**Trinity School, Sevenoaks**

**Subject Leader of Design Technology - Job Description and Person Specification**

Job Title: Subject Leader of Design Technology

Responsible to: A member of SLT or Head of Faculty

Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students.
* Be positive, dynamic and challenging in all aspects of work.
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school.
* Take responsibility for their own learning and development.
* Develop the skills and talents of other members of the community.
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work.
* Play an active part in the life of the school and its community.
* Develop social cohesion and positive links with the whole of our local community.
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headteacher.

This job description should be read in conjunction with General Duties and Responsibilities of a professional school teacher as contained in the School Teachers' Pay and Conditions Document.

The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**Post Overview**

The role of Subject Leader of DT is to lead and manage the department to ensure that the teaching of DT at Trinity School is of the highest possible standard and that value is added to the attainment of all students across all Key Stages.

**Specific Responsibilities for this Post**

* To monitor and evaluate standards of teaching and learning in the department.
* To monitor and evaluate standards of behaviour within the department, supporting colleagues to achieve best practice.
* To ensure that the DT curriculum and schemes of work are appropriate for and accessible to all students.
* To manage the process of reporting to parents.
* To ensure that assessment data is used effectively within the department to raise achievement.
* To contribute to the School Development Plan
* To take part in the appraisal process to ensure it is a genuine tool for departmental improvement
* To ensure that there are increasing opportunities for enrichment of learning through visits and activities outside of the day-to-day curriculum

**Line Management**

DT teachers

**Other Responsibilities**

* To undertake other duties from time to time as discussed with the headteacher.
* To support the aims and ethos of the school.
* To be an excellent role model and set an excellent example in terms of punctuality, attendance and expectations of student behaviour.
* To manage and lead team and planning meetings.

**Notes**

* This job description allocates duties and responsibilities but does not direct a particular amount of time to be spent carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and may be subject to modification or amendment at any time after consultation with the holder of the post.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Qualified Teacher Status and Degree |  |
| **Experience** | * Teaching at all key stages of secondary education * Teaching at all ability ranges * Proven track record of success at GCSE and A-level | * Track record of leading and getting the best from others. |
| **Knowledge** | * National Curriculum requirements at all key stages * Awareness of current issues relating to Design and Technology * Effective teaching and learning styles * Monitoring, assessment, recording and reporting of student progress * Statutory requirements concerning Equal Opportunities, Health & Safety, SEND and Safeguarding Children |  |
| Skills | * Excellent classroom teacher * Ability to plan, assess and record accurately * Ability to meet targets and deadlines * Ability to motivate others * Determination and perseverance * Enthusiasm and passionate * Excellent interpersonal and verbal communication skills * Patience | * ICT competent, in particular powerpoint * Experience and willingness to organise and run trips |
| **General/**  **Personal Qualities** | * Smart, business-like, professional appearance * Capacity for hard work under pressure * A team player, collaborative worker * Self-motivated * Ability to contribute greatly to the wider life of the school * Resilient * Strives for excellence in every aspect of school life | * An ability to show innovation and flexibility |

**Signed………………………………………… Date………………………………………**

**Employee**