# HEAD OF TECHNOLOGIES

# JOB DESCRIPTION:

**Job Title/Post**: Head of Technologies

**Salary:**  TLR 1a

**Immediately responsible to:** Assistant Headteacher

Deputy Head Teacher Curriculum

and ultimately Head Teacher

**Immediately responsible for:** All staff involved in teaching and all ancillary staff involved in supporting the work of the department

**Job Purpose**

The Head of Faculty is responsible for the strategic leadership of subject areas within that faculty. Through this position they will fully embody the school’s vision and values, inspiring others and making a difference. This will include leading, developing and managing the quality of teaching and learning; monitoring and supporting student progress to raise standards in the quality of learning and making strategic evaluations of teaching, learning, personnel, finance and premises issues in the curriculum area of Technologies. To strategically lead and manage all Heads of Department within Technologies ensuring they have a positive impact in all aspects of their roles. To create a strong faculty identity and ensure that an inspiring, relevant and engaging curriculum is delivered across Technologies subjects.

**General Responsibilities**

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| 1. | To implement the aims and objectives of the school. |
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| 2. | To undertake such duties and administrative tasks as may be reasonably directed by the Head Teacher. |
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| 3. | To participate in and contribute to appropriate CPD and to so encourage members of the department. |
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| 4. | To assume a reasonable proportion of the corporate responsibility for the behaviour, supervision and safety of pupils whilst on school premises and/or on official out of school activities. In particular, to carry out a share of supervisory duties in accordance with published rosters. |
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| 5. | To contribute to broader aspects of school life as opportunity and situations make relevant. |
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| 6. | To act as form tutor with the associated responsibilities of such posts – as directed by the Head Teacher. This may include the organisation of one whole school assembly per year. |

**Teaching and Learning**

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| 1. | Setting and maintaining high standards of teaching and learning across the age and ability range. Organising and directing the teaching of Technologies within the school. |
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| 2. | To contribute to the teaching of Technologies within the school and such other subjects as may reasonably be directed by the Head Teacher. |
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| 3. | Ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the faculty in accordance with the aims of the school and the curricular policies determined by the Governing Body and Head Teacher. |
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| 4. | Reviewing, developing and refining schemes of work in line with the KS3 Programme of Study and appropriate GCSE specifications. To ensure that curriculum schemes and resources are shared with appropriate members of staff. |
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| 5. | Leading, reviewing and developing all faculty policies and strategies in line with the strategic aims of the school. |
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| 6. | Leading curriculum development for the whole faculty. |
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| 7. | Updating professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the subject area in particular. |
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| 8. | Developing and coordinating Technologies’ links with other schools, through the school's partnerships, and other external agencies. |
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| 9. | Taking a leading role in promoting Technologies’ learning through out of hours activities. |
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| 10 | Managing and developing high quality teaching resources to match the needs of the curriculum and the different abilities of learners, ensuring Technologies’ financial budgets are spent appropriately, to maximise the use to which such budgets are put in terms of teaching and learning, and the appropriate use made of resources. |
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| 11 | To be responsible for requisitioning, care and recording of the stock and resources of the faculty. |
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| 12 | Developing and enhancing the teaching practice of others and ensuring high common standards by developing self-evaluation strategies within the department to monitor, evaluate and improve the quality of teaching through:   * A structured, rigorous and recorded programme of lesson observation for all staff   - Providing feedback and advice on improvement as appropriate  - Monitoring of medium-term planning   * Completing self-evaluation audits to identify strengths and areas for   improvement  - Ensuring that this process informs improvement planning   * Developing and formalising arrangements for the scrutiny of pupils’ work |
| 13 | Ensuring a high-quality learning environment within Create by managing and improving:  - The fabric of the classrooms within the faculty area - Displays and exhibitions of pupils' work  - Classroom behaviour by ensuring that faculty policies on sanctions are consistent with the agreed school Behaviour Policy and its systems. |
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| 14 | Assisting in the school Performance Management process by being responsible for the line management of teachers allocated teaching time within Technologies for the purpose of ensuring the continued delivery of high-quality teaching and learning. |
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| 15 | Liaising with Senior Managers to support teachers within the faculty by identifying their professional development needs that will enhance teaching. The induction of new teachers to the faculty, including Early Career Teachers (ECTs), and support of trainee teachers. |

**Recording, Reporting and Assessment**

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| 1. | Being accountable for student progress and development within Technologies by leading, developing and enhancing all assessment arrangements within the department in line with school policy. |
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| 2. | To ensure that administration and procedures relating to external examinations are completed efficiently for the subject; to select appropriate public examinations that maximise success and to monitor and explain subject performance when required. |
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| 3. | To ensure that internal examinations are set and marked in the subjects, and they are of appropriate standards, and that administrative and professional responsibilities relating to school examinations are completed, e.g., completing pupil records, reports to parents etc. |
| 4. | Ensuring high common standards in the setting of homework, the marking of work and in examination preparation. |
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| 5. | Being accountable for leading, developing, co-ordinating and monitoring strategies to raise pupil achievement, in line with the school's Assessment Policy and systems, making best use of assessment information to ensure that individual needs are being met. |
| 6. | To ensure that administration and procedures relating to external examinations are completed efficiently for the subjects; to select appropriate public examinations that maximise success and to monitor and explain subject performances when required. |
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| 7. | Reviewing long term and short-term planning to ensure coverage, provision of a range of learning experiences, continuity and progression for all pupils from one year to the next, and between Key Stages, making best use of assessment information to ensure that individual needs are being met. |
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| 8. | Ensuring that appropriate intervention is provided for students falling short of their targets. Ensuring continuity and progression, from one year to the next for all pupils in Technologies subjects. |
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| 9. | Ensuring that faculty reports on students are completed to a high professional standard, by the appropriate deadline dates and are consistent with the school’s reporting arrangements. |
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| 10. | Contributing to reports to Governors. |

**Leadership**

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| 1. | Establishing good relationships, encouraging and celebrating good working practices, supporting and leading faculty staff. |
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| 2. | Being accountable for leading, managing and developing the curriculum areas. |
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| 3. | Effectively managing and deploying all staff, financial and physical resources within the department to maximise support for the Technologies Faculty. |
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| 4. | To guide, advise and actively support other members of the faculty in their management of student behaviour within their classroom. |
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| 5. | To take all necessary steps to ensure that the school’s health and safety policy is effectively implemented. To ensure that all members of the Technologies Faculty are fully aware of their individual responsibilities. To conduct regular monitoring checks to ensure that policy is enacted in practice. This includes responsibility for risk assessments relevant to the subject area which must be signed off by the Head of Technologies. |
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| 6. | Supporting and maintaining the aims, ethos and core values of the school and their practical expression through agreed policies. |
| 7. | Being responsible for the production of a succinct focused annual Faculty Development Plan, in line with agreed whole school priorities and Department SEFs. |
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| 8. | Tracking and monitoring progress against the targets and ensuring appropriate action plans are in place where issues are identified |
| 9. | Analysing faculty data on a regular basis to identify patterns and trends. |
| 10  11 | Updating the Headteacher on the progress of the Faculty Development Plan and its associated targets.  Planning and organising meetings on a regular basis in line with published school calendar. |
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| 12. | Leading, supporting and motivating support staff working within the faculty. |
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| 13. | Contributing to management decisions on all aspects of policy formulation, development and implementation. |
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| 14. | Liaising with Governors, when appropriate, to facilitate their overview of the leadership and management of the school. |
| 15. | Supporting and contributing to the school’s significant work with its valued partners including educational charities, primary and secondary schools. |

16. To support the wellbeing of all staff they line manage.

**Standards and Quality Assurance**

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| 1. | Ensure that the faculty’s quality procedures meet the requirements of the school’s self-evaluation strategy and the Improvement Plan. |
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| 2. | Liaising with appropriate external agencies, organisation, the local Education Authority and other schools to ensure the maintenance of high standards within the faculty. |
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| 3. | Attending and participate in Open/Parent Evenings. To contribute to major school events in an appropriate fashion. |
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| 4. | Attending team and staff meetings within and beyond the school that are relevant to the post, with respect to meetings in school to represent views relevant to the subject. |
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| 5. | Other duties as reasonably requested by the Headteacher. |