

Job Outline

HEAD OF TECHNOLOGY

Responsible to: Head of Faculty/SLT Line Manager
Salary Grade: Teachers Main/Upper Pay Scale + TLR 2A
Full time/Part time: Full Time

Job Purpose

We are seeking an outstanding individual to raise standards of student attainment and achievement within the Technology Department (all disciplines to KS4) and to monitor and support student progress.

Key Responsibilities

- To raise standards of student attainment and achievement within the Technology Department (all disciplines to KS4) and to monitor and support student progress.
- To raise standards of student attainment and achievement within KS3 Technology and to monitor and support student progress.
- Lead, implement and evaluate all disciplines in Art & Innovation (A&I) at KS3
- Responsible for Faculty improvement planning in line with whole school priorities and School Improvement Plan
- Ensure Technology KS3 & KS4 curriculum is effectively delivered & resourced including orders.
- Manage and track student behaviour at KS3 whole-Faculty and provide support where needed for staff
- To be accountable for student progress and development in Technology across all key stages.
- To lead on strategies for student progress and development KS3 for all Art and Innovation disciplines
- To be innovative in own teaching and to develop and enhance the teaching practice of others.
- Take a lead in planning collaboratively with colleagues within the Faculty in order to promote effective practice.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the Faculty, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.
- To be accountable for leading, managing and developing subjects within Technology all disciplines.
- To effectively manage and deploy teaching/support staff, financial and physical resources within Technology to support the designated curriculum portfolio
- To line manage subject(s) within Technology as outlined in the Faculty structure

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records, online checks and other vetting checks. We ensure that we have

a range of policies in place which promote safeguarding and safer working practice across our schools.

Operational/Strategic Planning

- To lead the development of appropriate syllabuses, resources, schemes of work and teaching and learning strategies in Technology which reflects the school's commitment to high achievement through effective teaching and learning.
- The day-to-day management control and operation of course provision within Technology, including effective deployment of staff, budget and physical resources.
- To monitor and follow-up student progress.
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Return to Work interviews etc.
- To formulate aims, objectives and strategic plans (for all disciplines of Technology at Key Stages) which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.
- To lead on aims, objectives and strategic plans for all KS3 disciplines within A & which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.
- To work with the Head of Faculty and support facilitating the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of the students within the Faculty, School improvement Plan/Department Development Plan and the aims and objectives of the School.
- To work with H&S lead and ensure that Health and Safety policies and practice including risk assessments throughout the Faculty are in line with national requirements and are updated where necessary, therefore liaising with the
- school's Health and Safety Manager.

Curriculum Provision

- To liaise with the Head of Faculty to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.

Curriculum Development

- To keep up to date with national developments in subject areas and teaching practice and methodology.
- To monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To identify and explore links within and between subjects/curriculum areas.

Teaching & Learning

- Ensure continuity and progression by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through an agreed scheme of work, developed in line with the school improvement plan.
- Evaluate the teaching in Technology by the monitoring of student outcomes and through work analysis, identify effective practice and areas for improvement and take appropriate action to further improve the quality of teaching.
- Monitor achievement and progress across the Faculty to ensure that underachieving students are identified and appropriate intervention is implemented.
- To be a role model in setting and establishing the standards expected in teaching and learning in line with the school improvement plan including the development of active learning styles.

Staffing / Staff Development / Recruitment/ Deployment of Staff

- To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To undertake Performance Management Review(s) and to act as reviewer for a group

of staff within Technology.

- To ensure effective induction of new staff in line with School procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- Demonstrate an ability to advise and support other teachers.
- Provide clear feedback, good support and sound advice to others.
- Help others to evaluate the impact of their teaching on raising students' achievement

Quality Assurance

- To establish the process of the setting of targets within Technology and to work towards their achievement.
- To establish and quality-assure common standards of practice within the Technology department including report data and assessment and develop the effectiveness of teaching and learning styles.
- As A & I KS3 lead, ensure processes and strategies are in place for quality assurance, reporting and assessment.
- To contribute to the School procedures for lesson observation.
- To monitor and evaluate the areas of responsibility In line with agreed School procedures including evaluation against quality standards and performance criteria

Management Information

- To make use of analysis and evaluate performance data provided
- To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken.

Communications

- To ensure that all members of Technology are familiar with its aims and objectives
- To ensure at KS3 level all Faculty members are familiar wrt1 its aims and objectives as raised at KS3 leader meetings Communicated through LM / Faculty meetings/ emails.
- To ensure effective communication/consultation as appropriate witl1 the parents of students.
- To liaise with stakeholders
- To represent the Faculty's views and interests.
- Ensure that HOF, SLT and Governors are well informed about policies, plans, priorities and targets and that these are properly incorporated into the department and school improvement plan.

Marketing & Liaison

- To contribute to the School liaison and marketing activities, e g the collection of material for press releases and newsletters.
- To keep the website up to date and relevant.
- To contribute to the development of effective subject links with partner schools and their community, attending where necessary events in partner schools and effectively promoting subjects at Open Days/Evenings and other events.
- To actively promote tl1e development of effective subject links with external agencies.

Pastoral System

- To monitor students' progress and performance in relation to targets set ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
- To act as a Form Tutor and to carry out the duties associated with that role.
- To contribute to PSHEE, citizenship and careers according to scl1ool policy
- To ensure tl1e Behaviour Management system is implemented in the department so that effective learning can take place.

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a

standard scale teacher.

Additional Duties

- To play a full part in the life of the school community, to support it's distinctive mission and ethos and to encourage and ensure all staff and student to follow this example.

General

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.

Date:

Signature