The Holy Family

Catholic School

a voluntary academy



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| Job Description |

**POST TITLE:** Head of Technology

**Salary**: MPS/UPS + TLR 2b

**Responsible to**: Faculty Leader Mathematics and Technology

**JOB PURPOSE:**

The Head of Technology will support the Faculty Leader Mathematics and Technology providing effective leadership and management of the Technology subjects (Business Studies, Design Technology, Food technology and ICT) to secure:

* High-quality teaching
* Effective use of resources
* Excellent standards of learning and achievement for all students

# Duties and responsibilities

Strategic direction

* To lead on the development and effective implementation of the curriculum for the Technology subjects, in line with our school’s commitment to high-quality teaching and learning and excellent outcomes.
* To promote the Technology subjects, their importance, and the value that they bring across the school.
* To have a comprehensive understanding of how well the subjects are being delivered across the faculty and the subsequent impact on student achievement.
* To use this understanding to intervene where appropriate to improve student outcomes.
* To ensure the curriculum matches the needs of different students, such as disadvantaged students and those with special educational needs and/or disabilities (SEND)
* To support the use of additional staff in the subject areas to ensure there is a framework for deployments and that teaching assistants are deployed effectively.
* To promote students’ spiritual, moral, social, cultural, physical, and mental development alongside British values in the teaching of the subjects.
* To promote careers education through the subjects and ensure that teaching and learning illustrates how the subject might lead to career opportunities.

**Leading the curriculum**

* To develop and regularly review the vision, aims and purpose for the Technology subjects.
* To plan the curriculum content, ensuring it is well sequenced to promote excellent student progress.
* To ensure that the planned curriculum is effectively and consistently implemented across the faculty.
* To ensure that there is an effective system of assessment that oversees the progress of students to ensure the curriculum has a positive impact on students’ learning.
* To have shared responsibility for students’ achievement and standards across the faculty.

Leading and managing staff

* To establish an effective team and lead regular meetings for the Technology subjects to keep staff informed on any developments or changes and to support CPD within the faculty where applicable.
* To provide appropriate support to staff regarding teaching and learning, resources, and planning across the faculty.
* To support with the monitoring of the standard of teaching and learning by visiting lessons, scrutinising books, and talking with students to assess how well the subject area is being implemented.
* To provide feedback to staff based on the above visits to identify training needs and provide continuing professional development (CPD) in the faculty.
* To liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabus(es) that are being delivered
* To support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
* To support with timetabling and the management of setting students into attainment groups where applicable.
* To support teachers to achieve and maintain constructive working relationships with students.
* To participate in Appraisal as required by the school policy and use the process to develop the personal and professional effectiveness of staff.
* To lead on the pastoral care and welfare of all departmental staff.

Efficient and effective deployment of resources

* To create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in students.
* To lead on the audit, checking and management of resources to ensure they are up to date and match student and curriculum needs.
* To effectively manage the subject budget to ensure funding is spent on resources that add value and enhance the learning experience.
* To lead on the preparation of appropriate resources for remote learning to ensure the curriculum can be delivered to students learning from home should the need arise.

**Personal Qualities**

* Have a strong commitment to the school’s Catholic ethos and inclusive education.
* Have emotional resilience, honesty, integrity, and an ability to build strong relationships.
* Have a commitment to safeguarding and equal opportunities.
* To be enthusiastic, flexible, and able to work well under pressure.
* To be a strategic thinker with an analytical mindset and a clear sense of purpose.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will undertake. The postholder may be required to undertake other duties appropriate to the level of the role.

**Person Specification – Head of Technology**

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| **Essential Criteria** | **Desirable Criteria** | **Evidence** |
| **Qualifications:**  Qualified Teacher Status  Qualified to teacher and work in the UK  Appropriate degree or equivalent qualification | Practising Catholic | Interview  Application Form  References  Proof of Qualifications |
| **Experience:**  Evidence of successfully setting goals that stretch and challenge students of all backgrounds, abilities, and dispositions.  Experience of reflecting on and improving teaching practice to maximise student outcomes  Evidence of taking responsibility for improving teaching through appropriate professional development, engaging with learning plans and responding to advice and feedback from colleagues  Planning and/or participating in out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired |  | Application form  Interview  References |
| **Knowledge:**  Have a secure knowledge of Technology subjects’ curriculum, foster and maintain pupils’ interest in the subject, and successfully address misconceptions  Understand and be able to deploy the strategies needed to establish consistently high aspirations, standards of behaviour and outcomes for all students |  | Application form  Interview  References |
| **Behaviours:**  Ability to build strong professional working relationships with others  High expectations for accountability and consistency  Vision aligned with school’s high aspirations, high expectations of self and others  Make a positive contribution to the wider life and ethos of the school  Genuine passion and a belief in the potential of every student  Motivation to continually improve standards and achieve excellence  Effective listening skills that lead to strong understanding of others  Commitment to the safeguarding and welfare of all students |  | Interview  Task  References |
| **Teaching and Learning:**  Be an excellent teacher with the ability to reflect on lessons and continually improve their own practice  Demonstrate effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards  Think strategically about classroom practice and tailoring lessons to students’ needs  Understand and interprets complex student data to drive lesson planning and student attainment  Demonstrate good communication, planning and organisational skills  Demonstrate resilience, motivation and commitment to drive lesson planning and student attainment  Act as a role model for staff and students  Demonstrate commitment to regular and on-going professional development and training to establish outstanding classroom practice |  | Application form  Interview  References |
| **Other:**  Commitment to equality of opportunity and the safeguarding and welfare of all students  Willingness to undertake training  This post is subject to an enhanced Disclosure and Barring Service check |  |  |