Head of Technology

City of Derby Academy
Full Time Permanent

QEGSMAT is seeking to appoint an enthusiastic and experienced person to work at the City of Derby Academy [CODA]. CODA is an 11-16 school whose educational philosophy is to improve the life chances of all of our students. The school is rapidly improving and is a rewarding and exciting place to work.

The City of Derby Academy is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

The candidate will be a successful, enthusiastic and dynamic professional who is a highly motivated, well-qualified specialist with an innovative and supportive approach to teaching and learning.

We offer candidates:
- Support, mentoring and professional learning appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- A location which has excellent transport links and enjoys state of the art resources.

At QEGSMAT we believe and promote that exceptional teachers create exceptional results; they transform lives and transform futures. They support every pupil to achieve their full potential and become a confident, resilient and compassionate individual who can make a positive contribution to society. We believe that exceptional teachers like you should be supported too, with all the opportunities you need to develop your career and achieve your goals to build for your future.

QEGSMAT also believes in delivering world-class results as we combine the heritage and tradition of the City of Derby Academy with creativity and innovation within this culturally diverse academy.   You'll find high expectations here too; we expect the kind of exemplary conduct from students that allows our teachers to do their jobs as effectively as they can.

In this post you will lead the Technology faculty. Technology is already an important part of the curriculum at the City of Derby Academy and we would like Technology to play a greater role improving the life chances of our students. Currently, Technology delivers Level 2 (GCSE Equivalent) qualifications in Resistant Material, Food Technology, Creative iMedia, Computer Science, Business Studies and Technology (Timber Products). The successful candidate will play an instrumental role in reviewing the curriculum, across all year groups,

and establishing new courses for the students at the City of Derby Academy. The successful candidate will also be responsible for the development, resourcing and assessment of these subjects as well as ensuring the students receive high quality learning experiences. You will be working with a team committed to embedding excellence in everything we do.

We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults. Appointment is subject to a clear DBS check to an enhanced level.

If you would like to be part of this exciting school community, please visit www.qegsmat.com where you will also find the job description and application forms. Alternately, you can contact us at hr@qegsmat.com

To apply for this position please send your completed application form to hr@qegsmat.com.

Closing date for applications: Friday 12th October 2018 Noon

Interview date: Week Commencing 15th October 2018

Salary: Main/ Upper Pay Scale - TLR 1.2 (£9,477)

Start date: January 2019

JOB DESCRIPTION

Post Title:	Head of Technology
Reporting to:	SLT
Scale:	Main / Upper Pay Scale – TLR 1.2
Disclosure level:	Enhanced

CORE DUTIES

PURPOSE OF THE POST:
- Be accountable for leading, managing and developing Technology education across all Key Stages;
- Be accountable for the attainment and progress of all students and discrete groups of learners, including Eligible, EAL and SEND students, across all Key Stages within Technology;
- Monitor and support student progress within Technology;
- Effectively manage and deploy teaching/support staff, financial and physical resources within the curriculum area;
- Monitor, develop and enhance the teaching practice of others;
- Promote the development of students' academic, moral, social, personal and cultural education through the consistent and fair implementation of the academy's values and expectations.
- Contribute to the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students across all Key Stages, in accordance with the aims of the school and the curricular policies determined by the QEGSMAT, Governing Body and Headteacher;
- To play a full part in the life of the school community, to support its distinctive ethos and to encourage and ensure staff and students follow this example.

MAIN DUTIES

Teaching Duties
- Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher (Ref: Job Description – Teacher);
- Engage actively in continuing professional development and the appraisal process.

Pastoral Duties
- Act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic Teacher's Job Description, including supporting the Progress Leader in monitoring and maintaining student progress, behaviour and attendance;
- Ensure behaviour and rewards are implemented in the curriculum area so that effective learning can take place;
- Support the Emergency Call Out and duty rotas as appropriate;
- Liaise with Heads of Year and monitor positives and negatives within the curriculum area to identify where support is required in order to maintain behaviour standards.

Curriculum and Assessment
- Lead and be accountable for the development and delivery of the Technology curriculum across all Key Stages, including the development and enhancement of appropriate schemes of work, resources, and departmental guidance documents relating to teaching, learning and assessment;
- Ensure continuity of student learning and progress within the Technology curriculum within a linear assessment model across all Key Stages, including the review and selection of appropriate exam boards and specifications;
- Develop and enhance appropriate assessments and criteria linked to the subject-specific knowledge, skills and understanding expected of students to facilitate their progress;
- Keep up to date with and respond to national, regional and local initiatives within the Technology curriculum, including changes associated with new exam specification content and assessment;
- Responsible for the development and implementation of whole-school initiatives and strategies, including literacy and numeracy, across the Technology curriculum.

Staff Deployment, Development and Recruitment
- Responsible for the day-to-day management, timetabling and deployment of staff within the designated curriculum area;
- Act as a positive role model, promote teamwork and motivate staff to ensure effective working relations;
- Responsible for the efficient and effective deployment of support staff, cover supervisors and supply within the curriculum area, ensuring that appropriate cover is set in the during staff absence;
- Work with the member of the Leadership Team responsible for the school calendar to ensure curricular events are calendared and to arrange appropriate cover;
- Undertake Appraisal Review(s) and to act as appraiser for staff within the designated curriculum area in accordance with academy guidelines;
- Work with the Senior Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs;
- Participate in the school's Initial Teacher Training programme as and when applicable.
- Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with academy procedures;

Student Progress Monitoring and Reporting

- Monitor the progress made by all students and discrete groups of learners, including Eligible, EAL and SEND students, across all Key Stages within RS using whole-school and departmental data tracking systems;
- Coordinate colleagues within the curriculum area in identifying underachieving students and the implementation of appropriate mentoring/intervention programmes as required;
- Ensure that reporting deadlines are met by all colleagues within the curriculum area, and that where students are not making expected progress they and their parents receive clear information on how they can improve;
- Review student targets/"Flight Paths" after every assessment period and in light of amendments to national performance data as appropriate;
- Liaise with colleagues within the curriculum area and the Leadership Team Line Manager before making amendments to student targets/"Flight Paths";
- Liaise with the SENCO and their team in order to ensure that the specific needs of SEND students within the curriculum area are being met, and to ensure effective transition between Key Stages.
- Produce reports on external examination performance for the Leadership team and Governing Body compared to internal projections and national performance data e.g. A8 Estimates and other comparative data sets;
- Produce reports for the Leadership team and Governing Body on the progress being made by students currently on roll.

Quality Assurance

- Establish departmental expectations relating to teaching and assessment practice, marking and feedback, and homework in accordance with whole-school standards and expectations;
- Monitor the implementation of whole-school and departmental expectations and the quality of teaching, learning and assessment through lesson observations/learning walks, work scrutinies, student interviews, surveys and parental feedback;
- Identify areas of effective practice to be shared within the curriculum area, and areas of practice that require development or urgent action;
- Complete self-evaluation reports (SEF) for the Leadership Team and Governing Body relating to the quality of teaching, learning and assessment, external examination performance and the progress being made by students currently on roll as appropriate;
- Produce departmental improvement and action plans (DIP/DAP) based upon departmental self-evaluation to develop and enhance the curriculum, quality of teaching, learning and assessment and/or to improve student progress as appropriate;
- Participate in and contribute to whole-school quality assurance procedures, e.g. lesson observations beyond the curriculum area, as appropriate;
- Produce reports for the Leadership team and Governing Body on the impact of departmental improvement and action plans (DIP/DAP) and mentoring/intervention programmes and as appropriate.

Communications and Marketing

- Ensure that all members of the curriculum area are familiar with its aims and objectives;
- Work with colleagues to formulate aims, objectives and strategic plans for all aspects of the curriculum area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the academy;
- Ensure effective communication/consultation as appropriate with all stakeholders including students, parents, colleagues, governors;
- Represent the curriculum area's views and interests, and to provide updates relating to curriculum development, student performance and the quality of teaching, learning and assessment at leadership meetings, Governor's meetings and other relevant forums.
- Lead the development of effective curriculum links with partner schools and the community, attending where necessary liaison events in partner schools, and the effective promotion of Tchnology at Open Days/Evenings and other events;
- Contribute to the academy's marketing activities, e.g. the collection of material for press releases.

Other Curriculum Leader duties

- Implement whole-school policies and procedures (e.g. Equal Opportunities), initiatives and aspects of the School Improvement Plan relevant to the curriculum area;

- Ensure that Health and Safety policies and practices, including Risk Assessments, throughout the curriculum area are in line with statutory requirements and are updated where necessary through liaison with the School's Site Manager;
- Lead and manage the business planning function of all aspects of the curriculum area, and to ensure that the planning activities of the curriculum area reflect the needs of students within the curriculum area, including School Improvement Plan/Departmental Improvement Plan and the aims and objectives of the academy;
- Liaise with the Leadership Team Line Manager and/or Exams Officer to maintain accreditation with the relevant examination and validating bodies;
- Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the curriculum area budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

Person Specification

Head of Technology

	Essential	Desirable	Evidence
Qualifications	• Honours Degree • PGCE (or equivalent) • GCSE Maths and English C or equivalent	• Evidence of relevant and ongoing CPD	Certificates
Knowledge	• Subject and curriculum knowledge • Planning for students across the ability range, and for those with SEND/EAL • Using formative and summative assessment to improve student outcomes • Effective behaviour management strategies	• New GCSE/Vocational Specifications • Knowledge of current issues and recent developments in the curriculum area	Application form Interview Observation
Experience	• Mainstream teaching 11-16 • Teaching across the ability range • Teaching examination classes	• Experience of a pastoral / form tutor role. • Experience of leadership within schools	Application form Interview
Skills & Qualities	• Interpersonal • Negotiating • Communication (Oral & Written) • Delegation • Team Work • Self-Motivation • Flexible		Application form Interview

	• Organisation & Planning • Creativity & Problem Solving • Reflective		