



ST. BEDE'S COLLEGE

Teacher of Design Technology

St Bede's College is a Catholic HMC Independent College for boys and girls aged 3-18 and are seeking to appoint an experienced and dynamic teacher of Design Technology to teach across the age range (Years 7-13) including A Level.

Job Description

JOB TITLE: Teacher of DT

GRADE: St. Bede's Pay Scale

TERMS: From 1 September 2021

REPORTING TO: Head of Department

MAIN JOB PURPOSE:

- Attending relevant meetings; working as a member of a team within the department; contributing positively and effectively to working relations within the College.
- Have and promote high expectations of all pupils to ensure that they can achieve their full educational potential.
- To teach DT across Key stages 3, 4 and 5.
- To provide an appropriate balance of teaching styles and learning experiences. In accordance with our Mission Statement and all agreed priorities and policies, to play an important role in the delivery of high quality teaching and learning opportunities for all pupils of St Bede's College

CORE DUTIES:

- Developing the teaching of DT.
- Promoting, supporting and advising on the use of Educational Technology
- Ensuring that assessments, records, reports and references are efficiently produced and recorded, and that records of work covered with each class are available for monitoring of and discussion with the Head of Department .
- Teachers are to conduct themselves in accordance with the high standards and expectations expressed in the College behaviour policy. This will be expressed through high personal professionalism, an

excellent personal example for pupils, support for colleagues and a strong commitment to the school's Catholic ethos and ideals.

- As a member of the College's teaching staff the post-holder will have a responsibility in every circumstance to promote and safeguard the welfare of pupils in the College and to ensure that all aspects of the College Safeguarding Policy are implemented.

KEY TASKS:

1. Improvement Processes

- To agree with the Department Head a detailed Development Plan for the Subject Area, which will provide a clear sense of vision and strategic direction for the subject
- To effectively implement this Plan within agreed timescales, so as to continually enhance the quality of teaching, learning and achievement within the Subject Area, and maintain robust assessments and records of this progress
- To attend a fortnightly meeting with the Department Heads and others in the Department
- To attend regular Subject Area meetings to assist the Department Head in aspects of Performance Management (only if three or more members)
- To attend meetings as requested by the Headteacher.

2. Resources

- To maintain a team ethos within the Subject Area, and to delegate tasks in a way which maximises the use of available talent, experience and enthusiasm, and provides development opportunities.
- To keep expenditure on the Subject Area within the allocated capitation budget, and ensure that stock and equipment are well cared for and economically used.

3. Promoting the Subject Area

- To set a personal and professional example of enthusiasm, which promotes esteem for the subject within and outside the College, and inspires colleagues and pupils alike
- To ensure that Subject Area rooms and corridors present a stimulating environment for pupils and visitors
- To organise the Subject Area at Open Events/Option Evenings, to present it in its best possible light

4. Achievements and Examinations

- To ensure that the academic provision within the Subject Area, in terms of the curriculum and its delivery, is appropriate to the needs of students at all levels. This will be reflected in appropriate schemes of work, which will include extension activities
- To plan internal tests and examinations and ensure that all colleagues in the Subject Area keep clear, up-to-date records for all pupils, including internal assessments, examinations and external examination results
- To monitor, assess and report on pupils in accordance with appropriate St Bede's Policies
- To organise GCSE, AS, A2 and other examination entries with the Examinations Officer, and ensure completion of all course work within specified timescales

- To keep syllabuses, external examination choices and University requirements under regular review

5. Subject Area Specific Tasks

- Itemised here will be specific duties according to the curriculum needs of the particular Subject Area and the Level of the Management Responsibility Allowance held by the post-holder
- To teach across the age range
- To be responsible for assisting in devising schemes of work for all DT classes
- To be responsible for delivering the specifications for all GCSE, AS and A2 courses
- To ensure departmental trips are organised on a regular basis
- To devise internal examinations for all year groups
- To keep abreast of new developments affecting your subject
- To liaise with your departmental colleagues promoting high expectations of pupils and staff at all times

PASTORAL DUTIES:

- Be a form tutor to an assigned group of students
- Promote the general progress and wellbeing of individual pupils and of the form tutor group as a whole
- Liaise with the Head of Section to ensure implementation of the school's pastoral system
- Register pupils, accompany them to assemblies, encourage their full attendance and their active participation in all aspects of college life
- Contribute to the preparation of Full school and Interim reports and profiling of tutor group
- Alert appropriate staff to any problems being experienced by pupils
- Communicate as appropriate with parents of pupils and persons or organisations outside the college concerned with the welfare of the individual pupils after consultation with appropriate staff
- Teach a weekly lesson of PSMEE to your form tutees

OTHER INFORMATION:

- To contribute significantly with regard to the displays around the College and playing an active role in House Competitions
- To participate in and contribute to the general management of the school by promoting the ethos of St Bede's College, as detailed in the school's aims and values, and the rules and guidelines
- To work with the pastoral team by being a tutor and delivering PSMEE
- To contribute to the co-curricular life of the College

This Job Description sets out the major duties and other tasks associated with the stated purposes of the post. Other duties of a similar nature appropriate to the level of responsibility vested in the post and undertaken within the College are not excluded simply because they are not itemised.

The duties of the post could vary from time to time resulting from new legislation or changes in College Policy, and in this case appropriate training may be given to enable the post holder to undertake the new or varied work.

This list is not exhaustive but rather an indication of the main requirements of the role.

Person Specification Education

Good Honours degree in a related discipline

Qualified Teacher Status

Good record of relevant CPD

Commitment to life-long learning and willingness to embrace new ideas

Teaching

Ability to teach Design Technology at A Level

Experience teaching Design Technology at A Level

Ability to teach Design Technology GCSE

Experience teaching Design Technology GCSE

Ability to teach at KS3

Happy to teach across a wide ability range

Wider Responsibilities

Ability and willingness to promote and support the use of Educational Technology in other subjects

Ability and willingness to lead on College wide Digital Strategy

Pastoral

Prepared to act as a Form Tutor and support the College's commitment to outstanding pastoral care

Willingness to support the College's Catholic ethos

Skills

Good organisational skills

A high level of professionalism in all aspects of their work

Flexible and proactive

Supportive of and sensitiveness to the needs of others

Willingness to contribute to co-curricular activities

Essential

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Desirable