

## JOB DESCRIPTION

<b>Job Title:</b>	Head of Design Technology (Engineering and Product Design)
<b>School / Department:</b>	Valley Park School
<b>Base:</b>	Valley Park School
<b>Reports to:</b>	Assistant Headteacher
<b>Accountable to:</b>	Deputy Headteacher

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### **1. Employment Duties:**

As set out in the current School Contract having due regard to all Trust policies.

This school and all its personnel are committed to safeguarding and promoting the welfare of children and young persons.

### **2. Particular Responsibilities:**

All staff in leadership positions must have high expectations of students, colleagues and themselves.

The Head of Department role is:

- To ensure that the quality of teaching and learning in DT is consistently good or better.
- To implement and deliver an appropriately broad, balanced, personalised and differentiated curriculum for students and which follows the schools Mastery curriculum.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To be aware of the current research on teacher effectiveness, EBACC attainment and professional qualities (e.g. as identified in the Rosenshine's principles and EEF).
- To share and support the school's responsibility to provide and monitor opportunities for academic and personal development
- To monitor and assess the progress of students as a teacher
- To support the overall development of students as a Form Tutor
- Lead, challenge and support colleagues to achieve the highest possible standards
- Demonstrate high levels of ambition and optimism regarding what Valley Park and its students will achieve.
- Exemplify and model Valley Park expectations
- Develop Departmental improvement plans and contribute to whole school policies and improvement plans.
- Provide strong and positive leadership
- Challenge staff underperformance and initiate difficult conversations designed to improve the quality of teaching and learning
- Set challenging targets for themselves and their team
- Set challenging targets for students and monitor their progress closely
- Take responsibility for all aspects of their area of operations by identifying areas for improvement and instigating action on their own initiative
- Ensure teaching in lessons is engaging and effective such that it motivates and inspires students
- Ensure that all lessons in the department are well planned in accordance with the schools teaching and learning policy and that plans are both saved on the school's network and available for monitoring in the classroom
- Ensure that high quality progression plans and schemes of work are developed, consistently implemented and regularly reviewed in line with the school's pedagogy.
- Ensure that students make good or outstanding progress towards individual, departmental and trust targets

- Ensure that all students receive high quality feedback and that this is evident in teaching, learning and the marking of books
  - Provide leadership and direction in the use of data to inform planning, target setting and raising achievement
  - Lead collaborative planning and development in the department and a professional dialogue informed by best practice and quality assurance documentation
  - Ensure that improvement initiatives are fully implemented
  - Ensure that teacher assessments are accurate and regularly moderated
  - Ensure that subject-based intervention plans are implemented for under-achieving students
  - Monitor and evaluate the quality of teaching and learning
  - Ensure that the department makes high quality provision for students of all abilities
  - Ensure that all teachers and support staff in the faculty implement school policies consistently
  - Line manage teaching and support staff and be responsible for their performance management
  - Contribute to the development of the school's improvement plan
  - Meet deadlines for the submission of assessment data, information, reports and other returns
  - Organise professional development to meet the needs of department members
  - Undertake the main professional duties of a teacher as defined by the National Standards.
  - Observe lessons as required by academy policy and provide detailed constructive feedback to teachers on strengths, weaknesses and targets for improvement.
  - Undertake other tasks as reasonably directed by the Headteacher and Line Manager.
- The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.
  - Two copies of this job description should be signed, the teacher retaining one and the Head of School the other.

**a. Data Protection**

- Work within the requirements of Data Protection at all times

**b. Safeguarding**

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**c. Equality and Diversity**

- The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

**3. Statement**

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

Signed:..... Date:.....