**Director of Vocational**

**Job Description**

**Duties**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Head Teacher to reflect or anticipate changes in the job, commensurate with the salary and job title.

**Job Purpose**

Provide professional leadership and management to the Vocational department in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement of all students.

Oversea BTEC Business Studies, IT, BTEC Music, BTEC Travel & Tourism, Food Technology and Computing. You will also deliver BTEC Business Studies and IT.

**Accountabilities**

**Strategic Direction**

* Develop and implement policies and practices for the subject area which reflect the school’s commitment to high achievement and which are consistent with national and school strategies and policies, including implementation of relevant teaching programmes for examination courses.
* Establish short, medium and long-term plans for the development and resourcing of the subjects through thorough and honest self-evaluation.
* Monitor the progress made in achieving subject plans and targets, and evaluate the effects of learning and teaching, reviewing procedures regularly.

**Learning and Teaching**

* Lead improvements in the quality of learning and teaching by providing guidance on a choice of appropriate teaching and learning methods which engage and inspire our pupils.
* Implement systems for recording individual pupil’s progress in line with school policy.
* Ensure schemes of work are developed and are appropriate to ensure that all pupils are able to make good progress, relative to their starting points.
* Evaluate the quality of teaching and standards of achievement, setting targets for improvement and monitoring progress towards these targets.

**Leading and Managing Staff**

* Assist in the recruitment and selection of teaching staff.

* Use performance management to help develop a successful, well qualified and inspirational department.
* Plan, delegate and evaluate work carried out by members of the Vocational department.
* Create, maintain and enhance effective relationships.

**Resource Management**

* Secure and allocate resources to support effective learning and teaching within the subject area.
* Monitor and control the use of resources.

**Knowledge and Skills**

Heads of Department should demonstrate knowledge and understanding of:

* School improvement and effectiveness strategies including the process of school self-evaluation.
* Principles and practices in relation to managing learning and teaching, people, policy and planning, resources and finance.
* Principles and practices of effective leadership and management of change.
* The application of information and communications technology (ICT) to learning, teaching and management of the subject area.
* Principles of curriculum planning.
* Financial planning, stock inventory and resource planning.
* The appropriate safeguarding and Health and Safety issues involved in the teaching of Vocational and school life, with regard to the teachers, support staff and pupils.

This job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be construed. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the school’s policy and regard to the School Teachers’ Pay and Conditions Document.

This job description is not necessarily a comprehensive definition of the post, and the teacher may be required to undertake such tasks appropriate to the level of appointment as the Head Teacher may require. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after the consultation with the post holder.