SAINTS PETER AND PAUL

CATHOLIC HIGH SCHOOL

JOB DESCRIPTION

TEACHER OF DESIGN TECHNOLOGY
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JOB PURPOSE;

To ensure that all students attending lessons in your subject have an enjoyable experience that allows them to make progress within your area.

1. Learning and Teaching

1.1 Plan work in line with curriculum team schemes for learning, examination syllabuses and National Curriculum programmes of study using the correct departmental documentation and procedures.

1.2 Work effectively with all support staff e.g. learning mentors and teaching assistants who are attached to individuals or teaching groups.

1.3 Find out what students already know and understand in order to inform planning and enable progression.

1.4 Set clear and appropriate learning objectives and outcomes, explain them at the start of lessons, refer to them throughout and review them at the end involving students throughout.

1.5 Actively pass on knowledge and understanding of the key concepts and processes of the curriculum.

1.6 Use creativity, imagination and a variety of teaching styles to motivate, challenge and support all students.

1.7 Reward students for their effort and achievement in line with whole school and departmental policies.

1.8 Have high expectations of all students and show a commitment to every student's success.

1.9 Follow whole school and departmental procedures for behaviour for learning.

2. Assessment, Recording and Reporting

2.1   Maintain records of lesson planning and review in line with departmental policy.
2.2   Help students to evaluate their own work and that of others and involve them in setting   future learning objectives.
2.3   Mark, monitor and return work, in line with whole school and departmental policy, giving useful oral and written feedback and setting future targets for improvement.
2.4   Complete clear and meaningful reports in line with whole school and departmental guidelines.
2.5   Meet all report deadlines within the whole school reporting cycle.
2.6   Be familiar with SEN Code of practice and keep appropriate records.

3. Pastoral Work

3.1   Undertake the role of a progress tutor as and when required, following whole school guidance on the role of the progress tutor
3.2   Monitor the social and academic progress of students in the tutor group.
3.3   Liaise with the Progress Leader regarding the social and academic progress of students in the tutor group.
3.4   Promote good attendance and punctuality.
3.5   Attend all Year Team meetings.

4. Professional Standards

4.1   Support the Catholic Ethos of the school.
4.2   Positively promote the value of your subject to the whole school community.
4.3   Treat all members of the school community, colleagues and students, with respect and consideration.
4.4   Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.
4.5   Promote the aims of the school by attendance at and participation in events such as open evenings, options evenings etc as and when required.
4.6   Take responsibility for your own professional development and participate in staff   training when provided.
4.7   Follow all whole school and departmental policies.
4.8   Attend all meetings as appropriate to your responsibilities.
4.9   Undertake duties as described in whole school and departmental policies.
4.10 Ensure that all deadlines are met as published in the school calendar.
4.11 Undertake professional duties which may be reasonably required by senior leadership.
4.12   Always take responsibility for matters relating to Health and Safety.

Responsible to:	Director of Faculty