

**Job Description**  
**Head of Department**  
**Chris the King Catholic Voluntary Academy**

**Job purpose**

- To lead the continuing development of high-quality learning and teaching in all key stages in Technology.
- To lead the positive promotion of the Catholic ethos of Christ the King Catholic Voluntary Academy
- To take active responsibility for the welfare of all students in the school community

**Specific responsibilities**

- Identifying priorities and developing the department's strategic vision
- The quality of teaching, outcomes and curriculum at Key Stages 3, 4 and 5 for Technology
- The promotion of the Catholic life in the school community

**Strategic:**

- To lead the continuing development of a full resources, high quality curriculum at all key stages
- To develop teaching and learning for Technology, according to the needs of the students, teachers and whole school
- To ensure that Technology is a rewarding subject with positive recognition of achievement.
- Use available data to inform the Technology curriculum.

**Curriculum provision and development**

- To keep up to date with, and actively respond to, national developments in curriculum development.
- To seek out new methodologies, share research and inspire departmental staff.
- To liaise with Examinations Officer to maintain accreditation with the relevant examination and validating bodies.

**Staffing**

- To liaise with Senior Leadership colleagues to ensure cost-effective staffing which enables the delivery of high-quality learning to all students in areas of the Technology curriculum.
- To provide help and support for the professional development of staff, including support staff attached to the department.
- To provide support, advice, praise and counselling for the department team in areas of teaching, learning and discipline
- Follow the MAT framework for performance management.
- Delegate responsibilities across the department to aid professional development.

### Quality assurance

- To monitor the quality of learning in Technology in accordance with the Academy quality assurance policy
- To take positive action in response to issues raised by the monitoring process.
- To use and adhere to the appraisal policy.

### Management information

- To ensure that the Technology department data is accurate and up to date.
- To analyse and evaluate performance data.
- To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken.
- To provide reports on examination performance, including the use of value-added data

### Communications

- To liaise with all staff to assist with provision of the spiritual and moral aspects of the curriculum.
- To attend and contribute to all appropriate meetings.
- To share the ethos, aims and vision of Technology community with all staff.
- To work with parents as partners to raise standards and achievement.
- To ensure the Technology department reports are completed accurately, effectively and on time.
- To liaise with feeder schools to ensure curriculum coherence and cohesion.
- Ensure the department is represented at all relevant meetings.

### Marketing and liaison

- To form professional and collaborative working relationships with colleagues

### Management of resources

- To liaise with the Finance Director(s) to set realistic spending priorities for the development of learning.
- To ensure the smooth running of the department on a day-to-day basis
- To formulate the department development plan within the framework of the school development plan
- Ensuring health and safety procedures are observed by staff and pupils.

### Pastoral

- Continuously assess pupils, provide feedback, set targets and ensure they know how to approve.
- Act as a personal tutor to a group of students
- Set a good example to pupils through presentation, personal and professional conduct.

### Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
- Plan, teach and evaluate lessons to ensure a variety of tasks and learning experiences for pupils matched to their needs.
- Organise lessons effectively to ensure high-quality learning.
- To act as a role model of good practices for all staff

### Additional duties

- To participate fully in community activities, developing the ethos of the school and sharing the vision

*This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.*

*The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.*