

THE CROSSLEY HEATH SCHOOL



Job Title: Department Leader for DT
Grade: TLR2C
Line Manager: Deputy Head

Job Purpose

To provide dynamic and inspirational leadership of a team of teachers and non-teaching staff in DT, (including a Food and Nutrition department), to ensure strategic development and good quality outcomes are achieved. To facilitate high quality teaching and learning which enables all students to attain high standards, and to drive improvement in levels of attainment, achievement and progress within Design Technology.

Main Duties /Responsibilities

- Take overall responsibility for the Area Self-evaluation form.
- Take responsibility for setting and monitoring departmental budget.
- Take responsibility for performance management of staff, ensuring that appropriate objectives are set and that staff are able to access appropriate CPD.
- Ensure the development and training of department staff, including participation in performance review arrangements and the supervision of newly qualified or appointed teachers.
- Be accountable for curriculum provision that leads to improved outcomes for pupils, ensuring effective delivery by all teachers in the department.
- Ensure appropriate curriculum provision with up to date schemes of work that reflect national developments.
- Systematically monitor and evaluate the quality of teaching within Design Technology and lead the promotion of excellent practice.
- Oversee and monitor the effectiveness of assessment procedures to ensure all students are able to make maximum progress.
- Ensure that all staff are maintaining accurate and up-to-date records of student attainment and progress.
- Collate student data, analyse and agree action points with relevant staff and monitor implementation
- Lead on support and intervention for identified students at risk of under-achieving within the department.
- Ensure that arrangements for internal and external examinations and coursework are made, accurate marking takes place, and that students and parents are informed of outcomes in a timely manner.
- Monitor and evaluate the effectiveness of the courses, projects and new initiatives in the department.
- Ensure that department policies are in line with whole school policies and that training is provided to staff where necessary.
- Monitor and plan Design Technology resources to ensure adequate and strategic provision of learning materials to enhance teaching.
- Disseminate and communicate key information to team members.
- Ensure consistency of approach and standards across the team.
- Evaluate the use of resources in order to increase efficiency and effectiveness.

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- Lead on a range of enrichment opportunities in Design Technology.
- Promote the health and safety of students and staff.
- Encourage links with the community and local industry through the medium of the subject and its usage.
- Plan, prepare and teach lessons of the highest standard to students assigned to her or him and support other teachers to develop outstanding practice.
- Participate fully in department meetings and ensure others are able to contribute.
- Ensure that communication with parents is prompt and effective.
- Carry out any other duties as reasonably requested by the Head Teacher