

## **JOB DESCRIPTION**

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

**Title of Post:** Teacher of Design Technology and Electronics  
**Grade/Pay Range:** MPS/UPS (Outer London)  
**Department:** Design Technology, Food and Nutrition  
**Responsible to:** Head of Design Technology, Food and Nutrition  
**Responsible for:** None

The Design and Technology Department is a strong department within the school, made up of the post holder, the Head of Design Technology and Food & Nutrition, 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 Department on curriculum matters and the Director of Key Stage for pastoral issues.

### **JOB PURPOSE**

- To teach and deliver high quality lessons that challenge, support and encourage learners within the Design Technology Department.

### **TEACHING DUTIES**

- To plan teaching to achieve progression in pupils' learning in line with agreed expectations/targets
- To establish and maintain a purposeful working atmosphere which supports learning
- To set homework and mark in line with school and Trust policies

- To keep detailed records and evidence of pupils' progress to inform target setting and the reporting cycle
- To attend department meetings
- To play an active role in developing and implementing departmental policy
- To keep informed of curricular developments in Design Technology and Electronics
- To keep informed of whole school and Trust policies and to play an active role in implementing them
- To attend pastoral meetings and play an active role in developing and implementing year-team policy
- To attend parents' evenings
- To attend all Internal CPD sessions and strive to constantly improve own practice
- To carry out a share of supervisory duties in accordance with published schedules
- To have a secure and up to date knowledge and understanding of concepts and skills necessary to teach specialist subjects
- To assess, record and report on pupils' progress
- To attend and contribute to departmental and staff meetings and to assist with the implementation of area improvement plans
- To communicate and consult with parents of students as necessary, (including telephone calls, meetings, parental meetings etc.)
- To exploit opportunities to improve basic literacy, numeracy and ICT skills
- To participate in staff development opportunities and accept responsibility for own professional development
- To prepare students for examinations and participate in examination arrangements
- To carry out the role and duties of form tutor as required.
- To implement school and Trust policies

#### **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
- 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 and Trust 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 Appraisal 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  
TEACHER OF DESIGN AND ELECTRONICS**

<b>JOB REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS</b>		
Qualified teacher status	X	
Degree or equivalent	X	
Evidence of recent professional development		X
<b>EXPERIENCE</b>		
Experience of successful Design and Technology Teaching at KS3-KS4? KS5?	X	
Experience of successful Design and Technology Teaching at KS5		X
Experience of successful Electronics Teaching at KS4/KS5	X	
Experience in the role of a form tutor		X
<b>SKILLS, KNOWLEDGE AND UNDERSTANDING</b>		
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	
<b>PERSONAL ATTRIBUTES</b>		
Flexible, proactive and resourceful	X	
Ability to work as part of a team but to work independently when required	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	

<b>SAFEGUARDING</b>		
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.**