



Derby Grammar School

Where you belong

Job title	Subject Lead for Design and Technology
Purpose	<p>The Subject Lead for Design and Technology will promote a love of learning and stimulate intellectual curiosity amongst pupils at Derby Grammar School through inspirational teaching and guidance, ensuring each pupil is supported to achieve his or her potential.</p> <p>The main teaching role will be to teach Design and Technology (Product Design) up to A Level. The ability to offer co-curricular activities in the arts would be an advantage.</p> <p>He/she will manage the Design and Technology curriculum, share in the School's aims and ambitions, and make a positive contribution to the wider life and ethos of the School.</p>
Responsible to	Acting Deputy Head Academic
Safeguarding	Every member of staff has a responsibility to be proactive in promoting and safeguarding the welfare of all pupils in line with School policies and procedures.
Full time / part time	Full time
Salary	DGS Pay Scale

Specific Responsibilities

Departmental planning

- Ensure that the Design and Technology curriculum fully meets the needs of all students and that it is effectively delivered in all respects.
- Develop appropriate specifications, resources, schemes of work, marking policies and teaching strategies in line with the overall School's development plan.
- Present information and evaluation reports to the Senior Leadership Team.
- Arrange and promote activities across the department to foster personal development, commitment and enthusiasm in students

- Collaborate and contribute positively to School and departmental initiatives, implementing new ideas and working as a team member to ensure a high quality of teaching and learning.

Teaching, assessment and reporting

- Plan, prepare and deliver lessons in line with the departmental scheme of work and external examination specifications.
- Set and instil high expectations across the subject at all levels.
- Assess, record and report on pupil attainment, learning and progress, working to Departmental deadlines. Keeping a record of marks and assessments and using this information to inform teaching and learning, adapting methods as required to respond to the strengths and needs of all pupils.
- Set and mark classwork and homework regularly in accordance with Departmental and School policies.
- Support the invigilation, supervision, marking and moderation of examinations and coursework or controlled assessment as required.
- Prepare for and attend Parents' Evenings and other parent-teacher events as required, maintaining constructive and developmental dialogue with pupils and families.
- Provide guidance and advice to pupils regarding GCSE, A Level, Higher Education and career choices as appropriate.

Professional development

- Keep abreast of developments nationally in your subject area.
- Participate as required in the School's appraisal system.
- Regularly review your methods of teaching and programmes of work.
- Engage in professional development by attending relevant courses and meetings as agreed with your line manager.

General responsibilities

- Maintain good order and discipline among pupils and safeguard their health and safety both at School and on organised events outside school.
- Maintain appropriate records and provide relevant, accurate and up to date information for registers and information management systems.
- Support and contribute to wider extra-curricular activities in the School.
- Be a reliable and committed form tutor, forming part of one of our Key Stage teams.
- Carry out cover and duties in accordance with published rotas.
- Attend staff meetings relevant to the curriculum, administration or organisation of the School, including pastoral arrangements, making a full contribution as required.

- Attend and participate in, as required, general School functions, assemblies, meetings, social and cultural events, including those held out of school hours during term time.
- Liaise and promote positive relationships with parents/carers and outside agencies regarding pupil progress and welfare issues.
- Promote the general progress and wellbeing of individual pupils and of any class or group assigned to you, including the monitoring of the personal and social needs of pupils and taking action where required.
- Assist in the promotion of the School's reputation and in marketing activities, including attendance at open events.
- Participate in administrative and organisational tasks related to duties as described above, including the management or supervision of persons providing support for the teachers in School.
- Carry out any additional task reasonably requested by the Head or Acting Deputy Heads.