high quality support to staff
<p>Strategic Planning</p> <p>Within the context of the College's aims and policies, the Head of Design Technology should develop and implement policies, plans, targets and practices by:</p>	<ul style="list-style-type: none"> As set out in the standards Producing, implementing and monitoring a DT development plan which reflects the intentions of the College Improvement Plan Taking a strategic role of developing, promoting and implementing STEM activities across the curriculum Producing an annual report for Governors and such other documents as is required Providing curriculum and management support for the effective delivery of DT: schemes of work ; assessment and classroom methodologies to reflect students' needs and external requirements Liaising with college managers / staff to develop the college further Developing internal and external links in order to enhance students' learning Ensuring that all students have equal opportunities to succeed
<p>Teaching and Learning</p> <p>The Head of Design Technology should use the processes of review and evaluation in order to sustain</p>	<ul style="list-style-type: none"> As set out in the standards Developing, co-ordinating and monitoring appropriate DT related courses which meet the needs of students Reviewing and developing schemes of work (using the college framework) for efficient delivery of DT to ensure cross-curricular issues (e.g. SMSC,) are appropriately

<p>effective teaching and learning. Target setting will be used to ensure that individual students are, accountable for their achievements by:</p>	<p>addressed</p> <ul style="list-style-type: none"> • Ensuring consistency through adopting agreed college guidelines • Monitoring and evaluating the quality of teaching in DT lessons through lesson observations and work reviews • Using innovative strategies to improve the quality of teaching and learning • Developing, publicising and monitoring appropriate enrichment programmes • Implementing the College Quality Assurance procedures and reporting to senior management through Progress Reports • Monitoring variations between target grades and students performance • Developing the competence of colleagues to manage effective student learning by regularly visiting lessons • Working with colleagues on curriculum and teaching differentiation in order to raise attainment • Ensuring that all colleagues provide regular performance feedback to their students according to the college marking policy : regularly displaying student progress charts and by using college systems of tracking • Holding regular moderation meetings to ensure that students work is assessed against national standards • Providing parents with information about the progress of their children as required
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The above responsibilities and duties will be undertaken in addition to the duties of a schoolteacher contained in the School Teachers' Pay and Conditions Document. This job description does not direct the particular amount of time to be spent on carrying out the above duties and responsibilities and no part of it may be so constructed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendments at any time after consultation with the post holder

April 2022



**Ernest Bevin College
Person Specification
Head of Design Technology**

Reporting to: Member of the Leadership Team

Assisted by: Teaching and Non – Teaching Staff

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • QTS 	<ul style="list-style-type: none"> • Further accredited study
EXPERIENCE	<ul style="list-style-type: none"> • Varied and successful teaching experience across 11-19 range • Experience of school leadership and management • Broad Post-16 experience 	<ul style="list-style-type: none"> • Experience in more than one school
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • An excellent classroom practitioner • A thorough understanding of current developments and initiatives in 11-19 and post 16 education • The ability to monitor, review and evaluate the work of the College against OFSTED criteria • Ability to exploit opportunities for success and remove barriers to achievement for students and staff • Personal teaching consistently good and outstanding • Awareness of responsibility towards the safeguarding of students 	<ul style="list-style-type: none"> • Ability to seek areas for improvement and to implement change
PERSONAL QUALITIES AND CHARACTERISTICS	<ul style="list-style-type: none"> • Commitment to own learning and development • Ability to maintain good working relationships and play appropriate roles within the team • Energy, enthusiasm and stamina • Ability to work under pressure, meet deadlines, and establish positive relationships with students, parents, staff and outside agencies • Commitment to the promotion of equal opportunity • Awareness of responsibility towards the safeguarding of students • Confidence in working with staff to develop and embed effective learning skills • Demonstrate commitment to providing exciting, challenging, innovative and inspirational learning opportunities across the department and will encourage collaboration with colleagues to share good practice, plan educational experiences and help drive improvement in teaching and learning across the school. 	
	The ability and enthusiasm to:	

<p>SPECIFIC TO THE POST</p>	<ul style="list-style-type: none"> • raise the profile of Design Technology across the school • raise the uptake of Design Technology at examinations level • keep up to date with current pedagogy and developments in education • have a methodical approach in the use of student data and progress tracking to raise attainment within Design Technology • implement Performance Management procedures • contribute to whole-college management and to extra-curricular activities that fall beyond normal school hours • maintain an attractive and stimulating classroom environment, and to contribute to displays in the college as a whole • to use ICT and the college VLE in raising the quality of teaching and learning • work with other leaders and teaching staff to ensure that there is effective teaching of reading, writing, communication and numeracy within the department • ensure appropriate syllabuses are established and reviewed and directing staff in the development of schemes of learning that reflect the full range of educational experiences offered to students and support good or better progress • build capacity within staff to support students to develop effective learning skills; Ensuring that homework of appropriate challenge and sufficient amount is set according to college policy • draw up and implement department policies that reflect whole college policies • foster a climate within the department of positive attitudes to learning, good behaviour and a sense of community 	
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