

GATEACRE SCHOOL

# JOB DESCRIPTION

**TITLE OF POST:** Teacher of Technology

**GRADE OF POST:** Classroom Teachers' Pay Scale

**ACCOUNTABLE TO:** Headteacher/SLT Line Manager/Head of Art, Design and Technology

**REPORTS TO:** SLT Line Manager/Head of Art, Design and Technology

**PURPOSE OF JOB:** To teach a range of technology specialisms, ensuring that pupils achieve their full potential in this subject.

The post holder must, at all times, carry out his or her duties and responsibilities in accordance with the aims of the School and in such a manner as to enhance the good reputation of the School.

**Main Activities and Responsibilities:**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and Teachers Conditions of Service (Burgundy Book).

1. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students.
2. To maintain an up-to-date knowledge and understanding of the requirements of the Technology Curriculum.
3. To monitor and support the overall progress and development of students as a teacher/ Progress Tutor.
4. To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
5. To contribute to raising standards of student attainment.
6. To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
7. To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
8. To maintain discipline in accordance with the school’s procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
9. To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
10. To mark, grade and give written/verbal and diagnostic feedback as required.
11. To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Department.
12. To plan and prepare courses and lessons.
13. To track student progress and use information to inform teaching and learning.
14. To communicate effectively with the parents of students as appropriate.
15. To take part in liaison activities such as open evenings and parents’ evenings.
16. To contribute to the development of effective subject links with external agencies.
17. To identify resource needs and to contribute to the efficient/effective use of resources.
18. To be a Form Tutor to an assigned group of students and promote the general progress and well-being of individual students and the Tutor Group as a whole.
19. To register students, accompany them to assemblies, encourage their full attendance and punctuality at school and in all lessons and their participation in other aspects of school life.
20. Any other duties, which may arise during the course of work and as, authorised by the Headteacher. Such duties will be commensurate with the general level of this post and will be subject to the skills and abilities of the post holder. The main duties of this post may be reviewed in the light of experience and development in the post. Any review will be undertaken in conjunction with the post holder.
21. **Health and Safety:** Employees are required to observe the provisions of and adhere to the School's policies. Please note that we operate a non-smoking policy.
22. **Safeguarding:** All staff have a responsibility to provide a safe environment in which students can learn and, where there is a concern about a child’s welfare should follow the referral processes set out in the school’s Safeguarding Policy.

**Date of issue:** May 2023

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**Person Specification for the post of Teacher of Technology**

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| **A. Qualifications for POST** | **Method of testing** |
| Design Technology graduate with QTS  Technology Secondary trained | Application |
| **B. Experience/Abilities/Skills** |  |
| 1. Ability to teach Product and Design and Engineering to a high standard to all abilities and ages. 2. Ability to teach a range of technology specialisms, for example, Food and Textiles. 3. Ability to work as part of a team. 4. The ability to make a contribution to the extra- curricular life of the school. 5. Up-to-date knowledge of teaching issues. 6. Excellent subject knowledge 7. Experience of monitoring the quality of pupils work and setting appropriate challenges to assist learning 8. High professional standards 9. Ability to work under pressure and manage competing priorities 10. The ability to deliver high quality reports to a diverse range of stakeholders 11. Excellent communication skills 12. Excellent ICT skills and evidence of their use in teaching to raise standards 13. Ability to maintain the safety and wellbeing of pupils 14. Well developed inter-personal and social skills and be able to develop and maintain effective working relationships with colleagues, pupils and parents/carers 15. The ability to manage challenging behaviour in a firm and consistent manner 16. Ability to interpret data relating to pupil performance and be able to translate this into successful teaching and learning strategies 17. Excellent attendance/ punctuality record. | Observation  Application/  Interview/  References |