St Mary's Church of England High School

Head of Technology Job Description

The following generic responsibilities are consistent for all Subject Leads. The Teachers' Terms and Conditions of employment cover all posts.

Main Pay/Upper Pay Scale plus TLR1

Accountable to: SLT
                         Head Teacher

Personal and Professional Standards:
The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
All staff are to:
- support the aims and ethos of the school
- have regard to the Church of England character of the school and not to do anything in any way contrary to the interest of its foundation
- set a good example in professional dress and appearance, punctuality and attendance
- take responsibility for personal development and training as a consequence of the performance review cycle
- attend team and staff meetings as appropriate, contributing actively whenever possible
- provide a courteous, prompt and polite service to all members of the school community, including parents/carers, students, all staff, contractors and suppliers and other visitors
- actively contribute to the school's mission statement by forming positive relationships within the school's community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher

Purpose

To be responsible for all aspects of Technology as a subject taught to all year groups. To work with the Subject Leads within the Technology Teaching and Learning Area:

- To provide an outstanding Technology provision at all levels including A Level acting as a credible role model in professional practice and subject specialism
- To develop the Technology curriculum to meet the needs of all students
- To provide effective support for teachers of Technology to meet the learning needs for all students
- To provide leadership and management in respect of raising standards of teaching and student attainment and to ensure effective learning for all students in Technology
- To be personally accountable, and hold others to account, for attainment and progress in Technology across the whole school meeting targets as set in the SSIP, T&L Improvement Plans and other relevant documents
- To work with senior leaders to contribute to the improvement of teaching and learning pedagogy and practice across the school.

Management Responsibilities:

1. To take responsibility for the Technology curriculum provision and development at St Mary's CE High School. This includes ensuring delivery of Technology to meet the needs of all students, organise effective learning opportunities and deploy staff and resources efficiently

2. To take responsibility for promoting and safeguarding the welfare of children and young persons for whom the Subject Leader is responsible or comes into contact with

3. To contribute to the management of the Teaching and Learning Area and ensure that human and material resources are effectively deployed in the subject area.

4. To set and aspire to challenging targets for student attainment and progress. To use data to track and monitor student progress against targets and ensure high quality planning to ensure that all students have the opportunity to make at least good progress and achieve their full potential in Technology. This will include the preparation of some reports.

5. To collate and analyse data to identify students at risk of underachievement and to plan and organise intervention to boost learning and progress.

6. To support the implementation of systems in and around the teaching and learning area that ensure the highest standards of teaching and learning and health and safety.

7. To contribute to and proactively support systems in and around the teaching and learning area that ensure positive student attitudes and the highest standards of student behaviour and conduct.

8. To be a member of the school's middle management team, attending meetings as required and contributing positively towards the management and leadership of the school. This includes promotion of literacy and numeracy in Technology and working closely with Senior leadership team members, subject Leads and Year Leads.

Teaching and Learning Area Responsibilities:

1. To support the provision and development of Technology to the very highest standards and to ensure:

- That provision is made to meet the needs of all students including those who are identified as high prior attaining or as having special educational need
- That the principles underlying the educational provision of St Mary's High School are reflected in all planning, preparation and delivery of aspects of work undertaken in Technology
- That effective assessment strategies are implemented and monitored across Technology in order to:
  - support and optimise student progress
  - Implement appropriate intervention in a timely manner
  - contribute to the students' sense of achievement and success
  - optimise staff support for students

- o inform parents/carers about their child's progress and attainment
- o inform middle/senior managers & colleagues to facilitate tracking and monitoring of student progress
- o inform SLT about student progress and school targets
- That performance data for Technology is regularly monitored, standardised and analysed to support Teaching & Learning Area and whole school tracking and intervention. This will include contributing to reports for the Head Teacher, Governors, Ofsted (and SIAMS) and others as required
- That staff in Technology make appropriate and optimal use of ICT in all aspects of curriculum provision and delivery
- To organise a range of visiting speakers, fieldwork and trips to places of interest to support curriculum provision in all Key Stages and inspire learners
- The development of cross curricular skills (and specifically literacy), project work and collaborative curriculum delivery across Technology and between other curriculum subjects.
- That Technology lessons in the Teaching and Learning Area provide a safe learning environment that is stimulating and inspiring and promotes learning and the fundamental principles of the School and its Christian ethos
- The implementation of comprehensive monitoring and evaluating systems that ensure that teaching and learning of the highest quality continues to be in place and be developed in Technology.

Personnel Responsibilities

1. To work with the SLT line manager to ensure that knowledge, understanding and competencies and skills of the staff in Technology (both teaching and non-teaching staff) are monitored regularly and relevant/kept up to date

2. To support staff in Technology as required with regard to encouraging continuing professional development, teaching and management of students and the learning environment

3. To maintain own personal and professional development in all areas of responsibility, including ICT, to model and support teaching and learning of the highest quality in Technology

Community Responsibilities

To support the work of senior leaders and other staff with responsibilities:

1. To involve industry, parents/carers, other schools and colleges, members of the local community and other educationalists as fully as possible in teaching and learning activities in Technology and in special activities (ie drop days, Technology focused events)

2. To work with industrial, business and commercial partners to contribute to curriculum design and delivery including to support the delivery of CEIAG and Work Related Learning aspects of the curriculum

Teaching and Learning Responsibilities

1. To plan, prepare and teach the agreed curriculum utilising, as fully as possible, ICT systems and technology as available

2. To teach classes or groups of students for timetabled periods

3. To act as a tutor for a group of students as required

4. To act as a mentor to individuals and/or groups of students as required

February 2024