

Holy Family Catholic School & Sixth Form

Job Description – Second In Charge of Design Technology (TLR 2b)

Responsible to: The Curriculum Leader of Design Technology

The following subjects come under the umbrella of the Design Technology Department: Design Technology, Textiles, Food Technology, Food & Catering.

Core Roles of the 2ic of Design Technology:

- To lead the 'Food' and textiles areas within the DT department.
- To assist the CL in leading the Design Technology department towards excellence in all areas of its work, with the school's Mission Statement at its heart.
- To significantly improve outcomes for students in all Design Technology subjects.
- To keep up to date with curriculum developments
- To make a significant contribution to the life and development of the school beyond the Design Technology department.
- To ensure that students are safe in lessons, particularly when practical work is undertaken.
- To ensure extra-curricular opportunities are available for students under the Design Technology umbrella of subjects
- To line manage a specified team of staff within DT

Specific Responsibilities

1. Introduction

This appointment is with the Governors of Holy Family Catholic School under the terms of the Catholic Education Service contract signed with the Governors as employers.

2. Key Tasks

- 2.1 To work with the CL in formulating, updating and reviewing departmental policies and ensuring their implementation and effectiveness.
- 2.2 To be involved in monitoring and evaluation strategies for Design Technology
- 2.3 To prepare and regularly update detailed schemes of work, ensuring changes to specifications have been implemented.
- 2.4 To assist the CL in supporting all members of the department in their teaching and other duties.
- 2.5 To ensure that the highest possible standards of student behaviour are expected and enforced by all staff across the department, in accordance with the school's Behaviour Management policy.
- 2.6 To actively promote and encourage learning outside the classroom.
- 2.7 To ensure that the Design Technology areas are attractive environments for all those who learn and work within them.
- 2.8 To ensure that there is a programme of extra-curricular activities run by the Design Technology department, monitoring attendance and effectiveness of any such provision.
- 2.9 To deputise for the CL.

3. Other Responsibilities

- 3.1 To support the Catholic Ethos and Mission Statement of the school.
- 3.2 To teach 36 hours per fortnight (this JD runs alongside that of a classroom teacher)
- 3.3 To be a form tutor

Holy Family Catholic School & Sixth Form

- 3.4 To attend all relevant and appropriate meetings with colleagues, parents and others.
- 3.5 To ensure that there is a programme of extra-curricular activities run by the Design Technology department, monitoring attendance and effectiveness of any such provision.
- 3.6 Undertake from time to time, any other duties as directed by the Head Teacher.

This post is subject to an enhanced DBS disclosure.

May 2019

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Signed by Postholder

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Dated

Holy Family Catholic School & Sixth Form

Person Specification – 2i/c of Design Technology (TLR 2b)

| Attributes | Essential | Desirable |
|---------------------------|---|---|
| Qualifications | <ul style="list-style-type: none"> • Qualified Teacher Status • First Degree in relevant subject | <ul style="list-style-type: none"> • Evidence of further study at Master's level or above |
| Experience | <ul style="list-style-type: none"> • Proven track record of teaching subjects under the DT umbrella • Willingness to learn how to teach the other subjects within the DT department • Experience of teaching across all key stages • Proven track record of success in improving outcomes in Design Technology • Evidence of initiative and introduction of new ideas | <ul style="list-style-type: none"> • Experience of working in a London School • Experience of delivering both academic and vocational programmes at level 3 |
| Skills | <ul style="list-style-type: none"> • Excellent classroom practitioner • Proficient with ICT • Good administrative skills including the ability to work under pressure and meet deadlines • Able to engage young people | <ul style="list-style-type: none"> • Intrigued and excited by new technologies |
| Personal Qualities | <ul style="list-style-type: none"> • Good communicator • Enthusiastic and passionate about teaching • Determined and organised • Team player • Patient • Resilient • Keen to learn and develop • Sense of humour | <ul style="list-style-type: none"> • Innovative • Ambitious and keen to develop career |
| Other | <ul style="list-style-type: none"> • Passionate about maximising young people's life chances • Committed to his/her own professional development • Supportive of the Catholic Ethos of our school • Up to date knowledge of good practice in relation to the safeguarding of children • Willingness to contribute to study support interventions and extra-curricular activities • High professional standards in dress, attendance and punctuality | |

May 2019