



HEAD OF DESIGN TECHNOLOGY JOB DESCRIPTION

Job Title: Head of Design Technology

Responsible to: Senior Deputy Head (Academic)

Main Purpose: To lead and oversee the teaching and administration of Design Technology.

Roles and Responsibilities:

General:

- Promoting and ensuring the safeguarding and welfare of all pupils
- To instil in pupils a passion for computing on a departmental a whole school level.
- Creation, review and delivery of Schemes of Work and Curriculum Maps, cascading the information to pupils and parents.
- Run departmental meetings, ensuring minutes are maintained.
- To ensure a collegiate approach with other departments, liaising with the equivalent HOD at Casterton Prep School.
- To ensure open communication with department members, passing on information as appropriate.
- Where necessary, ensure that pupils are taught in appropriate groups
- Review, and advise colleagues as necessary, about special educational needs and considerations.
- Advise pupils at times of option choices and when help is needed for careers or Universities
- To maintain high professional standards to relation behaviour, punctuality, attendance and appearance
- To demonstrate our school values through interactions with pupils, staff and parents.
- To respond to parental queries in a timely manner
- Attendance at subject fairs and other school events where subject representation is required.

Teaching and Learning:

- Advise the Head on the appointment of new staff
- Assist in the drafting of advertisements and job descriptions Support new staff prior to, and on arrival
- Lesson observations of staff, formally on an annual basis, but encouraging an open-door policy with regular drop-ins to support teachers and ensure an awareness of professional practise.
- Promote attendance and involvement in teaching and learning sessions.
- Ensure the integration of technology within the whole-school curriculum delivery, in-line with the school strategy.

Staff Development

- Encouragement of CPD, to maintain knowledge of pedagogical and subject specific developments.
- Encourage staff CPD to maintain professional development and curriculum knowledge.

Administration

- To ensure regular communication with the Deputy Head Academic.
- To provide timely reports following public examination results to the Deputy Head Academic, analysing pupil performance.
- Accurate and effective communication regarding exams, ensuring information is provided to the exams officer.
- Keep clear records of all pupils, such as internal assessments (CAT scores) and examinations (Entrance and Scholarship Exams) and external examination results
- To ensure the departmental handbook is reviewed on an annual basis.
- Entries and administration for relevant regional and national competitions
- Write, mark and set the scholarship exams for entry to Year 9 and Sixth Form

The Design Department

Design Technology is taught at Sedbergh both at GCSE and A-level (both through AQA courses). The Department has a longstanding tradition of strength in these areas reflected by the fact we are the only school nationally to hold a Millennium Products Award. We continue to innovate in our approach to Design Education and are one of only two schools in the country to offer a dedicated Jewellery and Silversmithing option at GCSE and A-level. This ambitious approach was recognised by the Jewellery industry when in a national vote we were awarded the British Jewellers Association (now NAJ) 'Newcomer of the Year Award'. Within Product Design the department has had several winners at the Institute of Mechanical Engineers TDI awards.

The Department embraces a mix of traditional skill-based work and state of the art CAD and CAM technologies. We allow our pupils to undertake ambitious projects at both GCSE and A-level and believe that they learn not only about our subject but also many other valuable life skills in doing so. Pupils at Sedbergh range across all abilities but are typified by a determined and resilient approach to challenges, they are genuinely proud of their school and a pleasure to teach.

This opportunity presents an exciting opportunity for someone to come and develop an already well established department with pupils who are engaged and ambitious to learn.

Year Group Structure

Year 9 are taught via a rotation of projects to provide a broad base of experience across Design Technology.

GCSE has become increasingly popular over the past four years, so much so that the Department has on occasions had to cap numbers. There are currently approximately 40 pupils doing GCSE as an option, split across all teaching staff.

A-level has seen a fluctuation in numbers between 4 and 20 pupils depending on the year. It is not uncommon for pupils to go on to study Product Design or related degrees at University. A-level involves a traditional major project of the pupil's choosing and we encourage pupils to take risks and be ambitious. All pupils in the exam groups are allocated the teacher most suited to tutoring their specific project where possible.

The Department regularly achieves good value-added results at both GCSE and A-level and caters for both the less able and highly academic pupils. We work very hard, and our pupil's success is our core desire and motivation. Workshops are open until 6pm every day including weekends on a rota. Applicants should be under no illusions that the ethos of the school is busy and hardworking, both for staff and pupils.

Facilities

The Department boasts a good range of both high-end CNC technology, as well as traditional engineering machines and facilities. These include a range of CNC milling machines including a Roland MDX540 with rotary axis and tool changer, as well as a large 60W laser cutter.

Other facilities include state of the art digital pulse MIG welding, plasma cutting, investment casting, panel and radial arm saws and a fully equipped woodworking workshop. We make extensive use of our high-end CAD workstations that are based across two separate teaching suites, as well as being supplemented by a Wi-Fi network throughout the Department. The Department is currently housed in one of the first purpose-built Design buildings to exist in independent schools.

Extra-curricular & Industrial links

We have strong links with international software companies, in particular Solidworks. Professional training in the software can be provided through both internal and external INSET. Knowledge and of experience of CAD is desirable however a willingness to embrace the technology is essential. Our pupils regularly liaise with commercial companies including a local metal laser cutting firm, the Birmingham Assay Office, and assorted technology companies. We believe where possible in encouraging pupils to make contact with experts in the real world of design and manufacture.

Other Duties:

- All staff are expected to contribute to the extra-curricular and boarding programme of the school.
- Accommodation may be available for applicants interested in additional boarding commitments.

Health and Safety:

All staff should be aware of the school's health and safety policy and implement it as appropriate.

Safeguarding:

All staff employed by Sedbergh School are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.

These roles and responsibilities provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the level of this post.

Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

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