

Your Design and Technology Leadership Role



Core Purpose

- Provide professional leadership and management of the department to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students.
- Support, guide and motivate teachers of the subject and other adults e.g. classroom assistants, administrative and technical staff promoting a positive staff culture, good practice and continuing professional development.
- Monitor, evaluate and be accountable for the standards of teaching and learning.
- Be accountable for the efficient and effective day to day running of the department including student behaviour and the effective deployment of staff and resources.
- Carry out a systematic approach to self evaluation in line with school policy.
- Reporting to: Deputy Head Curriculum Responsible for: Teaching and support staff and relevant personnel within the department Liaise with: SLT, Heads of Year, Special Educational Needs Department, feeder schools, LEA, parents and relevant nonteaching staff.



Strategic Direction

- Lead the development of policy and practice to support the continued improvement of effective teaching and learning.
- Contribute to students' spiritual, moral and cultural development e.g. citizenship, trips and visiting speakers.
- Analyse and interpret relevant data, research and other documentation to inform future practice, expectations and teaching methods.
- Monitor progress made in implementing subject plans and achieving targets, evaluate the effect on teaching and learning, and use this analysis to guide further improvement.
- Contribute to the work of the school's Curriculum Management Team.



Teaching and Learning

- Ensure there is full curriculum coverage with continuity and progression through the regular review and development of schemes of work.
- Work with our feeder schools to ensure there is a smooth transition from primary to secondary school.
- Use department meetings and *Inset* to provide guidance and support on the choice of appropriate teaching and learning methods to meet the needs of the subject.
- Establish clear policies and practices for assessing, recording and reporting on student achievement. Ensure methods are standardised across the department, achievement and underperformance identified and targets for further improvement set and implemented.
- Set clear expectations for staff and students in relation to student behaviour. Ensure Heads of Year and/or parents are kept well informed.
- Develop enrichment activities to enhance teaching and learning.
- Support and promote key skills, enterprise and work related learning activities.



Leading and managing staff

- Support the team in achieving constructive working relationships with students.
- Carry out performance management reviews and classroom observations in line with school policy. Support the further professional development of all staff, including newly qualified teachers and initial teacher training students.
- Work with the SENCO and other staff with special educational needs expertise, to ensure the individual education plans are used to set subject specific targets and match work to students' needs.
- Contribute to the selection, and promotion of staff, assessments for the Threshold and Upper Pay Spine, and writing references.
- Ensure those members of staff with responsibilities in the department have clearly defined job descriptions and oversee their implementation and review.
- Keep up to date with new initiatives, research and changes to the curriculum and specifications e.g. attending network meetings, using the internet, subscription to journals etc.



Efficient and effective deployment of staff and resources

- Work with the Deputy Head Curriculum to identify staff and resource needs.
- Be responsible for the efficient and effective deployment of the department's technical/support staff.
- Make appropriate arrangements for classes when staff are absent and organise cover work as necessary.
- Set up clear and effective day to day systems to ensure the department operates efficiently.
- Liaise with the Deputy Head Timetable in the preparation of the timetable.
- Manage the organisation and maintenance of teaching resources including ICT, hired and owned capital equipment.
- Create an effective and stimulating environment for teaching and learning.
- Ensure there is a safe working and learning environment in which risks are properly assessed and take account of any safety regulations which apply.



Ethos and Culture

- Promote an ethos and culture within the department that are in line with achieving the aims of the school.

