Helena Romanes School

Job Description

1.	INTRODUCTION

1.1 **Job Title: Head of Technology Faculty**

1.2 **Job Purpose:**

- Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

- Raise standards of student attainment and progress across the curriculum area.

- Monitor, support and be accountable for students' progress and development across the Faculty.

- Develop and enhance the teaching practice of others.

- Ensure the provision of an appropriately broad, balanced and relevant curriculum for students studying in the Faculty, in accordance with the school's aims and curricular policies.

- Be accountable for leading, managing and developing the Faculty.

- Manage effectively and deploy teaching/support staff, and other financial and physical resources within the Faculty.

1.3 **Line Management:**

- Report to: member of the Senior Leadership Team.
- Responsible for: subject leaders, teaching staff and other specified staff within the Faculty.

1.4 **Liaising with:**

- Headteacher, Senior Leadership Team, other Heads of Faculty, Student Support Services, relevant support staff, external agencies and parents.

1.5 **Salary Scale:**

- Classroom Teachers' Pay Scale and TLR range TLR1b-1a depending on experience

1.6 **Working Time:**

- Full time as specified within the STPCD.

1.7 **DBS Disclosure Level:**

- Enhanced

2.	TEACHING

2.1 Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher

3.	STRATEGIC/OPERATIONAL PLANNING

3.1 Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Faculty.

3.2 Be responsible for the day-to-day management, control and operation of course provision with the Faculty, including effective deployment of staff and physical resources.

3.3 Monitor student progress and respond appropriately.

3.4 Implement school policies and procedures, e.g. equal opportunities, health and safety.

3.5 Work with colleagues to formulate aims, objectives and strategic plans for the Faculty which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.

3.6 Lead and manage the planning function of the Faculty, and to ensure that the planning activities of the Faculty reflect the needs of students within the subject area, SDP/FIP and the aims and objectives of the school.

3.7 Ensure that the work in the curriculum area over all Key Stages fully reflects the school's distinctive ethos and mission.

3.8 Foster and oversee the application of IT in the Faculty.

3.9 Ensure that health and safety policies and practices, including risk assessments, throughout the Faculty are in-line with national requirements and are updated where necessary, liaising with the school's Health and Safety Manager.

4.	CURRICULUM PROVISION

4.1 Liaise with the Deputy Head to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements school self-evaluation and the School Improvement Plan.

4.2 Be accountable for the development and delivery of Technology subjects at all Key Stages (Timber, Textiles, Food Preparation and Nutrition)

5.	CURRICULUM DEVELOPMENT

5.1 Lead curriculum development for the whole Faculty.

5.2 Keep up to date with national developments in subject areas and teaching practice.

5.3   Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.

5.4   Liaise with the relevant Assistant/Deputy Head to maintain accreditation with the relevant examination and validating bodies.

5.5   Be responsible for the development of key skills in the Technology Faculty

5.6   Ensure that the development of the Technology curriculum is in line with national developments.

6.   STAFFING

6.1   Work with the Deputy Head to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.

6.2   Continue own professional development as agreed with Assistant/Deputy Head.

6.3   Be responsible for the efficient and effective deployment of the Faculty's support staff.

6.4   Undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated Faculty.

6.5   Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Faculty liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the Faculty.

6.6   Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.

6.7   Promote teamwork and motivate staff to ensure effective working relations.

6.8   Participate in the school's ITT programme.

6.9   Be responsible for the day-to-day management of staff within the designated Faculty and act as a positive role model.

7.   QUALITY ASSURANCE

7.1   Ensure the effective operation of quality control systems.

7.2   Establish the process of the setting of targets within the Faculty and to work towards their achievement.

7.3   Establish common standards of practice within the Faculty and develop the effectiveness of teaching and learning styles in all subject areas within the Faculty.

7.4   Contribute to the school procedures for lesson observation.

7.5   Implement school quality procedures and to ensure adherence to those within the Faculty.

7.6   Monitor and evaluate the curriculum area/Faculty in line with agreed school procedures including evaluation against quality standards and performance criteria.

7.7   Seek/implement modification and improvement where required.

7.8   Ensure that the Faculty's quality procedures meet the requirements of self-evaluation and the Strategic Plan.

8.	MANAGEMENT INFORMATION

8.1   Ensure the maintenance of accurate and up-to-date information concerning the Faculty on the management information system.

8.2   Make use of analysis and evaluate performance data provided.

8.3   Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.

8.4   Produce reports within the quality assurance cycle for the Faculty.

8.5   Produce reports on examination performance, including the use of value-added data.

8.6   In conjunction with the relevant Deputy, manage the Faculty's collection of data.

8.7   Provide the Governing Body with relevant information relating to the Faculty's performance and development.

9.	COMMUNICATIONS AND LIAISON

9.1   Ensure that all members of the Faculty are familiar with its aims and objectives.

9.2   Ensure effective communication/consultation as appropriate with the parents of students.

9.3   Liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.

9.4   Represent the Faculty's views and interests.

9.5   Contribute to the planning and delivery of school liaison activities.

9.6   Lead the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community.

9.7   Promote actively the development of effective subject links with external agencies.

10.	MANAGEMENT OF RESOURCES

10.1   Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the Faculty budget, acting as

a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

10.2   Work with the Deputy Head in order to ensure that the Faculty's teaching commitments are effectively and efficiently timetabled and roomed.

11.	**PASTORAL SYSTEM**

11.1   Monitor and support the overall progress and development of students within the Faculty.

11.2   Monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.

11.3   Act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description/staff handbook.

11.4   Contribute to PSHCE, citizenship and enterprise according to school policy.

11.5   Ensure the behaviour management system is implemented in the Faculty so that effective learning can take place.

12.	**SCHOOL ETHOS**

12.1   Play a full part in the life of the school community, to support its distinctive mission and ethos and encourage and ensure staff and students follow this example

12.2   Promote the school's corporate policies.

12.3   Comply with the school's health and safety policy and undertake risk assessments as appropriate.

13.	**SIGNATURES**

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

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 Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.