

JOB DESCRIPTION

[Chingford Foundation School](#) [Chingford Academies Trust](#)

Title of Post:	Head of Design Technology and Food & Nutrition
Grade/Pay Range:	MPS/UPS + TLR 2c (Outer London)
Department:	Design Technology and Food & Nutrition
Responsible to:	Head of Faculty
Responsible for:	All staff within the Design Technology and Food & Nutrition Department

The Design and Technology Department is a strong department within the school, made up of the post holder, the Head of Faculty, and other teachers and technicians. The staff are highly experienced teachers and very supportive of each other, sharing good practice and resources regularly. There is a strong supportive leadership from the experienced and successful Head of Department and Head of Faculty.

FACILITIES AND RESOURCES

The school provides outstanding facilities for teaching Design Technology including a very strong Electronics and Product Design curriculum to A Level, with a dedicated suite of rooms along with a faculty hub/departmental staffroom for staff to work in. The school is part of the DfE's Schools Rebuilding Programme, that will include state of the art facilities for teaching Design Technology.

LINE OF RESPONSIBILITY

The post holder is directly responsible to the Head of Faculty on curriculum matters and the Director of Key Stage for pastoral issues.

JOB PURPOSE

- To lead and manage all aspects of the Design Technology and Food & Nutrition Department
- To provide an effective and efficient teaching service to the Design Technology and Food & Nutrition Department.

MAIN DUTIES AND RESPONSIBILITIES

- To oversee the teaching of Design Technology and Food & Nutrition within the school
- To ensure that Teachers of Design Technology and Food & Nutrition are sufficiently resourced and in possession of key documents (including schemes of work, exam papers and level descriptors)
- To undertake Quality Assurance checks of work (including book checks, moderation of levelling, questionnaires and lesson observations as appropriate)

- To Line Manage Design Technology and Food & Nutrition teachers, holding them to account and insisting on a high level of performance
- To prepare / amend documentation (including Department Reviews, Department Handbook, and other Handbooks / Prospectuses)
- To convene Design Technology and Food & Nutrition Department Meetings as required
- To ensure that cover work for absent colleagues has been set
- To work with other middle leaders within the Faculty and beyond in order to share good practice
- To encourage Spiritual, Moral and Cultural Development within the Faculty and School

All members of the Design Technology and Food & Nutrition Department have a duty to support each other to ensure the best quality of education for Chingford Foundation School students.

GENERAL

- These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School, Head of Faculty or SLT members
- Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate
- To be committed to, and comply with, all school policies
- To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work
- To participate in appraisals annually in line with school policy
- To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively
- To manage both internal and external relationships, striving for excellence in stakeholder satisfaction
- To work effectively and successfully in your team within school.

OTHER REQUIREMENTS

- To have an up-to-date Enhanced DBS Disclosure.

SAFEGUARDING

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the

Child Protection trained staff team in their school (recognising that they can refer directly themselves to LBWF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of Information with appropriate colleagues to enable action to be Initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of Postholder

Signature Date

PERSON SPECIFICATION
HEAD OF DESIGN TECHNOLOGY AND FOOD & NUTRITION

JOB REQUIREMENTS	Essential	Desirable
QUALIFICATIONS		
Qualified teacher status	X	
Degree or equivalent	X	
Evidence of recent professional development		X
EXPERIENCE		
Experience of successful Design and Technology or Food & Nutrition Teaching at KS3, KS4 and KS5	X	
Experience of a leadership or management role	X	
SKILLS, KNOWLEDGE AND UNDERSTANDING		
Ability to communicate effectively at all levels	X	
Competent user of IT and efficient administrator	X	
Good interpersonal skills	X	
Ability to use initiative and prioritise work and ability to work to deadlines	X	
Understanding the importance of Quality Assurance measures and of Quality Assurance indicators	X	
Commitment to ongoing personal development and willingness to undertake appropriate training	X	
Good influencing and negotiating skills		X
Capacity to manager others/hold others to account	X	
PERSONAL ATTRIBUTES		
Flexible, proactive and resourceful	X	
Ability to work as part of a team	X	
Commitment to school ethos and direction	X	
High standard of punctuality	X	
Self-motivated	X	
Commitment to raising standards of behaviour through improved teaching and learning skills	X	
Calm and organised approach to work including times when under pressure	X	

SAFEGUARDING		
Ability to form and maintain appropriate relationships and boundaries with students	X	
Understanding of Safeguarding procedures	X	
Enhanced satisfactory DBS check	X	

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf.