



## Head of Design & Technology



# HEAD OF DESIGN & TECHNOLOGY

Required September 2017

Salary: TLR 2B

**This is an exciting opportunity for someone to join and lead our successful Design & Technology Department**

**The ability to teach A Level is essential**

11-18 State-funded Independent Catholic Grammar School

The application form and details can be downloaded from the College website to be returned to Mrs D. Howard

**Closing date for applications 30 March 2017**

**Interview to be held the w/c 24 April 2017**

The successful candidate must be willing to engage St Ambrose College's commitment to developing an outstanding Catholic Boys' Grammar School. An enthusiastic Head and Teacher of Design & Technology is required within this selective Boys' Grammar School, described as "outstanding" in the most recent Ofsted inspection. The ability to teach A Level is essential. He/she should be able to deliver the subject in an enthusiastic way which will encourage the development of a real enjoyment of the subject and an understanding of the importance of Design & Technology in today's society.

He/she will be expected to organise help with revision sessions and other extra curricular trips and activities.

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment for post is subject to a satisfactory DBS check.**

Tel: 0161 980 2711

St Ambrose College, Hale Barns, Altrincham WA15 0HE

Website: [www.st-ambrosecollege.org.uk](http://www.st-ambrosecollege.org.uk)

email: [recruitment@st-ambrosecollege.org.uk](mailto:recruitment@st-ambrosecollege.org.uk)

## SPECIFIC DUTIES AND RESPONSIBILITIES

The duties of the Head of Design Technology at St Ambrose College include:-

- Leading, by example, the teaching undertaken within the department and to instil, wherever possible, a love of the subject and an enthusiasm for discovery in the students.
- Teaching the subject up to A-level is essential.
- Responsibility for all aspects pertaining to the smooth running of the department.
- Responsibility for dealing with the day-to-day departmental administration and documentation.
- Acting as line-manager for all teaching and technical staff within the department.
- Responsibility for designing, resourcing, evaluating and monitoring the work of the department
- Overseeing the resources, workshops and preparation rooms.
- Liaising with all members of the department, and calling and chairing departmental meetings as required.
- Producing suitable schemes of work for all year groups.
- Regularly assessing schemes of work and specifications used within the department, and discussing any proposed changes with the Line Manager to Design & Technology.
- The implementation of new curriculum developments as agreed with the Principal.
- Overseeing the execution of the schemes of work and specifications used in the department.
- Ensuring that internal examinations are produced on time, and that the papers used are suitable for the ability of the students.
- Ensuring that good records are kept illustrating the progression of each student within the department
- Management of the annual departmental capitation allowance, whilst observing the need to manage resources efficiently and effectively.
- Overseeing the organisation, stock control, distribution and sharing of resources of the department.
- To be aware of all Health & Safety issues relating to the Department and to exercise due regard to current Health & Safety regulations.
- To oversee the preparation and execution of A-level practical work and associated coursework.
- To arrange the Design & Technology Field Trip for students particularly A level boys.
- Responsibility for the regular updating of the Departmental Handbook.
- Ensuring the continued development of the use and provision of ICT within the department.
- Overseeing the arrangements for visits to places of educational interest related to the subject.
- To make recommendations regarding the division of teaching within the department, after discussion with those involved, to the Principal and Senior Leadership Team.
- Attending INSET courses and encouraging departmental members to do so.
- Disseminating material and information to members of the department.
- To liaise with parents over issues relating to the subject
- Supporting teachers, NQTs, and student-teachers and evaluating their teaching performance
- To attend Leadership Group Meetings.
- Preparing work for absent departmental colleagues who have been unable to do so.
- Carrying out such duties as reasonably requested by the Principal.
- In addition to these responsibilities, the Head of Department should also undertake those duties normally expected of all teachers at St Ambrose College. These include:
  - To teach a timetable as allocated.
  - To set, record and mark homework as designated.
  - To give written reports on the progress of students throughout the year as requested by the Principal.
  - To attend parents' evenings and any other occasion sanctioned by the College, e.g. Options Evenings, New Parents' Evening, Open Days, Speech Night, etc.
  - To promote the development of each pupils spiritual, moral, social and cultural welfare.
  - To uphold the Catholic ethos of the College and to support the application of the Eight Essentials of Edmund Rice.
  - To pay due regard to the Staff Handbook and to support College policies as approved.
  - To support the daily life of St Ambrose College.
  - In addition, to undertake any other relevant duties requested by the Principal.