

THOMAS HARDYE SCHOOL – JOB DESCRIPTION

CURRICULUM CO-ORDINATOR

Job Title: Head of Design & Technology

Responsible to: Deputy Headteacher

OVERALL RESPONSIBILITY

- To provide clear, cohesive leadership and direction in teaching and learning in the curriculum area and manage and motivate teaching and support colleagues in developing innovative teaching strategies to enhance the quality of teaching, learning and achievement.
- To build and develop subject specialist team, working to enhance the teaching skills of others through ensuring continued professional growth and career development for staff.
- To contribute to the strategic development of the school by implementing whole school initiatives, monitoring and reporting on key outcomes, to ensure the department meets set targets
- To take responsibility and be accountable for student attainment and achievement, by tracking student progress and supporting individual student's learning needs.

SECTION 1 - GENERAL MANAGEMENT DUTIES

Leadership

1. Contribute to the overall strategic direction and delivery of the school's aims and objectives by providing advice, challenge, insights and experience that will be beneficial to the activity and development of the organisation.
2. To champion best practice in this area, demonstrating teaching skills and leadership qualities necessary to command respect, and encourage commitment to raising standards.
3. Scrutinise and monitor the performance and effectiveness of the department in delivering the school's aims and objectives. Complete a self-evaluation document which can be supported with accompanying evidence.
4. Play a major role in the school's middle management structure, assisting the headteacher in creating a vision, sense of purpose and pride about the department and its work.
5. Contribute to the school evaluation process and ensure the department contributes towards the setting of targets and works towards achieving them.
6. Demonstrate strong leadership as a middle leader, through strategic and analytical capabilities, in the development of all aspects of the school, including its policies and their implementation
7. Proactively devise and implement departmental rules and procedures within relevant school policies.
8. Co-ordinate the production and maintenance of the department handbook or equivalent, and implement, monitor and evaluate all of its policies and documentation.
9. Lead, direct and develop staff for the continuous improvements in the quality of teaching and learning by motivating and enabling colleagues to share best practice across the department.
10. Be responsible for maintaining discipline in the department, ensuring behaviour management strategies are in place, including supporting staff during lessons when appropriate.
11. Keep a high profile around school, taking command of areas at change of lessons and being visible and active during non-structured time.
12. Develop and maintain effective methods of communication with the headteacher, SLT, other staff, students, parents, governors, external agencies and the wider community (including business and industry), etc.
13. Identify and celebrate areas of success whenever possible using the school website and local press
14. Help create an effective team by promoting collective approaches to problem-solving and curricular/department development, e.g. consult when writing the improvement plan and produce resources as a team.
15. Chair and produce the agenda for effective department meetings. Ensure decisions are recorded and others informed as appropriate.
16. Implement school assessment and target setting policies, and make effective use of data to monitor and evaluate the achievement and attainment of students in the subject.
17. Initiate/maintain the provision of extra-curricular activities, e.g. the use of resources after school/during lunch-breaks or a club, etc.

18. Deploy all department staff effectively in order to give department members a good work/life balance.
19. Liaise with other staff on the effective deployment of any teacher assistants, technicians or other support staff.

Curricular/Departmental Development

1. Contribute towards continuity and progression within the whole school curriculum.
2. Oversee the Subject Improvement Plan, its implementation and the part it plays in the whole school development.
3. Develop comprehensive schemes of work which include a range of teaching and learning styles providing a rich experience for pupils, and incorporate a variety of assessment methods at key points to enable accurate judgements on student progress.
4. Ensure departmental systems to allow teaching staff to access student data to inform their planning and teaching.
5. Monitor and evaluate the teaching in the department; take the initiative in identifying strategies to support consistency of practice, collaboration, reflection and be a lead practitioner in the team.
6. Develop departmental strategies for the students' spiritual, moral, social and cultural development, including citizenship.
7. Develop departmental strategies and procedures (using national and school guidelines) for teaching and learning for students with special educational needs.
8. Identify and support the subject cohort of gifted and talented students by developing teaching strategies to meet their needs, sharing good practice, tracking student progress and setting specific departmental targets for the group.
9. Ensure that the department supports the school's implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, SEN, Equal Opportunities, safeguarding.
10. Create a culture and environment that is conducive to success through innovation and engagement.

Stock/Resources/Budget

1. Have oversight of the management of the department stock, teaching resources and finances - obtaining best value for money.
2. Ensure timetable provision is effectively resourced and roomed to enable maximum benefit to staff and students.
3. Plan and budget the financial activities of the running of the department and oversee ordering of resources.
4. Authorise stock disposal in accordance with department and school policies.
5. Devise systems for storing resources in such a way as to enable quick and easy access by all staff (teaching and support) (and students where appropriate).
6. Ensure resources are adapted to suit the needs of all pupils to enable inclusive learning opportunities for all students.

Liaison/Communication

1. Communicate daily with department team members, making positive and constructive comments about work and student progress and keeping up to date with personal information, wider aspects of the school agenda, recreation opportunities and enjoyment and professional development.
2. Meet regularly and work with the 'SLT link' and/or line manager for professional support and develop effective departmental management.
3. Work closely with the SLT to promote the successful image of the school in the community.
4. Oversee and monitor the accuracy of exam entries and dates and work effectively with the exam officer.
5. Act as the initial person for others to contact regarding all issues relating to the subject.
6. Liaise with colleagues from other key stages and sectors in order to provide a smooth transition between schools and phases for all students.
7. Liaise with other curriculum co-ordinators in order to develop schemes of work, e.g. numeracy, literacy, SMSC, SEN, ICT and Citizenship.
8. Inform staff about new developments and ideas related to the subject and the department.

9. Manage the provision of information to parent/carers and other staff about curricular choices, and choice of teaching groups for individual pupils and groups of students.
10. Develop constructive relationships with key members of the school and community and provide helpful and accurate responses to parent/carer enquiries.
11. Work with external providers where appropriate to support and influence the work of all in the department.

Health and Safety

1. Undergo Basic First Aid training and update courses, where required.
2. Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with health, safety & welfare.

Continuing Professional Development – Personal

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the school curriculum.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
3. Develop skills and knowledge for mentoring and coaching colleagues.
4. Maintain a professional learning log and portfolio of evidence to support the performance management process - evaluating and improving own practice.

Continuing Professional Development – Staff

1. Contribute to, and take a leading role in, the provision of high quality professional development through an effective performance management programme, making use of, where appropriate, other sources of expertise.
2. Consider the expectations and needs of other members of staff, and in particular ensure that trainees and NQTs are appropriately monitored, supported and assessed in relation to QTS and Induction standards and those of the school.
3. Carry out performance management of certain teachers and teacher assistants as required by the performance management programme and use the process to develop the personal and professional effectiveness of each member of staff to engage all employees.
4. Assist the Headteacher, by providing relevant evidence as requested, in assessing staff for pay progression.
5. Lead in the use of 'gained time' by revising teaching, learning and curriculum materials in readiness for new academic year; taking the lead in collaborative planning sessions; provide additional student support or any activity directed by the headteacher.
6. Maintain a professional portfolio to support the performance management process.

SECTION 2 – SUBJECT SPECIFIC DUTIES

1. Consult, produce, disseminate and regularly review policies and procedures
2. Maintain a Departmental Portfolio with evidence of:
 - Departmental data, to include public examination and KS3 outcomes, departmental targets, comparative data with similar and national results and historical trends.
 - Work scrutinies
 - Lesson observation records and monitoring and evaluation outcomes.
3. Manage any established programmes of trip and visits including trips abroad
4. Use professional judgement and expertise to make judgements and recommendations regarding exam specifications
5. Stay abreast of all changes to exam specifications and communicate these changes as necessary

SECTION 3 – OTHER DUTIES

The following tasks will be negotiated and agreed at the time of appointment and at annual review. These additional tasks are seen as an important part of the school’s continuing professional development programme:

(add additional duties for your requirements)

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Compiled by:	Revision Number
Approved by:	Revision Date __/__/__