

JOB DESCRIPTION 2007

Position:	Second in Design & Technology Department
Salary:	TLR2.2
Reporting to:	Head of Department
Responsible for:	The provision of a full learning experience and support for students
Liaising with:	Head/Deputies Teaching, relevant non teaching support staff, LEA representatives external agencies and parents

Purpose

- To support the Head of Department and to deputise when and where appropriate
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area
- To develop and enhance the teaching practice of others
- To monitor and support the overall progress and development of students as a manager within the curriculum area and as a Learning Guide
- To take responsibility for the teaching of Design & Technology throughout the school

Main Duties and Responsibilities

- Deputise for the Head of Department in the event of her absence
- Co-ordinate KS4
 - Oversee the implementation of schemes of work
 - Organise internal examinations and key assessments
 - Co-ordinate the completion of GCSE coursework across all classes
 - Complete administrative tasks associated with GCSE exams, such as entries and the completion of mark sheets
 - Take charge of the induction and training of new/inexperienced staff in the teaching and marking of the GCSE course
 - Do set placements for KS4 classes
- Act as subject mentor for student teachers within the department.

Operational/Strategic Planning

- To assist in leading the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department
- The day-to-day management, control and operation of Design & Technology within the department
- To assist in monitoring and following up of student progress

- To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school
- To assist in the management of the department development plan, and to ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the School Development Plan

Curriculum Provision

- To support curriculum development within Design & Technology
- To keep up to date with national developments in the subject area and teaching practice and methodology
- To actively monitor and respond to curriculum development and initiatives at national and local levels
- To liaise with the Head of Department to maintain accreditation with the relevant examination and validating bodies

Staffing/Staff Development/Recruitment/Deployment of Staff

- To work with the Head of Department to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To contribute to Performance Management Review and to act as reviewer for a group of staff within Design & Technology
- To promote teamwork and to motivate staff to ensure effective working relations
- To ensure the effective efficient deployment of classroom support
- To participate in the school's CPD programme

Monitoring and Evaluation

- To ensure the effective operation of monitoring and evaluation systems
- To assist in the process of the setting of targets within the department and to work towards their achievement
- To help establish common standards of practice within the department and develop the effectiveness of teaching and learning within the department
- To contribute to the school procedures for lesson observation
- To implement school monitoring and evaluation procedures and to ensure adherence to those within the department
- To participate in the monitoring and evaluation of the curriculum area/department in line with agreed school procedures
- To implement modification and improvement where required

Information Management

- To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area
- To assist in the use of analysis and evaluation of performance data
- To assist in the production of reports on examination performance, including the use of value-added data
- To assist in the identification of exam entries within the department

Communications

- To help ensure that all members of the department/curriculum area are familiar with its aims and objectives
- To ensure effective communication/as appropriate with the parents of students
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies

Marketing and Liaison

- To contribute to the school liaison and marketing activities e.g. the collection of material for press releases
- To contribute to the development of effective subject links with feeder schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Evenings and other events in feeder schools and the wider community
- To actively promote the development of effective subject links with external agencies

Management of Resources

- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources
- To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the students

Pastoral System

- To monitor and support the overall progress and development of students within the curriculum area
- To help to 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
- To act as Form Tutor and to carry out the duties associated with the role as outlined in the generic job description
- To contribute to PSHE, citizenship and enterprise according to the school policy
- To assist in the implementation of the Behaviour Management policy in the department so that effective learning can take place

Teaching

- To undertake an appropriate programme of teaching.
- To use the Cramlington Learning Cycle

Additional Duties

- To play a full part in the life of the school community and to encourage staff and students to follow this example

Other Specific Duties

- To continue personal development as agreed
- To actively engage in the staff review and development process

- To undertake any other duty as specified by STPCB not mentioned in the above

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.