
Job Description



Job Title:	Head of Design Technology
Reports to:	Headmaster through the Deputy Head – Learning and Teaching
Full Time/ Part Time:	Full time
Role Summary:	To lead the teaching of Design Technology in Years 4-8 and to develop an innovative and exciting curriculum while also participating fully in the life of the school
Salary:	Competitive salary available based on The Hall School Salary Scale
Line Management Responsibility:	The Head of Department is the sole Design Technology teacher although we would expect the successful candidate to work closely with the Head of Art and Head of Computing. The department shares a technician with the art department.
Professional duties:	You are expected to act in accordance with the aims, policies and administrative procedures of the School

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

Main Duties and Responsibilities:

- Oversee the teaching and learning of Design Technology in Year 4-8 and to liaise with the Junior School staff in terms of the provision for the subject in Reception to Year 3
- Demonstrate a belief in and commitment to the principles inherent in formative assessment and applying them in practice
- Provide meaningful, honest, developmental feedback for parents regarding their son's progress by writing reports and attending parents' evenings as required.
- Purchase resources for the Department
- Liaise with and support the work of the school's Learning Support department and Enrichment programme
- Demonstrate enthusiasm for Design Technology and teaching, matched by relevant experience in the latest teaching methods and equipment
- Organise the programme of Design Technology based events and visits.
- Attend appropriate courses, conferences and communicate information to the department
- Evaluate and discuss schemes of work, materials and events as required
- Manage the Design Technology department online learning resources
- Monitor the implementation of departmental guidelines

- Write an annual action plan with a timescale for developments in the department
- Ensure that departmental information is kept up to date in all areas, both online and in hard copy
- Communicate knowledge of recent research development, keep abreast of all developments in the teaching of Design Technology such as policy changes at a national level, and 'best practice'

Secure high standards of teaching and learning in Design Technology

- Develop in the boys a passion for the subject, a growing confidence and proficiency
- Ensure curriculum coverage and continuity
- Ensure pupils are prepared for progression to senior schools.
- Feedback concerns to the Headmaster and Deputy Head - Learning and Teaching
- Develop long term schemes of work
- Make available information to further subject knowledge and understanding
- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils
- Liaise with other HoDs in order to encourage cross-curricular links such as paired planning and trips
- Promote the subject within the school and within the community, where appropriate. Particular responsibility should be taken for the relevant display or subject work
- Be aware of the Code of Practice for Special Educational Needs for teaching and learning in the subject
- Oversee the department's contribution to the School's enrichment programme. This should include being aware of opportunities outside the School, organising appropriate workshops and other outside events, coordinating the department's contribution to the activities programme
- Be aware of Health and Safety requirements, including where to obtain expert advice

Monitor and evaluate the effectiveness of learning and teaching in Design Technology

- Monitor, modify and evaluate the Schemes of Work on a regular basis
- Be involved in the Professional Review Programme as required
- Carry out work scrutiny in line with the school policy
- Help pupils and staff progress towards targets to inform future priorities
- Advise and devise appropriate forms of assessment, recording and reporting in accordance with whole-school assessment policy and any statutory curriculum requirements
- Ensure continuity and progression between the year groups
- Plan, organise and evaluate the transfer of assessment information between year groups if appropriate

Manage appropriate resources for Design Technology and ensure that they are used effectively, efficiently and safely

- Establish staff and resource needs for the subject and advise the Headmaster and Deputy Head –Learning and Teaching of likely priorities for expenditure

- Discuss with the Headmaster and the Deputy Head –Learning and Teaching the deployment of staff involved in the subject to ensure the best use of subject, technical and other expertise
- Ensure the effective and efficient management and organisation of learning resources, including the department's courses on the School's VLE
- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the School
- Use classroom space or the departmental area to create an effective and stimulating environment for teaching and learning of the subject
- Develop contacts/networks beyond the School

Professional Standards for a Teacher at The Hall

- Support the aims and ethos of the School
- Treat all members of the School community with respect and consideration
- Treat all boys fairly, consistently and without prejudice
- Set a good example to boys in terms of appropriate dress, punctuality and attendance
- Participate fully in the School's extracurricular programme
- Take responsibility for personal professional development within the School's CPD programme
- Attend all departmental and staff meetings as required
- Attend Parents' Evenings
- Ensure that all deadlines are met as published in the School Calendar
- Take responsibility for matters relating to health and safety
- Undertake duties that may be reasonably assigned by the Headmaster (directly or indirectly)
- Adhere to the standards set out in the School's Code of Conduct.

Health and Safety

- Communicate with the Operations Director in respect of any Health and Safety issues regarding the welfare or safety of the pupils or staff
- Be familiar with the school's fire safety procedures and participate in fire drills

Safeguarding

- Promote and safeguard the welfare of pupils and to adhere to and ensure compliance with the school's Child Protection procedures and staff guidance at all times reporting any concerns to the DSL or Headmaster as appropriate.

You may also be required to undertake such other comparable duties as the school requires from time to time.

Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case will be reviewed through the Professional Review process.

Person Specification			
	Essential <i>These are qualities without which the Applicant could not be appointed</i>	Desirable <i>Extra qualities which can be used to differentiate applicants</i>	Method of assessment
Qualifications	Honours degree in Design Technology or an appropriate related subject from a recognised university.	QTS	<i>Certificates</i>
Experience:	Evidence of continued career development	Experience of leading and inspiring others. Experience of teaching at Key Stage 2 or 3	<i>Application form and references</i>
Skills	Demonstrate an enthusiastic and imaginative approach to the subject Proficiency in ICT Excellent interpersonal skills Ability to prioritise and to be well organised	An awareness of ICT and its impact on the teaching of Design Technology	<i>Application form, references & interview (including observed lesson)</i>

Knowledge	<p>Awareness of appropriate learning and teaching strategies</p> <p>Awareness of safeguarding and pastoral issues</p>	Appreciation of the ethos of an independent boys' day school	<i>Application Form & Interview</i>
Personal competencies and qualities	<p>A passion for the subject</p> <p>Exceptional communication skills</p> <p>An ability to lead and inspire others</p> <p>Personable and approachable</p> <p>Flexible, adaptable and persuasive in attitude</p>	Commitment to professional development	<i>Application form, references & interview (including observed lesson)</i>