



Wisdom Service Hope

St Mary's and St John's CE School

"With God, all things are possible" (Matthew 19:26)

Telephone: 020 8202 0026

Email: office@smsj.london

Website: www.smsj.barnet.sch.uk

Executive Principal: Gavin Smith

JOB DESCRIPTION

Job Title: Head of Design and Technology

School: St Mary's & St John's CE School

Reports to: Head of Faculty

Pay Scale: MPR/UPR + TLR

Location Stamford Raffles Campus, Downage, Hendon, NW4 1AB (as required)

Contract: Permanent – Full Time

Job Purpose:

- Lead, develop and manage the teachers, trainees and support staff in the department
- Lead, develop and enhance the teaching practices and enrichment programme in the department.

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Key Responsibilities:

Strategic direction and development of Design and Technology

- Lead the development of appropriate syllabuses, resources and schemes of work for Design and Technology to ensure appropriate provision is in place at all key stages
- Develop and implement policies, plans and practices for the development of Design and Technology which reflect the school's commitment to high achievement and effective teaching and learning
- Monitor the impact of such policies and plans and practices, taking further action when appropriate
- Create a climate which enables staff teaching Design and Technology to develop and maintain a positive attitude and confidence in teaching
- Ensure that whole school and Design and Technology aims, policies and practices are understood by all.

Knowledge and expertise

- Lead the department in curriculum knowledge
- Promote good subject knowledge throughout the department
- Develop the use of ICT within the department
- Keep up to date with DfE and subject specific developments

Teaching and Learning

- Role model in the department
- Monitor and evaluate teaching within the department
- Marketing of department
- Lead on reporting progress
- Organisation of teaching groups

Neale House Campus, Prothero Gardens, Hendon, NW4 3SL

Bennett House Campus, Sunningfields Road, Hendon, NW4 4QR

Stamford Raffles Campus, Downage, Hendon, NW4 1AB

- Meeting all pupils needs at each key stage by maximising pupil's learning potential
- Coordinate after school educational enhancement.

Staff Development

- Management of the department / support staff (not relevant in all departments)
- Organise and chair regular department meetings
- Organise the induction and training of new members of staff
- Identify suitable INSET opportunities
- Develop a team and a team approach
- Supervision and induction of staff new to the school and the department.

Resources, Budget, Stock & Ordering

- Organise suitable rooming and allocation of classes to staff
- Resource deployment in the department
- Create a good learning environment in the department classrooms, including display
- Update risk assessments for rooms
- Health and safety
- Complete department Budget Bids annually
- Be responsible for department orders and maintenance of budget

Pupil Progress

- Monitor and report the progress of all pupils
- Examination entries and results
- Continuous assessment
- Use of comparative data, benchmarking, value added etc
- Challenge and support staff in seeking pupil progression.

Whole School Role

- Attend Head of Department Meetings with SLT
- Coordinate and manage the Department's Agenda for Team Meetings.
- Manage any parental concerns
- Attend Parent Information Evenings to explain the curriculum
- Attend any Heads of Department Borough Meetings to share good practice
- Update any documents as and when requested by SLT
- Contribute to the development of school policies where appropriate
- Support whole school initiatives
- Communicate with and report to parents and governors
- Contribute to the school's extra-curricular / enrichment ethos and activity.

Appraisal

- complete all appraisal requirements as set out in the school policy, including being appraised
- strive to fulfil agreed appraisal objectives If an appraisal team leader
- set objective numerical targets to challenge and stretch staff and pupils
- challenge staff to aspire to greater goals and positive outcomes for pupils
- take a developmental, proactive approach to moving team / department / individual forward
- meeting whole school aims
- record appraisal objectives and reviews on required templates.

Promotion of Corporate Values:

To ensure that our stakeholders are supported to the agreed standards according to the school's Christian values

To ensure that a high level of confidentiality is maintained in all aspects of work.



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Flexibility:

The successful candidate may be required to carry out other reasonable duties commensurate with the grade, as requested by the line manager or Principal.