



# ST JOSEPH'S COLLEGE

## Head of Design & Technology Candidate Briefing Pack 2023-2024



## Welcome from our Headteacher

Dear Candidate,

I am proud to be able to welcome you to St Joseph's College. Thank you for considering a position with us and hopefully this letter will give you a feel for the College.

St Joseph's College was founded by the De La Salle Brothers in 1855 and has been located in a number of sites across London during its 167 year history. It finally arrived at our current location on Beulah Hill in 1904. This makes St Joseph's College one of England's oldest and most established Catholic State Funded Boys Schools. Girls are admitted into our thriving Sixth Form.

Having taken up the post of Headteacher on 1st September 2021, I feel very privileged to be able to play a significant role in the future development of this historic College. As a Roman Catholic Comprehensive College we aim to help everyone in our community to grow in faith and make the most of their talents and abilities.

The culture and ethos of the College is centred on our high expectations of each other: All students who attend the College have the opportunity to maximise their academic potential, their talents and their abilities across a wide range of activities both academic and vocational. OFSTED in February 2020 rated us as 'Good' which shows that we are on the right path to achieve this.

Our motto "Fearless Faith" provides us with the inspiration that when students leave the College they are:

- Confident:** Have self-belief and communicate clearly in any situation.
- Determined:** Work hard to achieve in all aspects of life.
- Enthusiastic:** Learn from mistakes and maintain a positive outlook.
- Independent:** Take responsibility for themselves and their learning.
- Creative:** Explore many different paths to develop understanding
- Considerate:** Strong in their own faith and values whilst respecting other views and values.

In order for them to take on the challenges of an ever changing world and realise their dreams.

At the heart of our College lies our strong sense of faith, community, the values we strive to maintain, our commitment to realising the potential of each and every young man and woman in our care, and in providing a balanced education that addresses the academic, social, emotional, physical and spiritual aspects of our students' lives.

We provide a highly supportive working environment and are committed to professional development; there is an excellent training programme in place as well as opportunities for career progression. We also place staff wellbeing at the forefront of all that we do.

I look forward to welcoming you to our College and showing you its work in action, please feel free to contact me if you have any questions about any posts that you see advertised.

Mr G Mantillas  
Acting Headteacher

## **Job Description**

**Job Title:** Head of Design & Technology

**Salary:** Classroom Teachers' Pay Scale + TLR 2B (negotiable)

**Responsible to:** Members of Senior Leadership Team

**Start Date:** September 2024

**Job Summary:** The Head of Design & Technology candidate will be under the reasonable direction of the Headteacher and their Line Manager and will be expected to carry out the professional duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

The successful candidate will teach Design & Technology at Key Stage 3 and KS4 and at KS5, across the whole ability range. They will raise standards of student attainment and achievement within the whole curriculum area and monitor and support student progress. The post holder will be accountable for leading, managing and developing the subject/ curriculum area. They will develop and enhance the teaching practices of others. The Head of Design & Technology will be able to demonstrate good classroom management and organisational skills; be able to interest, inspire and motivate pupils in Design & Technology activities; provide a commitment to take-part in extracurricular activities in the College and report to parents/ guardians on student progress in line with St Joseph's College expectations. The post holder will be a good role model for staff and students, actively respecting and supporting the Catholic ethos of the college.

### **Teaching**

Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

### **Strategic direction and operation planning**

#### **Key responsibility:**

- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in Design & Technology.
- Monitor actively and follow up student progress in Design & Technology.
- Implement school policies and procedures, e.g. equal opportunities, health and safety, COSHH, accommodation strategy, etc.
- Work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- Lead and manage the planning function of the department, and to ensure that the planning activities of Design & Technology reflect the needs of students within the subject area and the aims and objectives of the school. Manage the DT Technician in directing their duties.

- Follow the health and safety policies and practices, including risk assessments liaising with the school's Health and Safety Manager if required.

## **Curriculum provision**

### **Key responsibility:**

- Liaise with the Teaching & Learning Lead to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective Design & Technology curriculum programme which complements school self-evaluation and the School Improvement Plan.
- Actively monitor and respond to curriculum development and initiatives in Design & Technology at national, regional and local events.
- Maintain accreditation with the relevant examination and validating bodies liaising with Examination Officer as required.

## **Curriculum development**

### **Key responsibility:**

- Keep up to date with national developments in Design & Technology and teaching practice and methodology.
- Lead curriculum development for Design & Technology.
- Be responsible for the development of key skills in Design & Technology.
- Ensure that the development of Design & Technology is in line with national developments.
- Develop learners' skills in ICT, Literacy and Numeracy.
- Ensure appropriate differentiation of the curriculum to meet the needs of all learners.

## **Quality assurance**

### **Key responsibility:**

- Ensure the effective operation of quality control systems in Design & Technology.
- Establish common standards of practice within Design & Technology and develop the effectiveness of teaching and learning styles.
- Contribute to the school procedures for lesson observation.
- Implement school quality procedures and to ensure adherence to those within Design & Technology.
- Monitor and evaluate the curriculum area/ department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- Seek/ implement modification and improvement where required.

## **Pastoral system**

- Monitor and support the overall progress and development of students within Design & Technology.

- Monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to, and that appropriate action is taken where necessary.
- Act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description/ staff handbook.
- Contribute to PHSE, citizenship and enterprise according to school policy.
- Ensure the behaviour management system is implemented in the department so that effective learning can take place.
- Engender, by example and practice, enthusiasm for Design & Technology.

### Signatures

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

**I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.**

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| <b>Name:</b>      |  |
| <b>Signature:</b> |  |
| <b>Date:</b>      |  |