



## **Woolwich Polytechnic School for Girls**

### **JOB DESCRIPTION**

#### **HEAD OF DESIGN TECHNOLOGY and FOOD TECHNOLOGY**

##### **GENERAL**

- a) To comply with the 'Conditions of Employment of Teachers other than Head Teachers' as laid down in the School Teachers Pay & Conditions Document.
- b) To monitor the quality of teaching and learning in the department.
- c) To provide professional leadership and management.
- d) To lead the drive to raise achievement further in the department in line with the school ethos.
- e) To be a role model of outstanding teaching.

##### **PRINCIPAL RESPONSIBILITIES**

###### **1) Leadership**

- a) Direct, deploy and monitor the work of staff teaching within the Design Technology Department for quality of work and subject matter for new teachers, ECTs and students.
- b) Address planning and practical issues relevant to the department and the school.
- c) Provide guidance and support to all staff (teaching and non-teaching) within the department and to support professional development of members of the department.
- d) Representing the department at whole school meetings and lead aspects of department meetings.
- e) To successfully complete the performance management cycle.
- f) To monitor the department development plan as required.

## 2) Curriculum

- a) Plan, implement and review schemes of work to ensure for the effective and efficient delivery of the requirements of the exam boards.
- b) To lead/oversee curriculum development, including the development of appropriate syllabuses, resources, schemes of work to school format, teaching, assessment and marking policies which support the school's implementation of all current statutory requirements.
- c) To respond actively to national, regional and local developments and initiatives, including content, teaching practice and methodology and assessment.
- d) To ensure that there is a departmental presence at the start of every examination in Design Technology. To liaise with the exams team ensure the accuracy of exam entries and data.
- e) To encourage collaborative projects in conjunction with other departments within and beyond the learning area, and outside the school's formal timetable, involving, where appropriate, other staff and other schools, including feeder primaries.
- f) To encourage, facilitate and participate in the development of ICT within the department.
- g) To attend appropriate INSET, co-ordinate departmental INSET, and contribute to whole school CPD programme with a view to developing and disseminating good practice.

## 3) Contribution within the Design Technology Faculty

- a) To be an exemplary teacher and to demonstrate excellent teaching skills to other teachers.
- b) To inspire the Design Technology/Food Technology team and to provide leadership and enthusiasm in this curriculum area.
- c) To create a cohesive internal faculty structure.
- d) To monitor student progress and run intervention when necessary.
- e) To organise teaching resources within the Design Technology Department
- f) To promote the subject beyond the classroom, e.g. extra-curricular activities, wall displays.
- g) To hold regular departmental meetings.
- h) To be responsible for health and safety within the department, and to communicate concerns to the Health and Safety Officer.
- i) To promote cross curricular co-operation and learning.

#### **4) Organisation**

- a) Responsibility for determining, implementing, and evaluating and reviewing departmental targets in the department development plan in line with the agreed priorities of the school improvement plan.
- b) Responsibility for department's accommodation, equipment and learning resources.
- c) Responsibility for marketing the department and its specialisms internally and externally.
- d) Manage communication with parents and the community in liaison with colleagues as appropriate.
- e) Advise on external examination entries. To oversee delivery of national testing and examining procedures within the department.

#### **5) Quality Control**

- a) Monitor, review and evaluate pupil progress and the assessment of their work in line with school policy and National Curriculum requirements.
- b) Ensure regular monitoring of trackers, in class assessments and PPEs.

#### **6) Teaching and Learning**

- a) Ensure that schemes of work are produced, monitored and reviewed and updated for the Design Technology Department.
- b) Develop assessment processes for key stages 3 and 4 and to contribute to the assessment process.
- c) Ensure that appropriate differentiation of the curriculum is made to meet the needs of all levels of pupil ability.
- d) Promote teaching and learning styles which stimulate pupil interest and involvement in learning.
- e) Monitor teaching and learning within the department.
- f) Keep up with developments in Design Technology teaching through appropriate INSET.

#### **7) Monitoring and evaluation**

- a) To be accountable for the implementation of school policies and procedures within the department.
- b) To play an active role as a middle leader in whole school development.
- c) To ensure that the work of the department promotes a positive ethos and encourages social and moral responsibility through adherence to the school mission statement and aims.
- d) To analyse and interpret relevant national, local and school data and inspection evidence to inform policies, practice and expectations and teaching methods.

## 8) Staffing

- a) To lead the department by example through modelling excellent professional practice.
- b) To promote teamwork and motivate staff to ensure effective working relations.
- c) To be responsible for the day-to-day management and deployment of staff, including support staff and to be mindful of work/life balance.
- d) To oversee arrangement for classes when staff are absent, ensuring proper cover work is provided, and that the cover teacher is aware of work to be done.
- e) To be a team leader in performance management and the professional development of staff.
- f) To oversee the induction and monitoring of new staff in the department, and to ensure that ECTs and BTs are appropriately monitored and supported.
- g) Effectively line manage members of the department.

## 9) Other

- a) In discharging the duties of the post, to have due regard to the provision of the Health and Safety at Work legislation.
- b) To promote Equal Opportunities Policies in a manner compatible with the duties of the post.
- c) Undertake other duties (commensurate with the level of responsibility) as may be required by the Head Teacher.

***PolyMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offer of employment is subject upon the Academy Trust receiving an Enhanced Disclosure and Barring Service Certificate (DBS), which the Academy considers to be satisfactory. If you are successful in your application, you will be required to complete a DBS Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and it is therefore an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.***

***All shortlisted candidates will be subject to a social media check in line with the new Keeping Children Safe in Education (KCSIE) 2022 legislation***

# **WOOLWICH POLYTECHNIC SCHOOL FOR GIRLS**

## **SELECTION CRITERIA**

### **MPS – HEAD OF DESIGN TECHNOLOGY and FOOD TECHNOLOGY**

- 1 To be a graduate and possess an appropriate teaching certificate e.g. PGCE
- 2 To have a sound and developing knowledge of the subject area and be willing to teach across the age and ability range.
- 3 To be aware of the particular needs of teaching in an all girls' school.
- 4 To be able to set and maintain high expectations of work and behaviour.
- 5 To have some understanding of Equal Opportunities issues and a determination to apply the school's Equal Opportunities Policy in all aspects of work as a professional.
- 6 To have experience of teaching and curriculum knowledge of Key Stage 3 and 4.
- 7 To be able to enhance teaching delivery and learning by the use of ICT.