



JOB DESCRIPTION

JOB TITLE	Head of Design Technology
DEPARTMENT/SECTION	Design Technology
LINE MANAGER	Deputy Head (Co-Curricular)
RESPONSIBLE FOR	Design Technology staff

SAFEGUARDING:

Forest School is committed to safeguarding and promoting the welfare of children.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact

JOB SUMMARY:

The Design Technology department is a busy, thriving, and supportive team. The subject is popular and numbers are increasing year on year at GCSE and A Level. The Design Technology Department comprises four full-time members of staff and a part-time technician. It is housed in four well-equipped workshops and a computer suite. The department is generously resourced with up-to-date facilities. All workshops are extremely well equipped for work in a range of resistant materials. Facilities for ICT are excellent and in addition to the suite of computers we also have several machines for computer-aided design and manufacture, including laser cutters, 3D printers and portable CNC router.

The department specialise in Product Design with a material focus at GCSE on Timbers. We are developing robotics and aim to review curriculum at KS3 in the near future with an eye to develop our Engineering provision. We encourage students to learn fusion360 in KS3 and insist that all exam groups are confident in its use to aid their modelling and iterative design.

We are currently offering super-curricular sessions including, upcycling, robotics and silversmithing through the School's Activities programme. The department have organised and led international trips to New York and Florence, with strong student appetite for a similar trip now travel is opening again.

Design Technology is studied in Yr 7 and Yr 8 for half the year on a rotation with another subject. The students can then choose it as an option with Design Technology being the largest option choice this year with over 100 students selecting it for Yr 9.

Uptake at GCSE is strong, and with our normal offering of Design Technology: Product Design (Edexcel), this year, we are running a new Design Technology: Three-Dimensional Design (AQA), which is more in line with the Art specification and does not have a theory component. Our intention for this is to broaden the scope for more pupils to engage with the subject specialising in the field with more weight on practical application of their design knowledge.

We run A level Product Design (AQA) and usually have between 5-10 students in each Yr12 and Yr13 class. Students regularly progress to study Product Design, Architecture, Engineering, and Art Foundation at university or prestigious art/design institutions. We regularly help students build their portfolios, preparing them for application.

KEY DUTIES AND RESPONSIBILITIES:

Head of Department:

General

- Heads of Department are responsible to the Warden (through the Deputy Heads) for the vision, policies, and culture of their department and for establishing these within the larger framework of Forest School and its strategic plan, particularly in relation to teaching and learning.
- The prime role of the Head of Department is to provide strong academic leadership. They are expected to lead, manage, and develop the department to ensure it achieves the highest possible standards of excellence in all its activities enabling pupils to progress to the highest levels of the discipline.
- The Head of Department will create a culture within the department that promotes an appreciation of the subject in the pupils.
- The Head of Department will maintain the target that all lessons taught in the department are at least 'good' and the majority are 'excellent'.
- The Head of department will use school policies and procedures to monitor, evaluate and develop the team including observations, performance management, appraisals, work scrutiny and reporting.
- The Head of Department will lead and champion the strategic development of the department in line with the School's wider strategic development plan.

Specific duties

Performance Management

- Develop his/her own leadership skills to ensure the confident management of the performance of the department.
- Celebrate good performance with praise and challenge underperformance of their team with appropriate feedback.
- Act as a role model for other members of staff in the pursuit of academic excellence.
- Ensure the performance of individual staff is managed appropriately and offer as much support as is needed to enable each member of the department to contribute fully and develop their skills and experience, liaising with Deputy Head Co-Curricular and/or other Leadership Team staff, as required.
- Put in place the necessary evaluation and monitoring procedures to ensure improvement including termly work scrutiny, moderation of marking, monitoring attendance, regular lesson observations.
- Meet with the Warden and Deputy Head Academic at the start of the academic year to review the performance of the department over the previous academic year and to present specific targets for the current academic year.
- Engender a culture of excellence, co-operation and respect within the department.

Curriculum

- Keep abreast of developments in the department's subject and take appropriate action to update the curriculum as necessary.

- Ensure long, medium and short-term planning (SoW and lesson plans) reflect progress in terms of surface, deep and transferable knowledge and skills

Departmental Profile

- Promote and represent Design Technology at Forest School both internally and externally.
- Maintain connections with teaching of the subject at university level to support pupil progress to further education within the Design Technology field
- Develop and promote departmental co-curricular and super-curricular programme with the support of the Deputy Head Co-Curricular.

Staffing

- Lead and negotiate teaching allocations to all departmental members, monitoring the overall staffing load.
- Maximise the use of all staffing resources and seek opportunities for collaboration and partnerships beyond the department.
- Delegate departmental responsibilities, as appropriate, deploying staff consistent with their current strengths and to support colleagues' professional development.
- Lead (with Deputy Head Co-Curricular) on the recruitment of subject teaching staff.
- Ensure careful induction of all staff joining the department, including acting as NQT mentor.
- Contribute to appraisal, identify training needs and encourage staff to undertake Inset and other forms of professional development including posts of responsibility.

Examinations

- Take responsibility for exam specifications, schemes of work, departmental handbook, keeping such matters under constant review.
- To be responsible for overseeing entry procedures according to the instructions of the Examinations Officer, and to meet all the requirements of examining boards in respect of such items as coursework and estimated grades.
- Ensure pupils are prepared for public examinations by monitoring the teaching of the correct syllabus, providing resources and guidance to allow pupils to revise effectively, and communicating appropriate academic information to parents.

Compliance/Health and Safety

- Ensure a safe and healthy environment for staff and pupils, and full compliance with health and safety requirements.
- Ensure the department is active in implementing the school's published policies, and especially the Safeguarding and Child Protection Policy.

Pupils

- Ensure all pupils develop as strong learners and make at least good progress
- Ensure the appropriate use of IT within the department to allow pupils to use devices positively in service of their learning.
- Ensure the department adhere to the school's assessment and marking policy.
- Ensure lessons allow pupils to develop The Forest Learner characteristics.
- To ensure that in lessons pupils develop good learning behaviour in the classroom.
- Ensure pupils are taught according to their educational needs and abilities, organising appropriate setting and overseeing good pupil discipline in the department.
- To ensure subject choice advice for pupils is appropriate to their needs and abilities.

- Respond to queries and complaints from parents.
- Recommend pupils for academic prizes and encourage use of appropriate rewards.

Meetings

- Hold regular departmental meetings which have a published agenda, and to make sure records are kept.
- Attend meetings, parents' evenings, information evenings and interview days as required.
- Meet fortnightly with the Deputy Head Co-Curricular
- Meet with the Warden and Deputy Heads at the start of each academic year to review and critically evaluate the previous year and set targets for the forthcoming academic cycle.

Other

- Monitor and advise on subject report writing.
- Take responsibility for the departmental budget and the organisation of teaching resources in accordance with School protocols.
- Ensure the department's classrooms are attractive, safe, productive and inspiring environments for learners.
- Undertake other duties as specified by the Deputy Head Co-Curricular/Warden not mentioned above.
- Build/develop outstanding relationships with partner schools through imaginative collaboration opportunities.

TEACHER - GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any teacher at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.

Teaching and Learning

- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire pupils.
- Encourage pupils and show enthusiasm for their subject in the classroom.
- Mark work according to departmental and School marking policies, giving appropriate feedback and maintaining records of pupils' progress in their subject.
- Demonstrate an awareness of Assessment for Learning strategies and personalise the learning of all pupils, as appropriate.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.
- Use teaching strategies that allow for the full range of ability and learning styles in each class, particularly taking into account the learning needs of SEND pupils.
- Research new topic areas and maintain up-to-date subject knowledge.
- Undertake report writing and the award of internal grades as required

In the Department

- Carry out any reasonable subject-related duties assigned to them by their Head of Department/Line manager.

- Attend department meetings and moderation meetings as requested by their Head of Department/line manager.
- Contribute to the Department's devising and writing of new subject materials when required.
- Make themselves familiar with the contents of their Department Handbook and endeavour to follow closely the guidance and Schemes of Work provided in this document.

Co-Curricular

- Contribute imaginatively to the co-curricular, extra-curricular and super-curricular programmes of the School as required by the Head of Department, Deputy Head Co-Curricular or the Heads of Section and Preparatory Schools, and be prepared to run or assist with activities beyond lesson times and on Saturdays when required.
- Take part in the outdoor programme of the School in activities ranging from Games to the Duke of Edinburgh's Award and the Combined Cadet Force.

Pastoral

- Ensure that they are familiar with the School's health and safety guidance and be responsible of their own health and safety and that of their pupils.
- If full-time, be prepared to undertake the pastoral role of a form tutor.
- Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to enforce the pupils' Code of Conduct and Dress Code.
- If present in School, attend assemblies and Chapel, supervising the pupils, unless permission has been granted by the Deputy Warden that they be excused.

Other Professional Duties

- Support and foster the aims of the School.
- Make themselves familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by their Head of Department or Senior Teachers, punctually and efficiently.
- Attend staff meetings, parents' evenings, Commemoration Day, Inset sessions and similar important functions both in and out of normal School hours, and participate in the main Saturday Open Day for prospective parents and pupils.
- Notify their Head of Department and the Director of Studies as early as possible if they are going to be absent from School and set rigorous, appropriate work.
- Attend relevant in-service training each year, after obtaining the consent of their Head of Department and the Head of School.
- Take part in the School's performance management scheme and appraisal

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.