



## **Head of Department Job Description**

**Job Title:** **Head of Department (Design Technology & Art)**

**Responsible To:** **Headteacher**

### **Core duties and purpose of post:**

- To lead the Design Technology and Art Departments, providing clear direction and a sense of purpose contributing to the aims and ethos of the school.
- To provide a broad, balanced, relevant and differentiated curriculum for all students in the Design Technology & Art Departments in accordance with school policies and national requirements.
- To be accountable for the progress of students.
- To be accountable for the quality of teaching and learning.

### **Strategic direction and development of the subject:**

- To set a well-articulated and ambitious vision, in line with school policy, that will ensure high achievement and effective teaching and learning.
- To monitor actively and respond to curriculum development and initiatives at national, regional and local levels.
- To select and lead the development of appropriate specifications.
- To ensure that teaching in the Design Technology and Art Departments contributes to students' spiritual, moral, social and cultural development.
- To follow the agreed department QA schedule to produce a robust evidence base to support accurate self-evaluation and development planning.
- To maintain a current SEF with Departmental Action Plan to reflect departmental and whole school priorities.

### **Leading Teaching and Learning:**

- To model high quality teaching.
- To promote high quality teaching and learning across the subject by ensuring that agreed practice on Teaching and Learning, Feedback and Assessment and Homework are consistently applied.
- To ensure that teachers are aware of current subject pedagogy.

### **Securing Student Progress:**

- To be accountable for student progress and development across the subject and Key Stages.
- To analyse data following each progress review point, identifying underachieving groups and individual students, implement targeted intervention and monitor the effectiveness of the intervention.
- To monitor and implement the agreed practice on behaviour management and ensure that behaviour management supports effective learning.
- To liaise effectively with Heads of Learning to secure student progress.

### **Leading and managing staff:**

- To ensure that all colleagues within the departments follow the Teacher Standards.
- To monitor and ensure that colleagues are consistently following school agreed practice.
- To support the professional development of colleagues in the Design Technology and Art Departments, identifying and supporting opportunities for their development.
- To carry out Appraisal/PM of colleagues.
- To hold colleagues to account regarding student progress and quality of teaching.
- To share good practice with colleagues across the school.