

## Job Description

<b>Post Title:</b>	<b>KS4/5 Subject Development Leader Design Technology, with responsibility for KS5 across the Art and Innovation Faculty</b>
<b>Purpose:</b>	<p>Support the Head of Faculty to:</p> <ul style="list-style-type: none"> <li>● Raise standards of student attainment and achievement in KS4/ KS5 within the whole curriculum area and monitor and support student progress.</li> <li>● Plan, develop and evaluate KS4 Technology improvement plan in line with whole school priorities and SIP.</li> <li>● Plan, develop and evaluate KS5 Art and Innovation improvement plan in line with whole school priorities and SIP.</li> <li>● Manage and track student behaviour at KS4 / KS5 and provide support where needed for staff.</li> <li>● Ensure the technology disciplines KS4 three year SOL is effectively planned and delivered.</li> <li>● Ensure courses are appropriate and effectively planned and delivered at KS5.</li> <li>● Ensure KS4/ KS5 is appropriately resourced including orders.</li> <li>● Be accountable for student progress and development within all disciplines of Technology at KS4</li> <li>● Be accountable for student progress and development within all disciplines of Art and Innovation at KS5.</li> <li>● To support and work alongside the KS3 leader to ensure KS3 provision scaffolds into KS4 specifications.</li> <li>● To ensure all the KS5 courses have appropriate students and that guidance is in place for year 11 to achieve this.</li> <li>● To lead and manage an effective options/pathways process at KS4 into KS5</li> <li>● Be proficient in the use of data as a means of assessing current performance and deploy appropriate intervention KS4/KS5</li> <li>● Work with the Head of Faculty to quality assure reported data.</li> <li>● Work alongside other post holders in the Faculty to drive improvements in KS4 / KS5</li> <li>● To oversee assessment and reporting within the faculty for KS5</li> <li>● To provide analysis of KS5 data within the faculty and collation of evidence.</li> <li>● To work with HOF in keeping up to date, advising, acting upon and implementing Health and Safety</li> <li>● Plan and coordinate enrichment days within the Faculty</li> </ul>

	<ul style="list-style-type: none"> <li>• Take a lead in planning collaboratively with colleagues in order to promote effective practice.</li> <li>• To assist the Head of 6th Form in planning for 6th form events/activities/induction weeks and enrolment.</li> <li>• To support the performance management process.</li> <li>• Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.</li> </ul>
<b>Reporting to:</b>	Head of Art and Innovation Faculty/Assistant HOF
<b>Responsible for:</b>	Teaching staff and other relevant personnel within the department.
<b>Liaising with:</b>	HOF, AHOF, SLT, HD of 6th form, Year Leaders and relevant staff with cross-school responsibilities, relevant support staff
<b>Working Time:</b>	195 days per year. Full time
<b>Salary/Grade:</b>	TLR 2A
<b>Disclosure level</b>	Enhanced
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>• To lead the development of appropriate syllabuses, resources, schemes of work, AFL and teaching and learning strategies in the department.</li> <li>• To monitor and follow up student progress</li> <li>• To implement School Policies and Procedures</li> <li>• To ensure that Health &amp; Safety policies and practices including risk assessments are in line with national requirements and updated where necessary</li> <li>• To work with KS3 leader, AHOF and HOF to formulate aims, objectives and strategic plans for the delivery of KS4 which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.</li> <li>• To work with AHOF and HOF to formulate aims, objectives and strategic plans for the delivery of KS5 which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>• To work with the Head of Faculty to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective KS4/KS5 curriculum programme which complements the School Improvement Plan/School Evaluation.</li> </ul>
<b>Curriculum Development:</b>	<ul style="list-style-type: none"> <li>• To keep up to date with national developments in the subject area and teaching practice and methodology.</li> <li>• To monitor and respond to curriculum development and initiatives at national, regional and local levels at KS4/5</li> <li>• To identify and explore links within and between subjects/curriculum areas.</li> </ul>
<b>Staffing Recruitment/ Deployment of Staff</b>	<ul style="list-style-type: none"> <li>• To work with the Head of Faculty to ensure that staff development needs are identified and that appropriate strategies are designed to meet such needs.</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations.</li> </ul>

<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• To work with the Head of Faculty and AHOF to establish the process of the setting of targets within the department and to work towards their achievement.</li> <li>• To work with the Head of Faculty to establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all disciplines within the department.</li> <li>• To evaluate the success of KS4/KS5 lessons in line with SOL and AFL strategies</li> <li>• To contribute to the department procedures for lesson observation of KS4/KS5</li> <li>• To work with the Head of Faculty to monitor and evaluate the curriculum area/department in line with agreed School procedures including evaluation against quality standards and performance criteria.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>• To make use of analysis and evaluate performance data provided.</li> <li>• 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.</li> <li>• To attend meetings involving KS4/KS5 priorities and to be accountable for feeding back to the team and working towards fulfilling those strategies</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• To ensure that all members of the department are familiar with its aims and objectives.</li> <li>• To ensure effective communication/consultation as appropriate with the parents of students.</li> <li>• To liaise with stakeholders.</li> <li>• To represent the Department's views and interests.</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>• To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases and Newsletter.</li> <li>• To contribute to the development of effective subject links with partner schools and the community, attendance where necessary at events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.</li> <li>• To promote the development of effective subject links with external agencies.</li> </ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• To contribute to PSHE, citizenship and enterprise according to school policy.</li> <li>• To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>• To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.</li> </ul>
<b>Other Specific Duties:</b>	
To continue personal development as agreed.	
To engage actively in the performance review process.	
To undertake any other reasonable duty as specified by Headteacher not mentioned in the above.	
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.	

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signature:.....

Dated:.....