



JOB DESCRIPTION

JOB TITLE:	Teacher of Design & Technology
GRADE:	MPR/UPR 1.0 FTE
RESPONSIBLE TO:	Head of the Science & Technology Faculty and Headteacher
JOB PURPOSE:	With the support from the Head of Faculty, deliver high quality teaching and learning to promote the highest possible achievement of students in Design & Technology

KEY RESPONSIBILITIES:

- To ensure that you safeguard and promote the welfare of students and staff in the school.
- To maintain a thorough and up to date knowledge of the teaching of Design and Technology and take account of wider curriculum developments which are relevant to your work.
- To engage with quality assurance of teaching and learning within your faculty through a variety of lesson observations, drop-ins, book looks and student voice.
- To plan lessons and sequences of lessons to meet the individual learning needs of all students.
- To set well-grounded, consistent expectations for students in your teaching groups.
- Use data related to prior attainment, and other information that informs how students can best learn.
- To assess, monitor and record the progress of students in your classes and give them clear and constructive feedback.
- To complete reports to parents/carers on students' attainment and progress in line with the school's procedures.
- To take responsibility for your professional development, working to improve your teaching and your students' learning through taking advantage of appropriate CPD opportunities and collaborations.
- To engage with the performance management process.
- To manage students' behaviour effectively to ensure a good and safe learning environment.
- To make a positive contribution to the wider life and ethos of the school, for example through promoting and leading extra-curricular opportunities.
- To develop effective professional relationships with colleagues, drawing, as appropriate, on advice and support.
- To communicate effectively with parents/carers.
- To promote equal opportunities for all within the school community.
- To carry out the professional duties of a school teacher, under the reasonable direction of the Headteacher, as set out in the current School Teachers' Pay and Conditions Document (STPCD).

Other responsibilities for Teachers fall into these key areas:

CURRICULUM

The successful candidate will:

- Take responsibility for the planning of schemes of learning and preparation of teaching materials that reflects our core values, for the delivery of Design and Technology at Key Stage 3 and Key Stage 4;
- Work with the Head of Faculty, colleagues and SLT, to establish effective monitoring and evaluation of teaching and learning within Design and Technology.
- Assist with the development of strategies and learning materials for students in need of learning support or learning extension. Produce and develop differentiated lessons as appropriate;
- Develop and maintain an up-to-date knowledge and understanding of the areas of teaching and student support for which the post holder is responsible;
- Work with students to ensure that they know their current progress;
- Work with students to ensure that they know how to improve. Set targets with students designed to improve achievement and success in line with faculty and whole school procedures;
- Give constructive feedback, undertake regular monitoring of progress and maintain accurate records;
- Act as a form tutor, as required, planning and delivering PSHE lessons and supporting the Heads of Key Stage and other colleagues on related pastoral matters pertaining to students in the form;
- Maintain full and accurate records of the assessment of student work;
- Promote a positive ethos within the subject area by example and ensure a stimulating environment for learning;
- Make full and effective use of whole school systems for rewards and sanctions;
- Promote and embed whole school teaching and learning initiatives (e.g. 'Three-Story Intellect'), enabling students to progress;
- Use appropriate teaching and classroom management strategies to motivate and inspire students;

ASSESSMENT, RECORDING AND REPORTING

The successful candidate will:

- Work with the Head of Faculty to embed effective systems of summative and formative assessment;
- Ensure appropriate planning and delivery of assessments, examinations, self-study and marking in accordance with whole school policy;
- Work with students to ensure that they know what they need to do to improve, and how we can best support their achievement and success;
- Follow whole school expectations around reviewing students' work and giving constructive feedback;
- Provide developmental oral and written feedback to help students reflect upon and improve their work;
- Undertake regular monitoring of progress, and maintain accurate records;
- Prepare and present informative reports on students' progress to parents/carers in line with whole school policies.
- Attend parent evenings, open evenings and school events as required.

COMMUNICATION

The successful candidate will:

- Promote our core values of courage, commitment and compassion through your teaching, actions and words;
- Have due regard for the systems of communication within the school;
- Attend and contribute to meetings within Directed Time, in line with our school calendar;
- Contribute to parents/carers evenings to discuss progress and attainment of students;
- Contribute to Year 5-6 Open Evening for the new intake of students each year, to promote the work of the subject area, the students and the school;
- Liaise with the Pastoral team on matters of a pastoral nature pertaining to students under their charge;
- Support all whole-school initiatives designed to ensure that all students are healthy, safe, enjoy their learning, make a positive contribution and are economically secure.

HEALTH AND SAFETY

The successful candidate will:

- Have due regard for the school's Health and Safety policy and any such issues particular to their subject/Faculty area;
- Log Health and Safety incidents and near misses and report concerns to the Health and Safety Coordinator;
- Familiarise themselves with fire regulations;
- Have due regard for student safety and report any concerns to the appropriate school body;
- Supervise corridors and classroom entrances at the beginning and end of lessons to ensure that students conduct themselves in an orderly fashion in between lessons and ensure that they are on the corridors to meet and greet their classes at the start of every lesson.

OTHER RESPONSIBILITIES

The successful candidate will:

- Participate fully in professional development activities to develop good practice, sharing the learning from these as appropriate;
- Make an effective contribution to the aspirations of the school;
- Work with Head of Faculty during half-termly windows for quality assurance;
- Carry out break and after school duties where directed;
- Support trainees that join the Faculty from local university providers.

CONDITIONS OF SERVICE

The successful candidate will:

- Fulfil all the requirements and duties set out in the current Pay & Conditions documents relating to the conditions of employment of teachers;
- Fulfil all of the responsibilities and duties required by the school's policies on teaching and learning;
- Achieve any performance criteria or targets arising from the school's Performance Management arrangements;
- Ensure that all elements of the Professional Standards for Teachers are met.

Safeguarding Commitment

Bedale High School is committed to safeguarding and promoting the welfare of children, young people and adults. We have a robust child protection policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment. This post is subject to satisfactory references and enhanced Disclosure and Barring Service criminal records check for work with children.

An online search may be undertaken for shortlisted candidates as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.

BHS is committed to meeting the needs of our diverse community and aim to have a workforce reflecting this diversity.

This job description will be reviewed annually.

SIGNED **POSTHOLDER**

SIGNED **HEADTEACHER**

DATE