



Ashmole Academy

JOB DESCRIPTION

<u>JOB TITLE:</u>	In Charge Product Design
<u>GRADE:</u>	TLR 2 (1)
<u>PURPOSE OF JOB:</u>	To provide leadership in the development and management of the curriculum area and in the use and deployment of resources.
<u>RESPONSIBLE TO:</u>	The Head Teacher in all matters and to the Head of Department in respect to teaching, management duties, timetabled activities and curriculum development. It is within the departmental activities and responsibilities of Technology that Product Design occurs.

EMPLOYMENT DUTIES:

These responsibilities relate directly to the duties for which the incentive allowance has been awarded. This is in addition to the Job Description for a general teacher.

Curriculum Provision

1. To lead the development of the teaching of Product Design throughout the Academy.
2. To co-ordinate and take day-to-day responsibility for the organisation and management of staff and resources involved in the teaching of Product Design.
3. To lead on the teaching at all key stages and with all examination work, co-ordinating both the teaching and the administrative work required.
4. To ensure that the quality of all Product Design courses and examination work is of the highest standard with students achieving high examination performance.
5. To prepare, maintain and develop courses of study, teaching materials, work schemes, methods of teaching and assessment with reference to Product Design.

Team Management

To lead and develop an effective team of teachers by:

1. Ensuring high quality teaching and organisation;
2. Monitoring their standards of performance, including formal appraisal;
3. Encouraging individual and collective development by giving INSET advice, agreeing targets, organising departmentally-based INSET and liaison with various co-ordinators as appropriate;
4. Providing induction programmes and supervise the work of ECT teachers, liaising with training institution/deputy head, as appropriate.

Pupil Progress

To aid each pupil's progress and development by:

1. Ensuring that positive and appropriate teaching and learning strategies are adopted;
2. Monitoring the writing of reports, completion of Progress Checks and use made of Parents' Evenings;
3. Keeping departmental records adequate and up-to-date;
4. Dealing with individual learning problems, if required, by liaising with pastoral staff, support staff or parents;
5. Following the Academy's policies on Behaviour, Merits and Sanctions;
6. Ensuring a well-ordered atmosphere for the departments' work, e.g. by displaying pupils' work in rooms which are maintained as a pleasant environment.

Resources : stock and equipment

To maximise the effectiveness of departmental capitation by:

1. Keeping all expenditure within budget limits and to strictly follow the Academy's financial procedure and practices;
2. Discussing and agreeing expenditure priorities with colleagues;
3. Ordering, storing and ensuring the good maintenance of instruments, equipment, books, materials and furniture;
4. Keeping records and checking stock as required.

Administration

To play a part in the smooth administration of the Academy by:

1. Helping organise departmental meetings;
2. Working with the Examinations Officer and the relevant Pastoral Support to ensure that exam entries are effectively made.

Health and Safety

To ensure that the relevant Health and Safety regulations are known and adhered to, by teachers and technicians, by:

1. Communicating the appropriate COSHH and other procedures to all relevant staff;
2. Providing INSET on these procedures;
3. Monitoring their implementation;
4. Supervising the use and care of equipment and rooms assigned to the department.
5. To safeguard and promote the welfare of children.

This Job Description is not rigid or exclusive and may be adjusted at any time by the Head Teacher to meet the needs of the Academy.

Post Holder : _____

Head Teacher: _____ Date: _____