Westcliff High School
for Boys

JOB DESCRIPTION

HEAD OF DESIGN & TECHNOLOGY

INTRODUCTION

The Design and Technology Department at Westcliff High School for Boys (WHSB) has been a high performing Department for many years. It has consistently achieved outstanding results at GCSE and A Level and ranks amongst the best performing departments within the School.

The Department has grown considerably in previous years. There are presently six classes taking GCSE Design and Technology in Year 10 and Year 11 and, Sixth Form numbers are regularly in the double figures.

The Department plays an important role in the extra-curricular life of the School. We offer a variety of additional clubs which students can attend, aimed at enriching their experience and extending the more able. In the Lower School we offer Technology Club, CAD Club and the Robotics Society. In the Middle School, pupils have the opportunity to be part of the Arkwright Scholarship programme and Engineering Society, whilst in the Upper School, students can take part in the Industrial Cadet Gold Award and Gold CREST Awards, which includes annual residential visits to the Department of Engineering at the University of Cambridge. The department also benefits from a thriving Food Technology department with opportunities to attend eFood Society or, Gastronomy Club.

ACCOMMODATION AND FACILITIES

The Technology Department occupies two workshops, a computer suite and one Food room within its own distinct building. In September 2018, the department underwent a full refurbishment to modernise facilities and create a fresh and attractive teaching environment. On a practical level, both workshops are complimented by a full range of traditional machinery including centre lathes, milling machine, brazing hearth, wood lathe and mortiser. Interest in CADCAM has increased significantly in recent years which has led to further investment in a 60W Laser Cutter and eight 3d printers.

CURRICULUM

The Lower School (Year 7 to Year 9) curriculum has been carefully crafted and sequenced to encourage independent learning, develop designing and making skills, alongside improving examination technique. Classes are taught on a carousel basis and transfer to a new project at the end of every term. Pupils study a range of theoretical and practical lessons based on three main areas of focus: Product Design, Engineering and Food Technology. Three lessons are taught over two weeks, within which, one is a double period. We use a range of assessment and investigations to introduce, consolidate and extend pupils' understanding of the subject. We encourage pupils to develop a more in-depth understanding of the principles they are currently learning, and this gives them a wider breadth of knowledge.

The AQA GCSE 9-1 Curriculum follows on from the work that has been completed in the Lower School, both consolidating parts of it that have previously been covered to GCSE Level but also extending other parts so pupils can access the Level 9 GCSE grade. Sixth Form students also follow the AQA specification for Product Design.

EXAMINATION RESULTS

The Design and Technology department has a track record of examination success: at GCSE, 60% of the 2025 cohort achieved grades 8-9, while 88% achieved grades 7-9. At A-Level, students achieved 44% A*-A and 100% achieved A*-B. Students leaving the School to study Design and Technology at university often do so at prestigious institutions.

JOB DESCRIPTION

POSITION: HEAD OF DESIGN & TECHNOLOGY

TLR: 2C (Currently £8,611)

LINE OF RESPONSIBILITY

The Head of Design & Technology is directly responsible to the Headmaster (line managed by a member of Senior Team.)

LINE MANAGEMENT

The Head of Design & Technology appraises and line manages the work of the Design & Technology Teachers and the Art & Design Technician.

JOB CONTENT:

The Head of Design & Technology

1 provides Departmental guidance, advice and leadership on:
- aims and objectives
- Schemes of Work (which shall reflect the values the School seeks to inculcate)
- teaching methods
- Assessment, Recording and Reporting
- the classroom environment
- differentiation

2 manages the Department and contribute to the School's Appraisal arrangements, in particular to monitor standards of teaching and assessment in the Department, to make recommendations on INSET, and to seek to achieve targets on examination results set out in the Departmental Development Plan.

3 manages the Department's resources and to have regard to the quality of teaching materials both purchased and internally prepared. This will also involve recommending suitable library acquisitions.

4 ensures that the Department has in place arrangements to provide for the needs of pupils of differing abilities, including the most able and those who are within the School's Special Educational Needs provision.

5 organises pupils into groups, to recommend the allocation of staff and to contribute to the appointment and induction of new staff. To be conscious of ways in which the engagement of others from outside School might enrich our curricular provision and to ensure the appropriate incorporation of such elements.

6 ensures that the Department uses information on prior pupil attainment in planning teaching of particular groups and that the Department respects and follows the School's procedures for pupil tracking and target setting to enhance performance.

7 monitors academic standards within the Department, to maintain pupil records, to identify difficulties with individual pupils and to generate solutions, to ensure that all report data is in SIMS and has been checked by published deadlines.

8 ensures, through the use of departmental INSET time, that the Department is familiar with School and other relevant curriculum documentation and is responsive as well to relevant national developments and initiatives bearing on the work of the Department.

9 has a familiarity with the School's Policy on Health & Safety (H&S), to direct the Department on H&S issues and to draw to the attention of the Facilities Manager any departmental matters covering H&S requiring attention.

10 has overall responsibility for quality of displays in departmental teaching rooms and to ensure that arrangements are in place (using the designated Teaching Assistant) for the periodic changing of departmental display materials.

11 contributes as requested to whole-school initiatives such as the Sixth Form Induction courses.

12 promotes the Department in the School's wider agenda, e.g. via the website, *The Westcliff Diary* and through participation in the School's Outreach programmes.

13 produces each year, according to agreed schedules, a written review of the Department's work, covering public examination results; Teaching & Learning; staff development; departmental extra-curricular activity; departmental resources; and progress made towards meeting targets laid down in the School Development Plan.

14 undertakes such other duties, from time to time, as the Headmaster may reasonably request.

CONDITIONS OF EMPLOYMENT

- The above responsibilities are subject to the general duties and responsibilities contained in the written Statement of Conditions of Employment (the Contract of Employment).
- The postholder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Board.
- To uphold the School's policy in respect of child protection and safeguarding matters.
- The postholder shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out 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 regular intervals and it may be subject to modification at any time after consultation with the postholder.
- All staff members are required to participate in the School's Appraisal Scheme.

Revised May 2026