

<b>TITLE OF POST:</b>	<b>Head of Technology</b>
<b>GRADE:</b>	<b>TLR 2B</b>
<b>DATE OF APPOINTMENT:</b>	<b>September 2022</b>
<b>LINE MANAGER:</b>	<b>Curriculum Leader Creative Design</b>

### **Job Description**

#### **Strategic Leadership**

Within the context of the wider aims and vision for the school:

1. Within the context of the wider aims and vision for the Creative Design faculty, manage delivery of an innovative, coordinated, effective and evolving Technology curriculum that challenges and stimulates students of all abilities
2. To have responsibility for helping to ensure effective teaching and learning and a range of support strategies across Technology that maximises the performance of all students
3. To work with the Leadership Team of the Creative Design area to develop and implement review and monitoring processes that will inform progress and ensure effective development planning in the annual school cycle
4. Deputise for the Curriculum Leader in leading, managing and supporting all Faculty staff, assuming direct line management responsibilities in his/her absence.

#### **Specific responsibilities**

1. Coordinate the Technology area in each Key Stage in order to secure the highest possible standards of student work and attainment
2. To lead a team of staff in the Technology area and provide line management of agreed responsibility holders to ensure the area meets its objectives, including supporting and monitoring staff through lesson observations, work scrutiny, regular sampling of student work and the analysis and tracking of student performance
3. To be responsible for the deployment of resources and the management of a delegated budget in Technology
4. To work with the Leadership Team of the Creative Design area to lead self-review processes and to the production of the Creative Design Improvement Plan
5. To coordinate the preparation and development of schemes of work, teaching materials, teaching programmes, methods of teaching and assessment, ensuring all statutory and exam specification requirements are met, and the needs of all students are catered for

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6. Maintain a high quality and safe environment in the area that celebrates achievement.
7. Develop extra-curricular activities for students and to contribute to whole school events where appropriate.
8. Work closely with parents to enhance the achievement of students
9. Establish effective links with business and the wider community to support and promote the effective delivery of the curriculum
10. To develop and promote innovative use of ICT and Technology throughout the area's curriculum

**Curriculum Responsibilities across the Faculty**

As part of the Creative Design Leadership Team

1. Lead on the development of the Faculty's curriculum offer in Technology to meet the needs of the school curriculum.
2. In collaboration with the Curriculum Leader and other subject specialists, develop the work in Technology including responsibility for the preparation of:
  - Curriculum map
  - Schemes of learning
  - Teaching materials and resources
  - Deep marking
  - Methods of assessment
3. To be responsible for regular analysis of the progress data on students in Technology to identify groups and individuals for whom intervention and additional support is needed.
4. To support staff in the delivery of all Technology courses and to monitor and maintain the highest possible quality of teaching and learning and promoting the use of dynamic and effective teaching strategies, ensuring that staff have clear programmes of work and necessary materials

**General responsibilities**

1. To ensure that all students have access to well designed, stimulating resources, undertake challenging activities and work in an interesting and cared for environment.
2. To take responsibility for the efficient and effective use of assessment, recording and reporting procedures in the curriculum area in line with school policies and ensuring that students know the level at which they are operating and the strategies they need to undertake to make progress
3. To take responsibility for specialist teaching materials, technological and curriculum development within the curriculum area in line with school policies.
4. To work with the Leadership Team of the Creative Design area to be responsible for the management of behaviour and the promotion of positive student attitudes to learning. To assist with the management of behaviour and movement of students around the site and participate, as required, in the school's duty and student supervision rota
5. Be available to undertake such responsibilities commensurate with the post and as can reasonably be directed by the Headteacher.



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Due to the evolving nature of the school structure all job descriptions may need to be adjusted, through consultation, to meet the needs of the school.

All job descriptions should be read in conjunction with the operating Pay and Conditions document published by the DfE



**PERSON SPECIFICATION**

**a. Qualifications/Experience**

1. Qualified Teacher status with a minimum of two year's teaching experience
2. Successful experience as a teacher of Graphics, Textiles, and/or Resistant Materials with a track record of positive results ideally in all key stages
3. Interest in and knowledge of educational issues and developments relevant to raising achievement in all areas of Creative Design and evidence of participation in professional development.

**b. Curriculum and Students**

4. Understanding current developments in teaching and learning in Technology
5. An understanding of issues surrounding raising standards and achievement in Creative Design for all students
6. Knowledge of new developments in all aspects of Creative Design, including ICT.

**c. Equal Opportunities**

7. Understanding and commitment to equal opportunity issues and in particular their application to the teaching and learning of Technology

**d. Management and Leadership**

8. Successful experience of contributing to the development of a Curriculum Area.
9. Ability to communicate effectively in writing and orally with a variety of audiences and to generate interest and enthusiasm about Creative Design
10. An understanding of the effective management of change
11. Ability to mentor training, new and qualified teachers to achieve pedagogical excellence.

**e. Relationship with the School Community**

12. An awareness of ways in which parents, the local community and business can be involved in students' learning
13. An understanding of and commitment to the effective promotion of the school and to effective communication with all members of the school community

**f. Personal Qualities**

1. The ability/potential to lead and manage people to work towards common goals.
2. The ability to plan time effectively and organise oneself and others well.
3. Evidence of commitment, enthusiasm, adaptability, reliability and integrity.
4. Evidence of personal presence and impact.
5. A willingness to work hard.
6. A desire to develop professionally.